



**CITY OF  
TUMWATER  
CITY COUNCIL  
MEETING AGENDA**

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

**Tuesday, May 07, 2024  
7:00 PM**

- 1. Call to Order**
- 2. Roll Call**
- 3. Flag Salute**
- 4. Special Items:**
  - [a.](#) Proclamation: Bike Month, May 2024
  - [b.](#) Proclamation: Emergency Medical Services Week, May 19-25, 2024
  - [c.](#) Proclamation: Historic Women's Olympic Marathon Trials Celebration Week, May 12-19, 2024
  - [d.](#) Transportation Benefit District 2023 Annual Report (Mary Heather Ames)
- 5. Public Comment:** (for discussion of items not having a public hearing on tonight's agenda)
- 6. Consent Calendar:**
  - [a.](#) Approval of Minutes: City Council, April 16, 2024
  - [b.](#) Approval of Minutes: City Council Work Session, April 23, 2024
  - [c.](#) Payment of Vouchers (Finance Department)
  - [d.](#) Resolution No. R2024-010, Surplus Property (Finance Department)
  - [e.](#) Service Provider Agreement with Haley and Aldrich for the Integrated Planning Grant for the DOT Capitol Blvd. property (Council Work Session)
  - [f.](#) Brewmaster's House Renovation Contract Change Order #2 (Public Works Committee)
- 7. Public Hearings:**
  - [a.](#) Ordinance O2024-002 Budget Amendment No. 2 (Troy Niemeyer)
- 8. Council Considerations:**
  - [a.](#) 2024 Community Development Block Grant (CDBG) Funding Recommendation (Brad Medrud)
  - [b.](#) Service Provider Agreement with Haley and Aldrich for the Brownfield Assessment EPA Grant (Mike Matlock)
- 9. Committee Reports**

- a. Public Health and Safety Committee (Peter Agabi)
- b. General Government Committee (Michael Althausser)
- c. Public Works Committee (Eileen Swarhout)
- d. Budget and Finance Committee (Debbie Sullivan)

**10. Mayor/City Administrator's Report**

**11. Councilmember Reports**

**12. Any Other Business**

**13. Adjourn**

**Hybrid Meeting Information**

The public are welcome to attend in person, by telephone or online via Zoom.

**Watch Online**

Go to <http://www.zoom.us/join> and enter the Webinar ID 868 6696 3155 and Passcode 744098.

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 868 6696 3155 and Passcode 744098.

**Public and Written Comment**

Attend in person to give public comment or register by 6:45 p.m. the day of the meeting to provide public comment using the web-based meeting platform:

[https://us02web.zoom.us/webinar/register/WN\\_x2MKWq16Qpmv9f75qh5JsA](https://us02web.zoom.us/webinar/register/WN_x2MKWq16Qpmv9f75qh5JsA)

After registering, you will receive a confirmation email with a login to join the online meeting.

As an alternative, prior to the meeting, 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. on the day of the meeting. Comments are submitted directly to the Mayor and City Councilmembers and will not be read individually into the record of the meeting.

**Post Meeting**

Video recording of this meeting will be available within 24 hours of the meeting.

**Accommodations**

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City Clerk by calling (360) 252-5488 or email [CityClerk@ci.tumwater.wa.us](mailto:CityClerk@ci.tumwater.wa.us). For vision or hearing impaired services, please 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)

# Proclamation

*Whereas,* bicycling is one of the most energy-efficient forms of transportation ever invented, and is a mode of transportation well suited to urban environments where trips are short in length and overly congested roads are difficult and costly to expand; and

*Whereas,* transportation accounts for about half of carbon dioxide emissions from fossil fuel in Washington State, which adds to the problem of climate change; and

*Whereas,* bicycle commuting reduces energy consumption, pollution, and congestion; and

*Whereas,* bicycling makes people healthier and more productive, prevents chronic diseases through physical activity, improves cardiovascular health, reduces stress, and supports physical, emotional and mental well-being; and

*Whereas,* the national non-profit bicycling safety and education association, the League of American Bicyclists, has declared the month of May to be National Bike Month for each of the last sixty-seven (67) years, and has done so again in 2024; and

*Whereas,* the City of Tumwater supports healthier alternatives to inefficient drive-alone trips, particularly for travel around the city, by building bicycle facilities, and participating in the Wheel Options commute trip reduction campaign; and

*Whereas,* Intercity Transit, with many sponsors including local and regional businesses and organizations, is hosting the 37<sup>th</sup> Annual Bicycle Community Challenge during the month of May 2024.

*NOW THEREFORE,* I, Debbie Sullivan, Mayor of the City of Tumwater, do hereby proclaim the month of

## *May 2024 Bicycle Month*

in the City of Tumwater, and in recognition of National Bike Month and Clean Air Month, I encourage all residents to put forth their best effort to reduce single-occupant motor vehicle trips to reduce air pollution, energy consumption and traffic congestion.

Signed in the City of Tumwater, Washington, and recognized on this 7<sup>th</sup> day of May, two thousand twenty-four.



*Debbie Sullivan*

*Debbie Sullivan*

*Mayor*

# Proclamation

*WHEREAS*, emergency medical services is a vital public service that provides lifesaving and supporting care to the people of Tumwater 24-hours a day, seven days a week; and

*WHEREAS*, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

*WHEREAS*, the emergency medical services teams consist of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public and other out of hospital medical care providers; and

*WHEREAS*, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

*WHEREAS*, the people of the City of Tumwater recognized the need for and initiated a county-wide emergency medical services system since 1974. Emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

*WHEREAS*, it is appropriate to recognize, honor, and promote the value of the accomplishments of emergency medical services providers and the Thurston County Medic One/Emergency Medical Services System by designating Emergency Medical Services Week.

*NOW THEREFORE*, I, Debbie Sullivan, Mayor of the City of Tumwater, do hereby proclaim

*May 19-25, 2024*

*Emergency Medical Services Week*

in the City of Tumwater, and I encourage all people to join in this observance to recognize those who give so much of themselves and consistently rise to the challenge for the safety and health of others.

Signed in the City of Tumwater, Washington, this 7<sup>th</sup> day of May in the year, two thousand twenty-four.



*Debbie Sullivan*

*Debbie Sullivan*  
*Mayor*

# Proclamation

*WHEREAS*, on May 12, 1984, the greater Thurston County community successfully hosted “The Event of the Century,” the first-ever Women’s Olympic Marathon Trials, which culminated in selecting three winners to represent the United States in the historic, first-ever International Olympic Games Women’s Marathon; and

*WHEREAS*, prior to this event, for 88 years women marathoners were explicitly denied the opportunity to compete in an Olympic Games marathon event because of discriminatory views that women were unable to, or should not, compete in marathons—in spite of women frequently doing so throughout the world; and

*WHEREAS*, 238 outstanding, dedicated women marathoners from throughout the United States made history by competing in this event in the Thurston County area; and

*WHEREAS*, this event showcased community and regional pride and enthusiasm, with participation from over 4,000 volunteers, from cities of Tumwater, Lacey, Olympia, Thurston County, St. Martin’s College, Intercity Transit, state agencies, the local business community, hundred of donors, running organizations, and more; and

*WHEREAS*, Joan Benoit Samuelson placed first in the Women’s Trials on August 5, 1984, in Los Angeles at the Olympic Games, she triumphed as the first Women’s Marathon Gold Medalist in International Olympic Games history; and

*WHEREAS*, this year marks the 40<sup>th</sup> year anniversary of this historic event and is being celebrated with a reunion in Olympia at which Joan, fellow United States team-mate Julie Brown, and more than 60 of the original 1984 competitors will be in attendance;

*NOW THEREFORE*, I, Debbie Sullivan, Mayor of the City of Tumwater, on behalf of the Tumwater City Council do hereby proclaim

*May 12- 19, 2024*  
*Historic Women’s Olympic Marathon*  
*Trials Celebration Week*

in the City of Tumwater, and I encourage all people to participate in celebration of the history making achievements that inspired generations of women of all ages to pursue excellence in athletics.

Signed in the City of Tumwater, Washington, this 7<sup>th</sup> day of May in the year, two thousand twenty-four.



*Debbie Sullivan*  
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 Debbie Sullivan  
 Mayor

TO: City Council  
FROM: Mary Heather Ames, Assistant Transportation & Engineering Director  
DATE: May 7, 2024  
SUBJECT: Transportation Benefit District 2023 Annual Report

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1) Recommended Action:

“Approve the Transportation Benefit District 2023 Annual report and issue to the public.”

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2) Background:

The City implemented a TBD in 2015 and has been collecting a percentage of sales tax for maintaining and preserving transportation infrastructure in the City of Tumwater. Revised Code of Washington (RCW) 36.73.160(2) requires that districts issue an annual report indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules to the public and to newspapers of record in the district.

Discussion will include an overview of the work completed last year and the plan for this year.

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3) Policy Support:

C. Create and Maintain a Transportation System Safe for All Modes of Travel

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4) Alternatives:

Request revisions to the annual report prior to issuance to the public.

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5) Fiscal Notes:

None as a result of this item.

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6) Attachments:

A. Annual Report

City of Tumwater

# Transportation Benefit District 2023 Annual Report

## Reporting Requirements

RCW 36.73.160(2) - A district shall issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district.



Transportation & Engineering  
Department

# Transportation Benefit District

## Annual Report Statement

The City of Tumwater is pleased to present its Transportation Benefit District (TBD) 2023 Annual Report. This report is written to summarize 2023 revenues and expenditures associated with TBD funds and project schedule updates. All revenues and expenditure summaries within this report are up to date as of December 31, 2023.

## Background

The Tumwater City Council created the Tumwater Transportation Benefit District (TBD), a quasi-municipal taxing jurisdiction authorized by State law to fund street maintenance. Tumwater voters approved a sales tax increase of 0.2% (two-tenths of one percent) for ten years to fund street maintenance projects within the City limits.

Revenues collected from this additional sales tax levy are held in separate accounts and used only for authorized street maintenance projects. The City Council serves as the governing body of this taxing district.

## Governance

When the Transportation Benefit District was established in September 2014, State law required that the City create a separate governing board called the Tumwater Transportation Benefit District Board to oversee activities, expenditures, and revenues.

In 2015, the law was changed to allow the City Council to assume governance of these funds and activities, creating more efficiency. The Tumwater City Council assumed this responsibility in November 2015. All future business for the Tumwater Transportation Benefit District will take place during regular City Council meetings.

## Why was the TBD Established?

City street infrastructure is aging, and funding is needed for street and sidewalk maintenance. Transportation infrastructure is one of the City's most valuable investments, and deferred maintenance drives repair costs higher. State and Federal funding for maintenance and preservation of City streets has been reduced in recent years. While these revenues have decreased, costs continue to rise, making it difficult for the City to adequately preserve and maintain streets and sidewalks.



## Prior Projects Funded by TBD

- 2021 Pavement Maintenance Project
- 2020 Citywide NHS Resurfacing Project
- 2019 Chip Seal Project
- 2018 Pavement Maintenance Project
- 2017 Pavement Maintenance Project
- 2016 Chip Seal & Crack Seal Project

## 2023 Pavement Maintenance Project

In 2023, the Transportation Benefit District undertook a large paving project. The work in the project is summarized as follows:

### Summary of Quantities

- Over 12,000 tons of asphalt on 8.2 lane-miles of road
- 15.3 tons of crack seal
- 5,664 square yards of pavement and roadway repair
- Over 16,000 raised pavement markers
- 18 new ADA-compliant curb ramps

### Location of Work

83rd Avenue, M Street, Mottman Road, Capitol Boulevard, Market Street, Crosby Boulevard, Trospen Road, Tumwater Boulevard, Henderson Boulevard, T Street, Gerth Street, Lake Park Drive, Kirsop Road, Littlerock Road, Tyee Drive, Boston Street, Bay Street, Bay Loop, Bush Mountain Drive, Bush Mountain Court, 7th Avenue, Bates Street, 3rd Avenue, Clark Street, C Street, Grant Street, Dennis Street, Stanton Court, Israel Road, Bonniewood Drive, and 70th Avenue



Roundabout at Barnes Boulevard and Crosby Boulevard

# TBD Dollars at Work



83rd Avenue at Armstrong Road



83rd Avenue



Kirsop Road



Lake Park Drive at Trosper Road



Mottman Road



Tumwater Boulevard

## TBD Project Construction Schedule

2024 Israel Road and Linderson Way Pedestrian and Bicycle Improvements

2024 Linwood Avenue Sidewalk, Susitna Lane to 2nd Avenue

2025 Pavement Maintenance Project

## TBD Leverage Strategy

The City continues to use the strategy of leveraging future TBD funds as local match when applying for federal funds. Each time we are successful, the planned pavement management program grows in size and allows other transportation items to be addressed including curb ramps, audible pedestrian systems, and traffic signal upgrades. In 2023, the City was awarded a Safe Routes to School grant for \$2,115,000 using TBD funds as match. With this project, the City has been awarded seven separate grants totaling \$6,052,732 by utilizing TBD funds as local match.

## TBD Finances

The following schedule of revenues, expenditures, and changes in fund balance summarizes TBD finances for the Fiscal Year 2023:

### 2023 Schedule of Revenues, Expenditures and Changes in Fund Balance

City of Tumwater, Washington  
Transportation Benefit District  
Year Ended December 31, 2023

#### Revenues

TBD Sales and Use Tax, 0.2%	\$ 2,444,966
Investment Earning	\$ 244,994
Total Revenues	\$ 2,689,960

#### Expenditures

Administration & Financial Services Support	\$ 10,190
Planning and Design	\$ 82,468
Studies	\$ 0
Construction	\$ 4,564,727
Total Expenditures	\$ 4,657,385

#### Summary

Net Changes in Fund Balance	\$ (1,967,425)
Beginning Fund Balance	\$ 6,052,975
Ending Fund Balance	\$ 4,085,550

## Tumwater City Council

Debbie Sullivan, Mayor

Leatta Dahlhoff, Mayor Pro Tem

Peter Agabi, Councilmember

Joan Cathey, Councilmember

Michael Althaus, Councilmember

Angela Jefferson, Councilmember

Kelly Von Holtz, Councilmember

Eileen Swarthout, Councilmember



**TUMWATER CITY COUNCIL MEETING  
MINUTES OF HYBRID MEETING  
APRIL 16, 2024 Page 1**

**CONVENE:** 7:00 p.m.

**PRESENT:** Mayor Debbie Sullivan and Councilmembers Peter Agabi, Michael Althausen, Joan Cathey, Leatta Dahlhoff, Angela Jefferson, Eileen Swarthout, and Kelly Von Holtz.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Finance Director Troy Niemeyer, Transportation and Engineering Director Brandon Hicks, Fire Chief Brian Hurley, Community Development Director Michael Matlock, Water Resources and Sustainability Director Dan Smith, Parks and Recreation Director Chuck Denney, Planning Manager Brad Medrud, Sustainability Coordinator Alyssa Jones Wood, and City Clerk Melody Valiant.

**SPECIAL ITEMS:**

**PROCLAMATION:  
CHILD ABUSE  
PREVENTION  
MONTH, APRIL  
2024:** Councilmember Althausen read a proclamation declaring the month of April as *Child Abuse Prevention Month*. The proclamation urged all Tumwater citizens, communities, state agencies, faith groups, medical facilities, elected leaders, medical providers, educators, and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening the community.

Mayor Sullivan presented the proclamation to Chris Desmond, President, Board of Family Education Support Services, located on Capitol Boulevard, one of the largest non-profits located in Tumwater serving over 20,000 parents during the last year. Mr. Desmond thanked the Council for its support of the organization over the years.

**PROCLAMATION:  
ARBOR DAY, APRIL  
20, 2024:** Councilmember Agabi read a proclamation declaring *April 20, 2024 as Arbor Day* in the City of Tumwater. The proclamation encourages all people in the City of Tumwater to participate in the City’s Arbor Day and Earth Day celebrations and support efforts to protect the community’s trees and woodlands.

Coordinator Jones Wood accepted the proclamation on behalf of the community and the Tumwater Tree Board. She invited the community to celebrate Earth Day and Arbor Day. Tree and plants will be provided to the community free of charge and Tree Board members will be available to answer and tree- related questions during the Arbor Day event.

**PUBLIC COMMENT:** **Beowulf Brower** spoke in support of the Davis-Meeker Garry Oak Tree. Over the past several weeks, he reviewed the report written by the City’s Arborist concerning the condition of the tree, as well as the history of work performed on the tree. He implored the Council to

**TUMWATER CITY COUNCIL MEETING  
MINUTES OF HYBRID MEETING  
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read the analysis he compiled and submitted as well as the comments from arborists who have much more experience. The report as currently written cannot be used to justify the removal of the tree based on the sheer number of errors it contains. The report presents an objectively wrong assessment of the risks posed by the tree. As a Tree City, the City has an ethical responsibility to seek accurate reporting of heritage trees. Last week, he filed and received a public records disclosure including a report from the Washington Cities Insurance Authority. The Washington Cities Insurance Authority categorically did not make any recommendations for the removal of the tree despite a member of the City Attorney's office describing the tree as being very dead. He forwarded the full disclosure report to the Council on his analysis. Three minutes is not nearly enough time to fully explain the analysis. He reiterated the importance of listening to all arborists who have taken the time to voice their opinions. All have offered time pro bono for the benefit of the tree and the community. He is confident that there is a solution for the preservation but first there must be a usable report completed by a neutral third party.

**Ryan Reynolds, President, Tumwater Area Chamber of Commerce**, thanked the Council and the City for its participation over the last several years with the Chamber. Over the next several years, the intent is to strengthen the bond and become more involved with hope of more involvement by the City with the Chamber.

**Pamela Hansen, P.O. Box 14521 Tumwater**, commented on issues that were broadcast by KOMO News Radio. She is hopeful that everyone can speak to the issues calmly. The recent news on the radio concerned a marijuana break-in of a local marijuana store. A security officer was taken hostage during the break-in. She congratulated everyone involved in the incident as it appears everyone is safe; however, the issue of stolen cars and people from King and Pierce Counties entering Tumwater and causing this type of disruption is unacceptable. She supports the Tumwater Police Department and the Tumwater Fire Department in their response to issues. Weed day or 4/20 is approaching and that phrase was part of graffiti found on one of her patrol sites in Alaska when marijuana was not recreationally approved for sale. It started in Alaska as graffiti and since then marijuana has been legalized and is being advertised on radio for a casino promoting 4/20. She is hopeful nothing happens on that day but partying will likely occur. Safety and health are important for the Fire Department and Police Department. She suggested reading an article about Port Orchard and the super cartels and surveillance information shared on how to protect people from harm.

**Dave Nicandri, 5050 4<sup>th</sup> Avenue SW, Tumwater**, said he is a member of the Tumwater Historic Preservation Commission and was

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a member of the Tumwater City Council from 1977 to 1987. Mr. Nicandri displayed an Old Highway 99 Historic Sign to be installed along Old Highway 99. The signs are readily visible and are economic historicity, much more than the City's historic house that is expensive to maintain and has no practical utility. Everyone traveling along the highway viewing the signs can immediately glean the readily accessible and economic display of historicity. He commented on wearing his historic Route 66 T-shirt as many communities are recognizing their historic highways. He looks forward when the City will begin installing Historic Highway 1 signs on 2<sup>nd</sup> Avenue as it was the predecessor highway to Highway 99 as well as the Pacific Coast Highway or Highway 1 that ran through Tumwater along the same alignment as Highway 99 before the freeway was constructed. Historic Highway 1 is the next assignment. Additionally, he clarified some misunderstanding about the Historic Preservation Commission and another tangible and readily visible and economic element of historicity involving the oak tree near the airport. Contrary to common perception, the Commission rendered a recommendation surrounding the tree by converting a triangular parcel owned by the City within its right-of-way to a botanical park. The Commission is scheduled to discuss the listing of the heritage tree at its next meeting.

**CONSENT  
CALENDAR:**

- a. Approval of Minutes: City Council Work Session, February 27, 2024
- b. Approval of Minutes: City Council Work Session, March 11, 2024
- c. Approval of Minutes: City Council, March 19, 2024
- d. Approval of Minutes: City Council Work Session, March 26, 2024
- e. Approval of Minutes: City Council Retreat, March 29, 2024 - *Pulled*
- f. Approval of Minutes : City Council Joint Planning Commission Special Meeting & Tour, April 9, 2024
- g. Payment of Vouchers
- h. Interlocal Agreement with Thurston County for Indigent Defense Legal Services Amendment No. 4
- i. Service Provider Agreement with EXP for the Climate Element of the 2025 Comprehensive Plan Periodic Update
- j. Service Provider Agreement with Fehr & Peers for the Transportation Plan of the 2025 Comprehensive Plan Periodic Update
- k. Memorandum of Understanding Between the City of Tumwater and LOTT Clean Water Alliance Regarding a Purchase and Sale Agreement for Properties in the Deschutes Valley Amendment 1
- l. Reappointment of Tanya Nozawa and Jim Sedore to the Tree Board

**TUMWATER CITY COUNCIL MEETING  
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Mayor Sullivan noted the request by Councilmember Dahlhoff to pull item e and move it to Council Considerations for additional discussion.

**MOTION:** Councilmember Dahlhoff moved, seconded by Councilmember Swarthout, to approve the consent calendar as amended. The motion carried unanimously.

Mayor Sullivan reviewed the items approved on the consent calendar.

**COUNCIL  
CONSIDERATIONS:**

**RESOLUTION NO.  
R2024-009,  
COMPREHENSIVE  
EMERGENCY  
MANAGEMENT  
PLAN UPDATE:**

Fire Chief Hurley presented the proposal to approve Resolution No. R2024-009 adopting the Comprehensive Emergency Management Plan Update.

Emergencies are both natural and human caused related to weather, fire, cyber attacks, and pandemics, etc. Emergency management creates the framework to reduce vulnerabilities and cope with disasters. Other resources are available from the state and federal government to provide support. The goal of the Comprehensive Emergency Management Plan is to ensure a safe, secure, and resilient community.

The Plan includes five mission areas of:

- Prevention
- Protection
- Mitigation
- Response
- Recovery

Thirty-two core capabilities are imbedded in the Plan.

The Plan serves as the guide for emergency management in the City. The City’s Emergency Management Committee is comprised of directors and some senior managers. The committee coordinates City and department emergency management activities, training for City staff, plans and executes exercises, and if needed, staffs and supports the Emergency Operations Center (EOC). The last full activation of the Tumwater EOC was during the Nisqually Earthquake.

The Plan guides the City’s emergency response before, during, and after a disaster. The City is required to have an updated Plan to receive FEMA grant funding. The updated Plan was submitted and approved by the State Emergency Management Davison at the end of



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2023. The Plan meets all legal requirements. The review recommended some revisions as the Plan is updated over the next five years.

A comprehensive review of the Plan was completed with assistance from the City of Olympia as Olympia has the expertise the City utilized. The Plan update aligns with Olympia's Plan. Some changes include elimination of unnecessary language and reorganization by departments rather than by emergency support functions. New content expands the City's language proficiency to communicate with the entire community, identification of ways to ensure all members of the community can safely evacuate, specify within the five mission areas and the core capabilities the correlation between emergency support functions by each department, and continuing focus on recovery planning.

The Council's role focuses on communications, policy decisions, supporting response efforts, and supporting recovery efforts. In the case of a disaster, the most important action is for each member to take care of themselves and their family first. The Council continues its support of the Plan through establishing and maintaining an organization for emergency management as required in the RCW and the Tumwater Municipal Code. During an emergency, Councilmembers should maintain contact with the City Administrator designee (Fire Chief) and receive instructions for response during the emergency. In coordination with the City Administrator and the EOC Manager, the Council may interface with representatives of other jurisdictions or asked to participate in joint media efforts to share common messages throughout the community. In conjunction with other City elected leaders, the Council renders policy decisions as requested by the City Administrator and the EOC Manager.

Following a presentation to the Tumwater Public Health and Safety Committee, the committee forwarded a recommendation to the Council to adopt Resolution No. R2024-009, Comprehensive Emergency Management Plan Update.

Councilmember Swarthout inquired as to the status of the county's cell phone emergency notification. Fire Chief Hurley affirmed Thurston County Alert is active. Community members can register through the Thurston County website to receive emergency alerts. It is possible to register to receive area-specific alerts. The City of Tumwater participates with the county in the system and often sends out alerts specific to Tumwater.

**MOTION:**

**Councilmember Dahlhoff moved, seconded by Councilmember Jefferson, to approve Resolution No. R2024-009, Comprehensive**

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**Emergency Management Plan Update as recommended by the Public and Health Safety Committee at its April 9, 2024 meeting. A voice vote approved the motion unanimously.**

**SERVICE PROVIDER AGREEMENT EXTENSION WITH THE THURSTON EDC FOR THURSTON STRONG PHASE II:**

Director Matlock reported in October 2021, the Council appropriated \$350,000 in American Recovery Plan Act (ARPA) funds for Thurston Strong to support childcare services in Tumwater as well as entrepreneurs. Of that amount \$205,000 was allocated to support childcare facilities and \$80,000 was awarded for scholarships for training for eligible businesses and entrepreneurs for brewery and distilling programs and BIPOC entrepreneurs. Since the start-up Thurston Strong distributed \$10 million to the community. However, due to a delay in implementation of the program, funds were recently distributed throughout the community necessitating the extension of the term of the agreement previously approved by the Council. The extension is effective through 2025. Staff requests the Council authorize the Mayor to sign Service Provider Agreement Extension with the Thurston EDC for Thurston Strong Phase II. Director Matlock invited questions and comments.

Councilmember Swarthout inquired about the process for distributing grants to childcare facilities. Director Matlock said the EDC in conjunction with Thurston County administers the grants to local childcare facilities to help expand capacity. During the pandemic, many childcare facilities closed or reduced services. The focus is supporting and reestablishing childcare facilities.

**MOTION:**

**Councilmember Swarthout moved, seconded by Councilmember Althausser, to approve and authorize the Mayor to sign a Service Provider Agreement extension with Thurston EDC for Thurston Strong Phase II. A voice vote approved the motion unanimously.**

**APPROVAL OF MINUTES: CITY COUNCIL RETREAT, MARCH 29, 2024:**

Councilmember Dahlhoff commented that prior Council retreats produced tangible results, such as the ground rules and the Council’s Strategic Goals and Priorities. The meeting minutes of the March retreat do not reflect the robust conversation by the Council surrounding concerns and ways to move forward. The minutes lack information on the topics of concern and the Council’s conversations.

**MOTION:**

**Councilmember Agabi moved, seconded by Councilmember Althausser, to approve the minutes of the City Council Retreat, March 29, 2024 as published.**

Councilmember Cathey asked about the possibility of including additional information within the minutes to serve as a guide of the Council’s conversations and outcomes.



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**PUBLIC WORKS:**  
*Eileen Swarhout*

The next meeting is scheduled on Thursday, April 18, 2024. The agenda includes consideration of the Brewmaster’s House Renovation Contract Change Order #2 for installation of ceiling wallpaper.

**BUDGET AND  
FINANCE:**  
*Debbie Sullivan*

The next meeting is scheduled on April 23, 2024 at 10 a.m.

**MAYOR/CITY  
ADMINISTRATOR’S  
REPORT:**

City Administrator Parks advised of the City’s signatory action of an Opioid Settlement Agreement between the State of Washington and Johnson & Johnson. On January 24, 2024, the state entered into a \$149.5 million settlement with Johnson & Johnson. If all eligible cities and counties join in the agreement, cities and counties will receive approximately \$6.7 million this summer as a lump-sum payment. As with prior settlements, the funds will be apportioned based on the One Washington Memorandum of Understanding. The overall settlement total for the state to date is more than \$1.3 billion to help the state’s Opioid abatement and recovery programs.

This year, the Earth Day celebration is scheduled on April 20, 2024 at Tumwater Historical Park from 10 a.m. to noon. Earth Day provides an opportunity for people to join together and take action for a healthier planet. In 2012, the PARC Foundation joined with four local park departments to promote student-lead service projects as well as to celebrate Earth Day. Today, that tradition continues with the focus on environmental education, awareness, and community involvement. The Tumwater Parks and Recreation Department is working with local middle and high school students to reduce invasive plants in the environment. The Tumwater Lions Club is supporting Earth Day efforts by funding a monetary prize awarded to the top two Tumwater schools hosting the most student volunteers to help with the Earth Day project. City Administrator Parks thanked all students and adult volunteers registering for the event and to Parks and Recreation Department staff for supporting the Earth Day project.

Mayor Sullivan reported on her attendance at the Intercity Transit Authority Board meeting on March 20, 2024. Members recognized National Transit Employee Appreciation Day and viewed a video of events in Tumwater and throughout the region. Members recognized the Bus Buddy Program 10<sup>th</sup> year anniversary. The program sponsors volunteers who assist people to learn how to ride and navigate the transit system. Transportation Choice Coalition officials visited Intercity Transit on March 18, 2024 at the Pattison Street facility. At the April 3, 2024 Intercity Transit Authority Board meeting, members were introduced to several new employees and received an update on the Walk n Roll Program. The program focuses on schools and also was extended to include a bicycle component for youth and adult

**TUMWATER CITY COUNCIL MEETING  
MINUTES OF HYBRID MEETING  
APRIL 16, 2024 Page 9**

bicycles. The program hosts a shop at the new Pattison Street facility for recycling and repairing donated bicycles and offering training on bicycling. Members received information from the recent trip to Washington, D.C. on the Legislative Conference. Mayor Sullivan attended and met with staff, Senators, and Washington State Representatives during the trip.

Mayor Sullivan attended the Thurston Regional Council meeting on behalf of Councilmember Swarthout. Topics included Thurston County Industrial Land Study, the Unified Work Planning Program, and a Regional Transportation Climate Change update.

Mayor Sullivan attended the Black Hills High School Class 2024 senior presentations, the City's Easter Egg Dash, and the Housing Authority of Thurston County Board meeting to review the Sequoia North and Sterling Pines housing projects. The Sterling Pines project is a former hotel located off Capitol Boulevard to be converted to senior housing. Housing options were shared for the Sequoia North project to include the possibility of cottage housing.

**COUNCILMEMBER  
REPORTS:**

***Joan Cathey:***

This year, the Earth Day celebration is the 54<sup>th</sup> year celebrating Earth Day. Councilmember Cathey reported she attended the first Earth Day event. It has been amazing as to how the celebrations have endured and expanded throughout the years to help nurture and protect the environment.

Last month, during the Regional Housing Council meeting, Councilmember Althaus was elected as the Chair.

***Eileen Swarthout:***

Councilmember Swarthout conveyed appreciation to staff for their efforts in coordinating the recent tour of the Council and the Planning Commission.

At the first Thurston Climate Mitigation Collaborative Retreat held at Olympia City Hall, members received presentations on 2024 Jurisdiction Highlights and the Regional Initiative Update, as well as Greenhouse Gas Emission Trends and Targets and progress on the Thurston County Mitigation Plan and next steps. Councilmember Swarthout acknowledged community members who volunteered to serve on the Climate Action Work Team. The team will review and offer suggestions to the Council. Members also received an update on the 2025 Regional Initiative with discussion on whether the focus should be on buildings and energy or transportation and land use. No consensus was attained with staff to follow-up on some questions to

**TUMWATER CITY COUNCIL MEETING  
MINUTES OF HYBRID MEETING  
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enable members to make an informed decision moving forward.

***Michael Althaus:***

During the March 27, 2024 Regional Housing Council (RHC) meeting, Councilmember Althaus reported he was honored to be selected as the Chair. He thanked Councilmember Cathey for her mentorship over the years as they are both founding members of the RHC when it was known as the Ad Hoc Committee to Work on Housing Issues. The meeting agenda included action on a new pilot program in partnership with LOTT Clean Water Alliance on the LOTT Capacity Development Charge Pilot Program. The program awards credits to jurisdictions to provide lower connection fees for affordable housing projects. The City of Tumwater received 75 credits (ERUs). Since some of the cities have not obligated the credits, RHC members recommended utilizing the credits for the Landsdale Pointe project in Olympia scheduled to provide 160 units of affordable housing.

At the last meeting of the Funding and Governance Work Group for the Deschutes Estuary project members continued its discussion and vetting of a potential draft interlocal agreement with action scheduled in November. A number of additional meetings are scheduled prior to presenting the interlocal agreement to the Council for consideration.

***Leatta Dahlhoff:***

At the last meeting of the LOTT Clean Water Alliance Board, members approved City of Olympia's application to use shared pool funds for connection fee rebates at the Landsdale Pointe project under LOTT's Affordable Housing Support Program.

At the meeting of Thurston County 911 Communications, members received an update on monthly call volumes. In February, 911 calls totaled 11,228 with non-emergency calls of 12,911 and outgoing calls of 3,357 for a total call volume in February of 27,496 calls for fire, police, and EMS basic and advanced life support.

The Thurston County Opioid Response Task Force – Prevention Subgroup received data results from the 2023 Healthy Youth Survey of 10<sup>th</sup> grade students on the use of substances, vaping, smoking, and suicide.

Councilmember Dahlhoff reported on a recent meeting with Sheriff Sanders and the Olympic Health and Recovery Services on the results of a program.

Councilmember Dahlhoff visited with Eagles Landing residents to receive feedback about concerns surrounding walking safety, speeding traffic, and the historic oak tree. The meeting lasted for over two hours and was insightful as it enabled residents to share their

**TUMWATER CITY COUNCIL MEETING  
MINUTES OF HYBRID MEETING  
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concerns.

***Peter Agabi:***

At the Joint Animal Services Commission meeting, members discussed a study for identifying a new site for the animal shelter. Action will be necessary by participating partners to determine the criteria for determining a new site. Members reviewed a budget amendment for current expenses to operate the animal shelter. Members discussed a potential contract with the Nisqually Indian Tribe of \$75,000.

At the April 10, 2024 Transportation Policy Board meeting, members reviewed an application submitted by the City of Tumwater for an amendment to the Somerset Fish Passage Barrier Removal project, which was approved by the Board. Members received a briefing on the State Fiscal Year 2025 Unified Planning Work Program (UPWP) and discussed preparing for the 2024 Call for Projects process. Councilmember Agabi shared details on the criteria required for project submittals.

***Angela Jefferson:***

Councilmember Jefferson commented on the results of the Healthy Youth Survey reflecting an increase in drug use, vaping, and suicide ideations.

She met with Tumwater HOPES new Coalition Leader on April 11, 2024 and shared her frustrations about the unorganized and unfocused meetings. They discussed the group's mission, vision, and partners and the need to begin working collaboratively with schools and other community organizations to move forward. She asked for a presentation to reintroduce the new Coalition Leader to the Council, Tumwater School District, and other community organizations to assist in jump starting a new focus for the coalition.

At an earlier meeting with Experience Olympia and Beyond, members discussed a destination master plan following the results of research and conversations with community stakeholders. Members have drafted a series of recommendations with leadership positions identified. The study was completed by a consultant. Next steps include working with partners and identifying different leads and assignment of responsibilities to ensure Thurston County becomes a dynamic place to visit in the future. The Thurston Economic Development Council will play a large role in those efforts.

Councilmember Jefferson provided an update on the Little Food Pantry. With the increase in food insecurity in Tumwater, a gap continues to exist as many community members continue to refuse to use the food bank. In deference to that ongoing issue, Councilmember Jefferson said she is working with the Little Food Pantry in

**TUMWATER CITY COUNCIL MEETING  
MINUTES OF HYBRID MEETING  
APRIL 16, 2024 Page 12**

cooperation with Thurston County Food Bank. She visited a Safeway store to seek assistance in supplying food to the Little Food Pantry. The store agreed to provide assistance.

***Kelly Von Holtz:***

Councilmember Von Holtz reported on her attendance to the Tumwater Easter Egg Dash with her daughter and granddaughter.

At the last meeting of the Law Enforcement Assisted Diversion Program, members received an overview of the program. Members acknowledged the need for more staff support and plan to seek additional funding for a FTE to provide program support. The program is experiencing more referrals for people with behavioral health needs that are greater than program resources can provide.

**RECESS TO  
EXECUTIVE  
SESSION:**

**Mayor Sullivan recessed the meeting at 8:25 p.m. to an executive session for approximately 20 minutes to discuss potential litigation pursuant to RCW 42.30.110(1)(i) and real estate acquisition pursuant to RCW 42.30.110(1)(b). The Council is not expected to take further action following the executive session.**

**Mayor Sullivan extended the executive session at 8:45 p.m. for another 15 minutes.**

**Mayor Sullivan extended the executive session at 8:58 p.m. to 9:10 p.m.**

**RECONVENE &  
ADJOURNMENT:**

**Mayor Sullivan reconvened and adjourned the meeting at 9:11 p.m.**

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services, psmsoly@earthlink.net



**TUMWATER CITY COUNCIL WORK SESSION  
MINUTES OF VIRTUAL MEETING  
April 23, 2024 Page 1**

**CONVENE:** 6:01 p.m.

**PRESENT:** Mayor Debbie Sullivan and Councilmembers Peter Agabi, Michael Althausser, Joan Cathey, Leatta Dahlhoff, Angela Jefferson Eileen Swarthout, and Kelly Von Holtz.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Community Development Director Michael Matlock, Finance Director Troy Niemeyer, Police Chief Jon Weiks, Fire Chief Brian Hurley, Parks and Recreation Director Chuck Denney, Assistant Finance Director Shelly Carter, and Deputy City Clerk Marnie McGrath.

**MUNIFIN 201 -  
REVENUES:**

Director Niemeyer reported the review is one of a series of four reviews in preparation of the Mayor’s budget. The sessions cover revenues, expenditures, debt, and budget followed by three work sessions on the budget and several public hearings prior to the adoption of the budget in December 2024.

Director Niemeyer described the day-to-day operations and responsibilities of the Finance Department and his role as the Director. He manages a staff of 12. The Department’s work is guided by a code of ethics following City policies, and guidelines by the Government Finance Officers Association (GFOA) and Association of Certified Fraud Examiners (ACFE), and state ethics rules. Professional standards are guided by Generally Accepted Accounting Principles (GAAP) definitions, standards and rules, Governmental Accounting Standard Board (GASB), and federal and state laws and the State Auditor’s Office.

Revenues in the City are distinguished by different fund types. Most activity occurs either in the general fund or business (enterprise) fund (Utilities and Golf). General fund covers all essential public services (police, fire, streets, parks, community development, and all support systems). Most funds in the general fund are generated by taxes, state and federal grants, and Medic One revenue. Business funds are from rates and fees for service.

Director Niemeyer reviewed general fund revenue by category with property tax the largest portion.

Previously, the Council discussed the structural deficit or the financial cliff. With a cap on property tax of 1%, the City has a structural deficit. Today, property tax adds approximately \$100,000 in revenue a year while expenses increase approximately \$1.1 million each year. As a result, revenues are not keeping paces with expenditures creating a structural deficit

Director Niemeyer displayed a line graphic depicting a scenario of property tax with a line reflecting actual revenues because of the 1% cap and a line reflecting revenue if the cap did not exist (up to 6% allowed previously by law). Another graph depicted actual property tax

**TUMWATER CITY COUNCIL WORK SESSION  
MINUTES OF VIRTUAL MEETING  
April 23, 2024 Page 2**

collections of 1% plus new construction property tax. Staff monitors sales tax and property tax collections throughout the year and advises the Council of any downward trends.

Despite the limit on increasing property tax for the City, other entities collecting property tax include schools, state, county, and junior taxing districts. For each property tax dollar collected by Thurston County, schools collect 39¢.

Many residents question the City's rates for services. Factors to consider are inflation, cost of capital projects, wages, state and federal regulations, and maintenance and operations of the systems. City utility rates are lower than other surrounding cities. Staff is in the process of conducting a survey of utility rates.

Councilmember Cathey asked whether the figures for capital projects are for all Citywide projects. Director Niemeyer explained that the graph is reflective of only utility capital projects. He cited the increase in costs in the construction industry. When the City's recent water main replacement project along Israel Road was initially estimated, the cost was approximately \$800,000. However, actual cost of the project totaled \$4 million, which is reflective in all cost increases the City is experiencing for all capital projects.

Other contributors that directly affect both utility rates and the general fund are inflation, wages, and material costs.

Councilmember Cathey asked how cities can continue to increase utility rates. Sales taxes, property taxes, and utility rates are affecting many customers as evidenced by the City experiences with some water shut-offs because customers are unable to pay. She asked whether there is an unlimited ability for cities to continue to increase utility rates. Director Niemeyer responded that there is no legal limit in terms of utility rates similar to the cap on property tax of 1%; however, public outcry and elected officials voted out of office because of high utility rates has often occurred. As a former employee with the State Auditor's Office, he encountered some smaller jurisdictions in the 2008-2010 timeframe where elected officials refrained from raising rates as they viewed it as a tax. Some jurisdictions over the course the next 10 to 15 years eventually had to turn over their utility systems to the county because they could no longer afford to maintain the system because of failure by the jurisdiction to keep pace with inflation and maintenance costs of utility systems.

Councilmember Cathey pointed out that many people do not understand why utility rates continue to increase. She recommended communicating information to customers as the rates reflect more than the just the provision of a specific commodity. Director Niemeyer offered to work with Communications staff to improve messaging to the community to help explain utility rates. Additionally, the City offers the lifeline

**TUMWATER CITY COUNCIL WORK SESSION  
MINUTES OF VIRTUAL MEETING  
April 23, 2024 Page 3**

program for disabled or low-income senior citizens qualifying for a 50% reduction in rates.

City Administrator Parks emphasized that the business funds are rate supported funds. The needs of the system drive the rate structure. If the City should reach a point where rates are no longer affordable, the Council would need to consider policy decisions concerning level of service. The City must follow state regulations in terms of public health and safety for utility systems. There are circumstances that could dictate policy changes that could change the level of service the City is providing to potentially lower costs as well as rates and fees.

Councilmember Dahlhoff noted that the Deschutes Estuary project is another example as the funds for the City's contribution is from the stormwater fund. It is an example of how the City is contributing to another project of importance to the region using funds from a City business fund.

Councilmember Jefferson inquired about the timeline associated with reviewing the City's structural deficit. Director Niemeyer explained that a previous illustration of the City's pending structural deficit could be described as intimidating. Staff reframed it to reflect a performance measure rather than a visual depicting the City falling off a cliff edge financially. Rather than regenerating the same message, staff monitors the City's financial performance and provides updated graphs and data for the Council's review.

Councilmember Jefferson asked about the process required to budget for a major expense, such as police body-worn cameras. Director Niemeyer replied that the issue of body-worn cameras entails an extensive discussion. The City is scheduled to collect new taxes generated from the Proposition 1 Public Safety Measure the county passed last November. The City anticipates receiving the first payment in June. The new tax will be part of the larger budget discussion.

**SERVICE PROVIDER  
AGREEMENT WITH  
HALEY AND  
ALDRITCH FOR THE  
INTEGRATED  
PLANNING GRANT  
FOR THE DOT  
CAPITOL BLVD.  
PROPERTY:**

Director Matlock reported the service provider agreement is funded by the state for an environmental assessment on the vacant site of the Washington State Department of Transportation (WSDOT) facilities off Capitol Boulevard. The buildings have been vacant for several years. The site was identified as an important parcel within the Capitol Boulevard Corridor Plan as it is the largest site for brownfield redevelopment.

The \$250,000 grant funds the assessment to identify contaminants on the site to enable the City to prepare a redevelopment plan for the site. The Corridor Plan's vision is for both residential and retail uses on the site with a public plaza and small public park. The intent is for the City to purchase the property from the state and sell the property to a selected developer to afford control of future development on the site. The Plan

**TUMWATER CITY COUNCIL WORK SESSION  
MINUTES OF VIRTUAL MEETING  
April 23, 2024 Page 4**

calls for one-third of the site for affordable housing, one-third for market rate housing, and one-third for commercial and public uses. The grant requires no match.

Staff released a Request for Qualifications (RFQ) for the grant. Six RFQs were received and ranked by a staff committee. Staff selected Haley and Aldritch, an experienced environmental assessment firm to complete the work. Staff requests the Council place the service provider agreement on the May 7, 2024 Council consent calendar for consideration. The grant covers a two-year period.

Councilmember Cathey asked about the process if the City sells the property to a developer, as it might complicate the City’s plan for the property. Director Matlock said the process enables the City to have some control because if a developer purchases the property outright, the City would not have input on development of the site. Only developers willing to develop based on the City’s plans for the property would be considered as a purchaser.

Councilmember Dahlhoff asked about the possibility of developing the new community center on the parcel. Director Denney affirmed that the site is one of four sites to evaluate for the community center.

The Council supported placing the proposal on the May 7, 2024 Council consent calendar.

**SERVICE PROVIDER  
AGREEMENT WITH  
HALEY AND  
ALDRITCH FOR THE  
BROWNFIELD  
ASSESSMENT EPA  
GRANT:**

Director Matlock reported the grant is a national competitive \$500,000 grant. Former Manager Austin Ramirez submitted the application. It is rare for an applicant like the City to secure a grant in its first application submittal. The community-wide assessment grant from the Environmental Protection Agency (EPA) is similar to the prior grant as it will fund an environmental assessment of contaminants within the Brewery District and the Capitol Boulevard Corridor involving the brewery knoll property and warehouse properties in Tumwater Valley. Part of the grant could help fund the assessment of the WSDOT site. A number of tasks would be completed to include a robust public involvement plan with the public, owners, developers, and real estate professionals through public workshops to seek input. The work includes a site inventory for both Phase I and Phase 2 assessments to determine the type and extent of contaminants with potential identification of mediation and reuse of the targeted sites. The grant funds the very early stage of a lengthy process to redevelop the sites.

The Council previously authorized the Mayor to sign the EPA grant. The grant requires no match. One recent change to the service provider agreement changes the amount of the agreement from \$500,000 to \$476,500.

**TUMWATER CITY COUNCIL WORK SESSION  
MINUTES OF VIRTUAL MEETING  
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Staff requests approval to place the proposal on the May 7, 2024 for Council Consideration rather than the consent calendar as the work program with the EPA requires a community meeting to describe the project to the public and to meet the City's consultant. Placing the proposal as a Council Consideration satisfies those requirements. Another proposed change to the service provider agreement is the addition of a monthly status report to the City on progress to assist the City when submitting required quarterly progress reports to the EPA.

Councilmember Cathey asked whether the grant would provide any visual activity on the sites. Director Matlock acknowledged that a Phase 2 environmental review includes some testing on the sites that will involve activities the public might notice.

City Administrator Parks added that the grant requires community input. The City is planning to include a page on the website devoted to the project, as well as communicating regularly with the community. The Council will receive updates and talking points to address questions from the public about site activities.

Director Matlock said the grant covers four years.

Councilmember Dahlhoff expressed interest in learning about any increase in calls to the police department generated by site activity from testing. The police department should direct callers to information on the website about the assessment activity.

**ORDINANCE O2024-  
002 BUDGET  
AMENDMENT NO. 2:**

Director Niemeyer presented a proposed budget amendment. The City's new system includes new budget control features. One is a safety feature preventing departments from exceeding budget by overspending. The new feature has created some frustration; however, the feature is important. The proposed amendment adds \$4.9 million in revenue and \$4.5 million in expenditures. On the expenditure side, the amendment addresses some of the most significant salary compression issues and corrects an issue with revenue and expenditures for the Sewer Fund related to charges from LOTT Clean Water Alliance.

As part of the Sewer Utility, the City collects LOTT wastewater fees and forwards the fees to LOTT. The process balances incoming fees with outgoing fees. The City budgeted \$3.5 million for LOTT expenditures with the actual amount required of \$7 million. Previously, the difference did not require rectification; however, with new budget controls in place, better control of the budget is required. Although, the amendment is substantial, revenues will eventually equal expenditures with no additional charges incurred by the City.

**TUMWATER CITY COUNCIL WORK SESSION  
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Within the Utility Funds, several electric vehicle upgrades are included of a van and a truck. The remodel of space at South Puget Sound Community College for Water Resources and Sustainability is costing more than forecasted for furnishings and the addition of several interns.

The budget includes a small amount to address some of the most severe wage compression issues. Information was shared with the Council during its retreat on a salary study underway to assess compression issues and salaries in comparison to comparable cities and surrounding cities. Non-represented employees lacking union representation have lagged in salaries. The amendment includes an increase in salaries to increase parity with union employee salaries. The proposal is for six positions of approximately \$53,000 in the general fund and \$3,000 in the Utility Fund.

Inflationary increases involve the Fire Kitchen Remodel at Station at T-1 of \$35,000 to complete the remodel. The City Hall sign amendment is \$6,000 to complete the new sign. The police camera system is in progress placed at different locations in the City to help detect stolen vehicles and other types of crimes. The Parks and Recreation Department is requesting funds for youth programs. The department will receive grants to cover the expense. Additionally, the City received a grant from the Department of Commerce for a solar electric vehicle charger. As the expense is paid prior to receiving the grant, the amount must be included in the budget.

The total budget amendment represents \$323,000 in expenses and \$102,000 in revenue resulting in a net of \$221,000 in expenditures in the general fund.

Director Niemeyer advised that a public hearing is scheduled on May 7, 2024 followed by consideration by the Council to approve the amendment.

**MAYOR/CITY  
ADMINISTRATOR'S  
REPORT:**

City Administrator Parks reported Director Smith has advised that the Department of Energy created a certification for recognizing employers and employees leading efforts to address climate change and lowering emissions by providing clean transportation options for employees. The City received a designation of EVAL (Electric Vehicle Adoption Leadership) as a certified employer and is listed in the silver category.

**ADJOURNMENT:**

**With there being no further business, Mayor Sullivan adjourned the meeting at 7:01 p.m.**

TO: City Council  
 FROM: Shelly Carter, Assistant Finance Director  
 DATE: April 16, 2024  
 SUBJECT: Payment of Vouchers

1) Recommended Action:

Staff is seeking City Council ratification of:

- April 12, 2024, payment of Eden vouchers 173957 to 173974 in the amount of \$324,456.02 and electronic payments 902972 to 902985 in the amount of \$165,864.92; and wire payments in the amount of \$235,708.12; and Enterprise vouchers 183099 to 183155 in the amount of \$721,957.09 and electronic payments 904157 to 904191 in the amount of \$122,849.45; and wire payments in the amount of \$5,991.36.
- April 19, 2024, payment of Eden vouchers 173975 to 173980 in the amount of \$214,890.53; and Enterprise vouchers 183156 to 183222 in the amount of \$114,344.18 and electronic payments 904192 to 904207 in the amount of \$657,797.15; and wire payments in the amount of \$49,351.84.
- April 26, 2024, payment of Eden vouchers 173981 to 174006 in the amount of \$232,554.84 and electronic payments 902986 to 902992 in the amount of \$72,000.71 and wire payments in the amount of \$227,945.19; and Enterprise vouchers 183223 to 183279 in the amount of \$1,082,964.44 and electronic payments 904208 to 904234 in the amount of \$227,275.32.

2) Background:

The City pays vendors monthly for purchases approved by all departments. The Finance Director has reviewed and released the payments as certified on the attached Exhibit(s). The full voucher listings are available upon request of the Assistant Finance Director. The most significant payments\* were:

Vendor		
HERITAGE RESTORATION, INC	115,311.62	BREWMASTERS HOUS RENOVATION – STRUCTURE DRAW 2
J.A. MORRIS CONSTRUCTION, LLC	36,558.65	PAY APP #2 TENANT IMPROVEMENT AT SPSCC
MCKINNEY'S APPLIANCE CENTER INC	27,490.85	T-1 APPLIANCES
SIMPLOT AB RETAIL, INC	22,577.31	ANNUAL GREENS FERTILITY PRODUCT
SOLID WASTE SYSTEMS, INC	404,491.44	SCHWARZE A9 MONSOON SWEEPER FOR WRS OPS
TYLER TECHNOLOGIES, INC	28,417.22	DISASTER RECOVERY CONTRACT 3/2024 – 3/2025
WA ST DEPARTMENT OF REVENUE	49,351.84	Sales and Use tax 3/1/24 – 3/31/24 and excise
CORE & MAIN LP	25,435.83	NEPTUNE ANNUAL MAINTENANCE CONTRACTS 23-85
LOTT WASTEWATER ALLIANCE	641,003.75	MARCH 2024 LOTT FEES

Vendor		
AWC EMPLOYEE BENEFIT TRUST	143,316.10	APRIL COLL FOR MAY PREMIUMS
ACTIVE CONSTRUCTION, INC	589,746.85	PE NO.15 – I-5/TROSPER ROAD/CAPITOL BLVD RECONFIG
NISQUALLY INDIAN TRIBE	25,683.00	INCARCERATION FEES, MARCH 2024
ONLINE SOLUTIONS	21,270.60	ANNUAL BILLING, USER SUBS 8/1/24-7/31/25
TCF ARCHITECTURE, PLLC	207,524.30	TCF ARCHITECTURE – CITY OPS AND MAINT.
CAROLLO ENGINEERS, INC	33,389.02	SOURCE DEV PLANNING PHASE 1
CENTRALSQUARE TECH, LLC	38,178.90	ANNUAL MAINT FEE, GIS WEB, WORK, GIS DESKTOP
LEOFF HEALTH & WELFARE TRUST	54,078.05	APRIL COLL FOR MAY PREMS POL MD

\* Includes vouchers in excess of \$20,000, excluding routine utility payments.

- 3) Policy Support:
- Strategic Goals and Priorities: Fiscally responsible and develop sustainable financial strategies.
  - Vision Mission Beliefs-Excellence: Efficient stewards of public resources, building public trust through transparency.

- 4) Alternatives:
- Ratify the vouchers as proposed.
  - Develop an alternative voucher review and approval process.

- 5) Fiscal Notes:
- The vouchers are for appropriated expenditures in the respective funds and departments.

- 6) Attachments:
- A. Exhibit A – Payment of Vouchers – Review and Approval
  - B. Exhibit B – Payment of Vouchers – Review and Approval
  - C. Exhibit C – Payment of Vouchers – Review and Approval



## EXHIBIT "A"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

### Enterprise ERP

Voucher/Check Nos 183099 through 183155 in the amount of \$721,957.09

Electronic payment Nos 904157 through 904191 in the amount of \$122,849.45

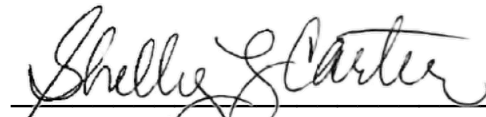
Wire payment in the amount of \$5,991.36

### Eden

Voucher/Check Nos 173957 through 173974 in the amount of \$324,456.02

Electronic payment Nos 902972 through 902985 in the amount of \$165,864.92

Wire payment in the amount of \$235,708.12



Asst. Finance Director, on behalf of the Finance Director

Checks dated 04/12/2024

## EXHIBIT "B"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

Enterprise ERP

Voucher/Check Nos 183156 through 183222 in the amount of \$114,344.18.

Electronic payment Nos 904192 through 904207 in the amount of \$657,797.15.

Wire payment in the amount of \$49,351.84

Eden

Voucher/Check Nos 173975 through 173980 in the amount of \$214,890.53.



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Asst. Finance Director, on behalf of the Finance Director

Checks dated 04/19/2024

## EXHIBIT "C"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

### Enterprise ERP

Voucher/Check Nos 183223 through 183279 in the amount of \$1,082,964.44

Electronic payment Nos 904208 through 904234 in the amount of \$227,275.32

### Eden

Voucher/Check Nos 173981 through 174006 in the amount of \$232,554.84.

Electronic payment Nos 902986 through 902992 in the amount of \$72,000.71

Wire payment in the amount of \$227,945.19

  
\_\_\_\_\_  
Asst. Finance Director, on behalf of the Finance Director

Checks dated 04/26/2024

TO: City Council  
FROM: Joann Fletcher, Accountant  
DATE: May 7, 2024  
SUBJECT: Resolution No. R2024-010, Surplus Property

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1) Recommended Action:

Adopt Resolution R2024-010 Declaring Property as Surplus.

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2) Background:

The surplus items include 1 Police vehicle, 2 TED vehicles, and 1 Police Evidence Lab item.

All items have been taken out of service or will be taken out of service and replaced according to their useful lives or have become obsolete.

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3) Policy Support:

Refine and sustain a great organization.

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4) Alternatives:

- Adopt the Resolution.
  - Don't adopt the Resolution
- 

5) Fiscal Notes:

No significant impact. Most items are owned by the Equipment Rental Fund and are sold, disposed, or auctioned off where appropriate. Replacement cost for ER&R items is included in the internal rental rates. The replacement of all other items is budgeted by each department if necessary.

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6) Attachments:

A. Resolution R2024-010 Declaring Property as Surplus with attached Exhibit A List of the items to be surplusd

**RESOLUTION NO. R2024-010**

**A RESOLUTION** of the City Council of the City of Tumwater, Washington declaring the property itemized on the attached Exhibit A surplus to the City's needs, so that it can be disposed of in accordance with Washington State Law.

**WHEREAS**, the Asset Manager has determined that the items on the attached Exhibit A, currently owned by the City of Tumwater by purchase, property seizure, or unclaimed property are not needed by the City for current operations; and

**WHEREAS**, it is the City's policy to dispose of surplus property in accordance with RCW 35A.11.010, RCW63.32.010, and other applicable Washington State laws, rules and regulations.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUMWATER AS FOLLOWS:**

**Section 1. Surplus Declaration.** The property itemized on the attached Exhibit A is hereby declared surplus to the needs of the City of Tumwater, and it shall be auctioned, sold, traded, donated, or otherwise disposed of in accordance with the provisions of Washington State laws, rules and regulations.

**Section 2. Ratification.** Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

**Section 3. Severability.** The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this Resolution or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the Resolution, or the validity of its application to other persons or circumstances.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon adoption and signature as provided by law.

RESOLVED this 7th day of May 2024.

CITY OF TUMWATER

\_\_\_\_\_  
Debbie Sullivan, Mayor

ATTESTS:

\_\_\_\_\_  
Melody Valiant, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Karen Kirkpatrick, City Attorney

# MEMO



Date: May 7, 2024  
To: Troy Niemeyer, Finance Director  
From: Joann Fletcher, Accountant  
Subject: Surplus of Equipment – Asset Management Fund

The following items have exceeded their useful lives, or are unclaimed items or evidence and are ready for donation, disposal or sale:

Asset #	ER&R#	Description	VIN# / Serial #	Current Location / Condition
		Labconco Fume Hood	130677578B	Police Evidence Room
0004068	69468	2004 Ford E350 Cargo Van	1FTSE34L24HA88086	ER&R Shop
0004522	6069856	2008 Ford Escape	1FMCU93158KD40864	ER&R Shop
0004956	6070317	2017 Chevrolet Tahoe	1GNLCDEC9HR237356	ER&R Shop

TO: City Council  
 FROM: Michael Matlock, Community Development Director  
 DATE: May 7, 2024  
 SUBJECT: Service Provider Agreement with Haley and Aldrich for the Integrated Planning Grant for the DOT Capitol Blvd. property.

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1) Recommended Action:

Authorize the Mayor to sign the Service Provider Agreement with Haley and Aldrich.

The City Council recommended this item be placed on council consent at its Work Session on April 23, 2024.

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2) Background:

The City has been awarded a Integrated Planning Grant from the Washington Department of Ecology to help catalyze redevelopment in the Capitol Boulevard Corridor and Brewery District.

The IPG program is a state-wide competitive grant program that provides funding to local governments to assess contaminated sites. Grants are intended to help local governments make informed decisions when considering whether to purchase or redevelop a property. IPG funds will be used to complete critical due diligence activities (analysis of environmental conditions, cleanup/remediation planning, and reuse/redevelopment planning). The City will focus this funding on the former WSDOT Regional Headquarters.

Approval of the Service Provider Agreement will allow the City to start this work.

---

3) Policy Support:

Strategic Goal and Priorities:

- Facilitate Capitol Boulevard Corridor and Brewery Redevelopment
- Pursue Targeted Community Development Opportunities
- Work with partner organizations and jurisdictions to implement our goals to be a more inclusive community

Economic Development Plan Goal #8:

- Encourage economic development that strengthens the Tumwater community
- 

4) Alternatives:

None

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5) Fiscal Notes:



There is no match requirement for this grant.

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6) Attachments:

A. Service Provider agreement

**CITY OF TUMWATER  
SERVICE PROVIDER AGREEMENT  
PROFESSIONAL ENVIRONMENTAL SERVICES  
WSDOT FACILITY**

THIS AGREEMENT is made and entered into in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the CITY OF TUMWATER, a Washington municipal corporation, hereinafter referred to as the “CITY”, and Haley & Aldrich, Inc., (Haley and Aldrich) a Washington corporation, hereinafter referred to as the “SERVICE PROVIDER”.

**WITNESSETH:**

WHEREAS, the CITY desires to have certain services and/or tasks performed as set forth below requiring professional skills and other supportive capabilities; and

WHEREAS, sufficient CITY resources are not available to provide such services; and

WHEREAS, the SERVICE PROVIDER represents that the SERVICE PROVIDER is qualified and possesses sufficient skills and the necessary capabilities, including technical expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

**1. SCOPE OF SERVICES.**

The SERVICE PROVIDER shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as SERVICE PROVIDER responsibilities throughout this Agreement and as detailed in Exhibit “A” Scope of Services attached hereto and incorporated herein (the “Project”). SERVICE PROVIDER will perform in accordance with generally accepted practices of engineers and/or scientists providing similar services at the same time, in the same locale, and under like circumstances (“Standard of Care”).

**2. TERM.**

The Project shall begin no earlier than May 8<sup>th</sup>, 2024, and shall be completed no later than June 30<sup>th</sup>, 2025. This Agreement may be extended for additional periods of time upon mutual written agreement of the parties.

3. TERMINATION.

Prior to the expiration of the Term, this Agreement may be terminated immediately, with or without cause, by the CITY. Upon Termination, SERVICE PROVIDER shall be paid in accordance with Article 4, below, for all Services appropriately rendered up to the date of Termination.

4. COMPENSATION AND METHOD OF PAYMENT.

A. Payments for services provided hereunder shall be made following the performance of such services, unless otherwise permitted by law and approved in writing by the CITY.

B. No payment shall be made for any service rendered by the SERVICE PROVIDER except for services identified and set forth in this Agreement.

C. The CITY shall pay the SERVICE PROVIDER for work performed under this Agreement a total sum not to exceed Two Hundred Thousand Dollars (\$200,000.00) as reflected in Exhibit "A".

D. Upon execution of this Agreement, the SERVICE PROVIDER must submit IRS Form W-9 Request for Taxpayer Identification Number (TIN) and Certification unless a current Form W-9 is already on file with the CITY.

E. The SERVICE PROVIDER shall submit an invoice to the CITY for services rendered during the contract period. The CITY shall initiate authorization for payment after receipt of said invoice and shall make payment to the SERVICE PROVIDER within approximately thirty (30) days thereafter.

F. When subcontracting services or purchasing goods from third parties, as identified and approved in this Agreement, the SERVICE PROVIDER must submit written documentation establishing that the goods have been provided and the third party has been paid within fifteen (15) days of payment for those goods or services by the CITY.

G. Invoices may be submitted immediately following performance of services, but in no event shall an invoice be submitted more than twenty (20) business days following the end of the contract term or the end of the calendar year, whichever is earlier.

## 5. INDEPENDENT CONTRACTOR RELATIONSHIP.

A. The parties intend that an independent contractor relationship will be created by this Agreement. Subject to paragraphs herein, the implementation of services pursuant to this Agreement will lie solely within the discretion of the SERVICE PROVIDER. No agent, employee, servant or representative of the SERVICE PROVIDER shall be deemed to be an employee, agent, servant or representative of the CITY for any purpose, and the employees of the SERVICE PROVIDER are not entitled to any of the benefits the CITY provides for its employees. The SERVICE PROVIDER will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.

B. In the performance of the services herein contemplated the SERVICE PROVIDER is an independent contractor with the authority to control and direct the performance of the details of the work; however, the results of the work contemplated herein must meet the approval of the CITY and shall be subject to the CITY'S general rights of inspection and review to secure the satisfactory completion thereof.

C. As an independent contractor, the SERVICE PROVIDER shall be responsible for the reporting and payment of all applicable local, state, and federal taxes.

D. It is recognized that the SERVICE PROVIDER may or will be performing services during the Term for other parties; provided, however, that such performance of other services shall not conflict with or interfere with the SERVICE PROVIDER'S ability to perform the services. The SERVICE PROVIDER agrees to resolve any such conflicts of interest in favor of the CITY.

E. 2008 Early Retirement Factor Retirees. Washington State law requires reporting of any contractor, independent contractor or personal service contractor that has retired from the State of Washington using the 2008 Early Retirement Factor (ERF). Stricter return-to-work restrictions apply to a retiree under the 2008 ERF. The SERVICE PROVIDER must verify retirement status by completing a Service Provider Retirement Status Form, attached as Exhibit "B", for each of the SERVICE PROVIDER'S owners and for each person providing service under this Agreement.

## 6. SERVICE PROVIDER EMPLOYEES/AGENTS.

The CITY may at its sole discretion require the SERVICE PROVIDER to remove an employee, agent or servant from employment on this Project. The

SERVICE PROVIDER may however employ that individual on other non-CITY related projects.

7. HOLD HARMLESS INDEMNIFICATION.

A. SERVICE PROVIDER Indemnification. The SERVICE PROVIDER agrees to indemnify, defend and hold the CITY, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors or omissions of the SERVICE PROVIDER, its partners, shareholders, agents, employees in the performance of professional Services under this Agreement, or by the SERVICE PROVIDER'S breach of this Agreement. The SERVICE PROVIDER expressly waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW. The SERVICE PROVIDER'S indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefit acts or programs. This waiver has been mutually negotiated by the parties. Notwithstanding the foregoing, the defense obligation hereunder shall be limited to the reimbursement of reasonable legal fees to the extent fault is found hereunder.

B. CITY Indemnification. The CITY agrees to indemnify, defend and hold the SERVICE PROVIDER, its officers, directors, shareholders, partners, employees, and agents harmless from any and all claims, demands, losses, actions and liabilities (including costs and attorney fees) to or by any and all persons or entities, including without limitation, their respective agents, licensees, or representatives, arising from, resulting from or connected with this Agreement to the extent caused by the negligent acts, errors, or omissions of the CITY, its employees or agents. No liability shall attach to the CITY by reason of entering into this Agreement except as expressly provided herein.

C. Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

8. INSURANCE.

A. The SERVICE PROVIDER shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the SERVICE PROVIDER, their agents, representatives,

employees or subcontractors.

B. The SERVICE PROVIDER shall provide a Certificate of Insurance evidencing:

1. Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage.

2. Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

3. Professional Liability insurance written on a claims made basis with limits of no less than \$1,000,000 per claim, and \$1,000,000 policy aggregate limit.

C. The CITY shall be named as an additional insured on the insurance policy, Professional Liability excepted, as respect to work performed by or on behalf of the SERVICE PROVIDER and a copy of the endorsement naming the CITY as additional insured shall be attached to the Certificate of Insurance. The CITY reserves the right to request certified copies of any required policies.

D. The SERVICE PROVIDER'S insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

E. Any payment of deductible or self-insured retention shall be the sole responsibility of the SERVICE PROVIDER.

F. The SERVICE PROVIDER'S insurance shall be primary insurance as respect to the CITY and the CITY shall be given written notice of any cancellation, suspension or material change in coverage within two (2) business days of SERVICE PROVIDER'S receipt of such notice.

## 9. TREATMENT OF ASSETS.

Title to all property furnished by the CITY shall remain in the name of the CITY and the CITY shall become the owner of the work product and other documents, if any, prepared by the SERVICE PROVIDER pursuant to this Agreement. Any reuse or modification of SERVICE PROVIDER'S and/or its

subconsultants work product without SERVICE PROVIDER's written authorization and/or adaption for the specific purpose intended shall be at the sole risk of the CITY and without liability to SERVICE PROVIDER.

10. COMPLIANCE WITH LAWS.

A. The SERVICE PROVIDER, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including being licensed to do business in the City of Tumwater by obtaining a Tumwater business license and any additional regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.

B. The SERVICE PROVIDER specifically agrees to pay any applicable CITY business and occupation (B&O) taxes which may be due on account of this Agreement.

11. NONDISCRIMINATION.

A. The CITY is an equal opportunity employer.

B. Nondiscrimination in Employment. In the performance of this Agreement, the SERVICE PROVIDER will not discriminate against any employee or applicant for employment on the grounds of race, creed, religion, color, national origin, citizenship or immigration status, families with children status, sex, marital status, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, sexual orientation, genetic information, age or other basis prohibited by state or federal law; provided that the prohibition against discrimination in employment because of disability shall not apply if the particular disability prevents the proper performance of the particular worker involved. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. “

C. Nondiscrimination in Services. The SERVICE PROVIDER will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, religion, color, national origin, citizenship or immigration status, families with children status, sex, marital status, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, sexual orientation, genetic information, age or other basis

prohibited by state or federal law. "Race" is inclusive of traits historically associated or perceived to be associated with race including, but not limited to, hair texture and protective hairstyles. For purposes of this subsection, "protective hairstyles" includes, but is not limited to, such hairstyles as afros, braids, locks, and twists. It is not an unfair practice when a distinction or differential treatment on the basis of citizenship or immigration status is authorized by federal or state law, regulation, rule or government contract.

D. If any assignment and/or subcontract have been authorized by the CITY, said assignment or subcontract shall include appropriate safeguards against discrimination. The SERVICE PROVIDER shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

E. Nondiscrimination in Benefits. **The provisions of this subsection are only applicable to contracts with an estimated value of \$50,000 or more.** Pursuant to Tumwater Municipal Code (TMC) Chapter 3.46, the SERVICE PROVIDER shall provide employee benefits or an equivalent sum to the domestic partners of their employees involved in the SERVICE PROVIDER'S operations applicable to this Agreement if such benefits are provided to employees' spouses as more particularly set forth in Chapter 3.46 of the TMC, a copy of which is attached hereto as Exhibit "C".

F. Nondiscrimination in Contractors / Subcontractors. The City of Tumwater, in accordance with RCW 49.60.530 requires all covered contractors or subcontractors to actively pursue a diverse and inclusive workforce. Contractors and subcontractors are prohibited from all forms of discrimination listed in RCW 49.60.530.

## 12. ASSIGNMENT/SUBCONTRACTING.

A. The SERVICE PROVIDER shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the CITY, and it is further agreed that said consent must be sought in writing by the SERVICE PROVIDER not less than thirty (30) days prior to the date of any proposed assignment. The CITY reserves the right to reject without cause any such assignment.

B. Any work or services assigned hereunder shall be subject to each provision of this Agreement and proper bidding procedures where applicable as set forth in local, state and/or federal statutes, ordinances and guidelines.

C. Any technical service subcontract not listed in this Agreement, must have express advance approval by the CITY.



13. NON-APPROPRIATION OF FUNDS.

If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the CITY will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the CITY in the event this provision applies.

14. CHANGES.

A. Either party may request changes to the Scope of Services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

B. The City may amend or extend the Agreement beyond the initial term to accommodate the terms and conditions of current or future state and federal grant awards within a four-year period from the commencement of the initial term provided a market survey conducted by the City indicates that the prices the contractor proposes are reasonable.

15. MAINTENANCE AND INSPECTION OF RECORDS.

A. The SERVICE PROVIDER at such times and in such forms as the CITY may require, shall furnish to the CITY such statements, records, reports, data, and information as the CITY may request pertaining to matters covered by this Agreement.

B. The SERVICE PROVIDER shall maintain books, records and documents, which sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit, by the CITY, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

C. To ensure the CITY'S compliance with the Public Records Act, RCW 42.56, the SERVICE PROVIDER shall retain all books, records, documents and other material relevant to this agreement, for six (6) years after its expiration. The SERVICE PROVIDER agrees that the CITY or its designee shall have full

access and right to examine any of said materials at all reasonable times during said period.

16. POLITICAL ACTIVITY PROHIBITED.

None of the funds, materials, property or services provided directly or indirectly under the Agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

17. PROHIBITED INTEREST.

No member, officer, or employee of the CITY shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

18. NOTICE.

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the signature page of this Agreement.

19. ATTORNEYS FEES AND COSTS.

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

20. JURISDICTION AND VENUE.

A. This Agreement has been and shall be construed as having been made and delivered within the State of Washington. It is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained in the superior court of Thurston County, Washington.

21. SEVERABILITY.

A. If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and

obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

22. ENTIRE AGREEMENT.

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement. This Agreement may be executed in any number of counterparts, which counterparts shall collectively constitute the entire Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

CITY:

CITY OF TUMWATER  
555 Israel Road SW  
Tumwater, WA 98501

\_\_\_\_\_  
Debbie Sullivan  
Mayor

ATTEST:

\_\_\_\_\_  
Melody Valiant, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Karen Kirkpatrick, City Attorney

SERVICE PROVIDER:  
HALEY & ALDRICH, INC.  
3131 Elliot Ave., Suite 600  
Seattle, WA 98121  
UBI No. 602-563-246  
Phone No. 253-324-9630

\_\_\_\_\_  
Signature (Notarized, see below)  
Printed Name:  
Title:

Notary Required for Service Provider Only  
STATE OF WASHINGTON

COUNTY OF THURSTON

I certify that I know or have satisfactory evidence that \_\_\_\_\_(name) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the \_\_\_\_\_(title) of \_\_\_\_\_(company) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated:\_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of Washington,  
My appointment expires:\_\_\_\_\_

Exhibit “A” Approach, Timeline, and Budget

Key Assumptions:

- The WSDOT Facility is located at 5720 Capitol Blvd SE, Tumwater, WA.
- All work is to be completed by June 30, 2025.
- The tasks outlined for the initial work for the WSDOT Facility has a not-to-exceed budget of \$32,000; budget entries are strictly labor estimates based on rates ranging from \$100 to \$280 per hour.
- The initial tasks will not require engagement with peer entities and stakeholders to establish agreed-upon assumptions, expectations, and/or goals.
- Historical documents for the WSDOT facility, its operations, adjoining property (as part of the overall WSDOT property) will include historical documents from the Puget Sound Regional Archives, City of Tumwater Planning and Public Works Departments, and Thurston County Assessors Department.
- The provided documents for the WSDOT property will also include documents, reports from Ecology Central Records, and/or the Washington State Pollution Liability Insurance Agency.
- Phase II Environmental Site Assessment, site characterization, and groundwater monitoring/sampling activities have been completed at the WSDOT facility.
- A site reconnaissance of the WSDOT Facility is not included.
- Additional work activities beyond the initial scope must be approved in writing by the City Administrator and the contractor prior to commencement of work.

<b>Task</b>	<b>Notes</b>	<b>Timeline</b>	<b>Budget</b>
Task 1: Project Administration	Implement as scoped in Request for Proposal (RFP). Assume one meeting and regular phone/email contact in addition to Kick-Off Workshop/Meeting. Provide to the City a monthly report summarizing the months activities not to exceed one page in length.	May 2024 – Dec 2024	\$7,200
Task 2: Technical Data, Reports Review	Implement as scoped in RFP. Conduct a cursory review of readily available information for the WSDOT Facility. Discuss conditions, previous investigations, approach to conducting additional investigation and information available for the WSDOT Facility. Review available environmental investigation reports, laboratory analytical results, historical operations, geology and hydrogeology,	May – Dec 2024	\$24,300

SERVICE PROVIDER AGREEMENT  
 ENVIRONMENTAL SERVICES FOR WSDOT FACILITY

	the nature and extent of contamination, and areas of potential impacts at the WSDOT Facility. Prepare a summary of its review and identify data gaps in a technical memorandum.		
Task 3: Reimbursable Expenses	Minimum expenses anticipated. No travel, food, or lodging charges.	May 2024 – Jun 2024	\$500
Task 4: Reserve Budget	Due to the lack of available information, data, and reports documenting the previously completed work at the WSDOT Facility, Haley & Aldrich proposes setting aside the remaining funds for the future additional tasks for this property. When Task 2 has been completed and an understanding has been reached on the additional necessary tasks, the remaining funds from the Ecology Integrated Planning Grant can be accessed through mutual agreement with the City.		\$168,000

**Total Budget:** Not to exceed \$200,000.

### SERVICE PROVIDER RETIREMENT STATUS FORM

Complete this form for each owner, and each employee, independent contractor or person providing service to the City of Tumwater.

**I have retired from a Washington State Retirement System using the 2008 Early Retirement Factor?**

Yes

No

I verify the information above is true and correct.

<b>Name of Owner, Employee, Independent Contractor or Person:</b> (Please print)	<b>Social Security Number</b> (If answering "yes" above)
<b>Signature</b>	<b>Date</b>

**Chapter 3.46**  
**CITY CONTRACTS – NONDISCRIMINATION IN BENEFITS**

Sections:

- 3.46.010 Definitions.
- 3.46.020 Nondiscrimination in benefits.
- 3.46.030 Limitations.
- 3.46.040 Powers and duties of the city administrator.
- 3.46.050 Appeals.
- 3.46.060 Effective date.

**3.46.010 Definitions.**

For the purpose of this chapter:

- A. “Contract” means a contract for public works, consulting, or supplies, material, equipment or services estimated to cost \$50,000 or more;
- B. “Contract awarding authority” means the city officer, department, commission, employee, or board authorized to enter into or to administer contracts on behalf of the city;
- C. “Domestic partner” means any person who is registered with his/her employer as a domestic partner or, in the absence of such employer-provided registry, is registered as a domestic partner with a governmental body pursuant to state or local law authorizing such registration. Any internal employer registry of domestic partnership must comply with criteria for domestic partnerships specified by rule by the city administrator;
- D. “Employee benefits” means the provision of bereavement leave; disability, life, and other types of insurance; family medical leave; health benefits; membership or membership discounts; moving expenses; pension and retirement benefits; vacation; travel benefits; and any other benefits given to employees; provided, that it does not include benefits to the extent that the application of the requirements of this chapter to such benefits may be preempted by federal or state law.

(Ord. O2000-028, Added, 02/06/2001)

**3.46.020 Nondiscrimination in benefits.**

A. No contractor on a city contract shall discriminate in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse. The contractor shall not be deemed to discriminate in the provision of employee benefits if, despite taking reasonable measures to do so, the contractor is unable to extend a particular employee benefit to domestic partners, so long as the contractor provides the employee with a cash equivalent.

B. Other Options for Compliance Allowed. Provided that a contractor does not discriminate in the provision of benefits between employees with spouses and employees with domestic partners, a contractor may:



1. Elect to provide benefits to individuals in addition to employees' spouses and employees' domestic partners;
2. Allow each employee to designate a legally domiciled member of the employee's household as being eligible for spousal equivalent benefits; or
3. Provide benefits neither to employees' spouses nor to employees' domestic partners.

C. Requirements Inapplicable Under Certain Conditions. The city administrator may waive the requirements of this chapter where:

1. Award of a contract or amendment is necessary to respond to an emergency;
2. The contractor is a sole source;
3. No compliant contractors are capable of providing goods or services that respond to the city's requirements;
4. The contractor is a public entity;
5. The requirements are inconsistent with a grant, subvention or agreement with a public agency;
6. The city is purchasing through a cooperative or joint purchasing agreement.

D. Requests for waivers of the terms of this chapter are to be made to the city administrator by the contract awarding authority. Decisions by the city administrator to issue or deny waivers are final unless appealed pursuant to TMC 3.46.050.

E. The city administrator shall reject an entity's bid or proposal, or terminate a contract, if the city administrator determines that the entity was set up, or is being used, for the purpose of evading the intent of this chapter.

F. No contract awarding authority shall execute a contract with a contractor unless such contractor has agreed that the contractor will not discriminate in the provision of employee benefits as provided for in this chapter.

G. All contracts awarded by the city shall contain provisions prohibiting discrimination in the provision of employee benefits, including provisions containing appropriate remedies for the breach thereof as prescribed by this chapter, except as exempted by this chapter or rule.

(Ord. O2000-028, Added, 02/06/2001)

### **3.46.030 Limitations.**

The requirements of this chapter only shall apply to those portions of a contractor's operations that occur:

- A. Within the city;
- B. On real property outside of the city if the property is owned by the city or if the city has a right to occupy the property, and if the contractor's presence at that location is connected to a contract with the city; and
- C. Elsewhere in the United States where work related to a city contract is being performed. The requirements of this chapter shall not apply to subcontracts or subcontractors of any contract or contractor.

(Ord. O2000-028, Added, 02/06/2001)

**3.46.040 Powers and duties of the city administrator.**

The city administrator shall have the power to:

- A. Adopt rules and regulations in accordance with this chapter establishing standards and procedures for effectively carrying out this chapter;
- B. Determine and impose appropriate sanctions and/or liquidated damages for violation of this chapter by contractors including, but not limited to:
  - 1. Disqualification of the contractor from bidding on or being awarded a city contract for a period of up to five years; and
  - 2. Contractual remedies, including, but not limited to, liquidated damages and termination of the contract;
- C. Examine contractor's benefit programs covered by this chapter;
- D. Impose other appropriate contractual and civil remedies and sanctions for violations of this chapter;
- E. Allow for remedial action after a finding of noncompliance, as specified by rule;
- F. Perform such other duties as may be required by ordinance or which are necessary to implement the purposes of this chapter.

(Ord. O2000-028, Added, 02/06/2001)

**3.46.050 Appeals.**

Any aggrieved party may appeal a decision of the city administrator to the mayor by the submittal of a written request to the city attorney within ten working days of the decision to be appealed. The mayor's decision will be in writing with findings identified upon which the decision was made. Subsequent appeal will be to the Thurston County superior court.

(Ord. O2000-028, Added, 02/06/2001)

**3.46.060 Effective date.**

The provisions of this chapter shall apply to any contract awarded on or after January 2, 2002.

(Ord. O2000-028, Added, 02/06/2001)

TO: City Council  
FROM: Stan Osborn, Parks and Facilities Manager  
DATE: May 7, 2024  
SUBJECT: Brewmaster's House Renovation Contract Change Order #2

---

1) Recommended Action:

Approve and authorize the Mayor to sign Change Order #2 to the Brewmaster's House Renovation Project # 2023020. This Change Order #2 was recommended for approval on the consent calendar at the April 18, 2024 Public Works Committee meeting.

---

2) Background:

During the process of detailing the work and materials needed for the arson renovation of this Historical House/Museum, some items such as the ceiling coverings were discussed in depth but not decided on. Heritage Restoration Inc. included in their quote all but the ceiling materials and work. In January when looking over the final wallpaper selections it was clear that the ceiling selections were not included. Staff supplied the contractor with the selections chosen by the Historical Preservation Commission for all the rooms of concern. Upon receiving quotes from the wallpaper subcontractor, Heritage Restoration shared the quotes with the City. These changes were agreed to by our insurance adjusters who represent WCIA and will cover the costs.

---

3) Policy Support:

Council strategic priorities and goals - Rejuvenate the Brewery Neighborhood

---

4) Alternatives:

- Recommend approval of change order.
  - Do not approve.
- 

5) Fiscal Notes:

The amount of \$36,015.76 has been approved by the adjuster and covered by the insurer, WCIA.

---

6) Attachments:

- A. Change Order #2
- B. Estimate
- C. Adjusters' Approval Email





Heritage Restoration  
1581 N National Ave  
Chehalis, WA 98532  
(360) 345-1015  
firewaterstorm.com

Client: City of Tumwater - Brewmasters House  
Property: 602 Deschutes Way SW  
Tumwater, WA 98501

Operator: ESTIMATO

Estimator: Alan Baum

E-mail: alan@firewaterstorm.com

Type of Estimate: Fire

Date Entered: 3/2/2023

Date Assigned:

Price List: HRI\_PREVFEB23

Labor Efficiency: Restoration/Service/Remodel

Estimate: BREWMASTERS-WPSUPP

Thank you for choosing Heritage Restoration Inc to perform your **Emergency Mitigation and/or Reconstruction needs**. Listed below you will find a detailed breakdown of the services provided at the above mentioned property. This includes the work necessary to preserve and protect the property from further damage.

**PLEASE NOTE:** Due to the uniqueness of this restoration project, the costs of many of the materials may need to be supplemented based on availability/matching. Most line items have been marked as "Premium" although "premium" material costs are usually found to be much lower than actual costs on many high-end projects, let alone historical projects such as this.

Vendor invoices/receipts will be submitted as supplements where necessary.

**Prevailing Wage:** The pricing in this estimate includes prevailing wage. On September 1st, 2023 the prevailing wage rates are due to increase, and so any work performed on or after 09/01/2023 will be adjusted to reflect the changes in the prevailing wage for this jobsite.

**DISCLAIMER:**

**On electrical:** The proposed scope of electrical work and panel upgrade may change, depending on the inspection by L&I.

**On wallpaper:** Costs of the wallpaper may change depending on the selections to maintain a "historical appearance."



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**BREWMASTERS-WPSUPP**

**SKETCH1**

**Main Level**

**Main Level**

CAT	SEL	ACT DESCRIPTION		REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY						
1. WPR	BIDITM		+ Wallpaper (Bid Item) - Materials					
		1	1.00 EA [*]	0.00+	6,194.79 =	706.21	1,238.96	8,139.96
2. WPR	BIDITM		+ Wallpaper (Bid Item) - Labor					
		1	1.00 EA [*]	0.00+	16,500.00 =	1,881.00	3,300.00	21,681.00
3. WPR	BIDITM		+ Wallpaper (Bid Item) - Liners					
		1	1.00 EA [*]	0.00+	700.00 =	79.80	140.00	919.80
4. SCF	LJ		+ Two ladders with jacks and plank (per day)					
		3	3.00 DA	0.00+	116.63 =	39.89	69.98	459.76
Labor for additional prep to ceilings								
5. DRY	LAB		+ Drywall Installer / Finisher - per hour					
		8*3	24.00 HR	0.00+	152.69 =	417.76	732.92	4,815.24
This is in addition to the Change Order/Supplement issued on December 12th 2024, this additional cost is for the prep and wallpaper of the ceilings in this historic building.								
These bids are not included in December's numbers.								
<b>Total: Main Level</b>						<b>3,124.66</b>	<b>5,481.86</b>	<b>36,015.76</b>

**Basement**



**Data Room**

**Height: 7' 6"**

446.25 SF Walls	177.38 SF Ceiling
623.63 SF Walls & Ceiling	177.38 SF Floor
19.71 SY Flooring	59.50 LF Floor Perimeter
59.50 LF Ceil. Perimeter	

CAT	SEL	ACT DESCRIPTION		REMOVE	REPLACE	TAX	O&P	TOTAL
	CALC	QTY						
Structural repairs to this room have been included in "Back Storage" on the Main level.								
<b>Totals: Data Room</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total: SKETCH1</b>						<b>3,124.66</b>	<b>5,481.86</b>	<b>36,015.76</b>



---

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<b>Line Item Totals: BREWMASTERS-WPSUPP</b>	<b>3,124.66</b>	<b>5,481.86</b>	<b>36,015.76</b>
---	-----------------	-----------------	------------------



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**Grand Total Areas:**

7,080.23 SF Walls	3,208.86 SF Ceiling	10,289.08 SF Walls and Ceiling
3,210.91 SF Floor	356.77 SY Flooring	904.08 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	920.32 LF Ceil. Perimeter
3,210.91 Floor Area	3,426.23 Total Area	6,588.32 Interior Wall Area
3,971.01 Exterior Wall Area	494.73 Exterior Perimeter of Walls	
164.97 Surface Area	1.65 Number of Squares	60.02 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	





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**Summary**

Line Item Total	27,409.24
Overhead	2,740.93
Profit	2,740.93
Sales Tax	3,124.66
<b>Replacement Cost Value</b>	<b>\$36,015.76</b>
<b>Net Claim</b>	<b>\$36,015.76</b>

Alan Baum



Heritage Restoration  
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**Recap of Taxes, Overhead and Profit**

	<b>Overhead (10%)</b>	<b>Profit (10%)</b>	<b>Sales Tax (9.5%)</b>
<b>Line Items</b>	2,740.93	2,740.93	3,124.66
<b>Total</b>	<b>2,740.93</b>	<b>2,740.93</b>	<b>3,124.66</b>



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**Recap by Room**

**Estimate: BREWMASTERS-WPSUPP**

**Area: SKETCH1**

<b>Area: Main Level</b>	<b>27,409.24</b>	<b>100.00%</b>
<hr/>		
<b>Area Subtotal: Main Level</b>	<b>27,409.24</b>	<b>100.00%</b>
<hr/>		
<b>Area Subtotal: SKETCH1</b>	<b>27,409.24</b>	<b>100.00%</b>
<hr/>		
<b>Subtotal of Areas</b>	<b>27,409.24</b>	<b>100.00%</b>
<hr/>		
<b>Total</b>	<b>27,409.24</b>	<b>100.00%</b>



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### Recap by Category

<b>O&amp;P Items</b>	<b>Total</b>	<b>%</b>
<b>DRYWALL</b>	<b>3,664.56</b>	<b>10.17%</b>
<b>SCAFFOLDING</b>	<b>349.89</b>	<b>0.97%</b>
<b>WALLPAPER</b>	<b>23,394.79</b>	<b>64.96%</b>
<b>O&amp;P Items Subtotal</b>	<b>27,409.24</b>	<b>76.10%</b>
<b>Overhead</b>	<b>2,740.93</b>	<b>7.61%</b>
<b>Profit</b>	<b>2,740.93</b>	<b>7.61%</b>
<b>Sales Tax</b>	<b>3,124.66</b>	<b>8.68%</b>
<b>Total</b>	<b>36,015.76</b>	<b>100.00%</b>

**From:** Michael Galioto <[mgalioto@mkainc.com](mailto:mgalioto@mkainc.com)>  
**Sent:** Thursday, March 14, 2024 3:58 PM  
**To:** Dennis Bergquist <[Dennis.Bergquist@mclarens.com](mailto:Dennis.Bergquist@mclarens.com)>; Stan Osborn <[SOsborn@ci.tumwater.wa.us](mailto:SOsborn@ci.tumwater.wa.us)>  
**Cc:** Alan Baum <[alan@firewaterstorm.com](mailto:alan@firewaterstorm.com)>; [kevin@firewaterstorm.com](mailto:kevin@firewaterstorm.com); Chuck Denney <[CDenney@ci.tumwater.wa.us](mailto:CDenney@ci.tumwater.wa.us)>; Valerie Sprayberry <[vsprayberry@mkainc.com](mailto:vsprayberry@mkainc.com)>; Aaron D. Gribble <[agribble@mkainc.com](mailto:agribble@mkainc.com)>  
**Subject:** RE: Change order for work to ceilings- Brewmasters House

Dennis,

We have reviewed the submitted supplement form Heritage Restoration totaling \$36,015.76 and have the following comments.

- This is a historical building and normal Xactimate pricing would not account for this application.
- Even so, we have cross referenced the submitted costs against other wallpaper costs and it appears reasonable based on the age of the building and historical aspect.

The supplemental wallpaper work and cost appear reasonable.

Let us know if you have questions or concerns.

Thank you,  
Mike G.

**PLEASE NOTE OUR NEW ADDRESS**



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Consultants  
& Engineers**

[www.mkainc.com](http://www.mkainc.com)



**Michael A. Galioto**  
Regional Manager

**MKA International, Inc.**  
19020 33rd Avenue West, Suite 590  
Lynnwood, WA 98036

**O** 206.267.2927 | **C** 206.818.0305 | **F** 206.267.2906 | [mgalioto@mkainc.com](mailto:mgalioto@mkainc.com)

Formerly *Madsen, Kneppers & Associates, Inc.*

TO: City Council  
FROM: Troy Niemeyer, Finance Director  
DATE: May 7, 2024  
SUBJECT: Ordinance O2024-002 Budget Amendment No. 2

---

1) Recommended Action:

Adopt Ordinance No. O2024-002, Budget Amendment No. 2. This item was reviewed at the April 23, 2024 Council Work Session.

---

2) Background:

This amendment accomplishes two primary things. First, it takes an interim step to fix some of the most significant salary compression issues. Second, it fixes an issue with revenue and expenditures for the Sewer Fund related to charges from LOTT.

---

3) Policy Support:

Be fiscally responsible and develop sustainable financial strategies.

---

4) Alternatives:

Do not approve the budget amendment.

---

5) Fiscal Notes:

This amendment adds \$4.9 million in revenue and \$4.5 million in expenditures.

---

6) Attachments:

- A. Attachment A – Ordinance O2024-002
- B. Exhibit A – 2023-2024 Budget Amendment No. 2
- C. Exhibit B – Salary Schedule

**ORDINANCE NO. O2024-002**

**AN ORDINANCE** of the City Council of the City of Tumwater, Washington amending the 2023-2024 City of Tumwater Biennial Budget for the 2023-2024 calendar years, amending Ordinance O2022-028 and O2023-015, as more particularly described herein.

**WHEREAS**, the City of Tumwater adopted Ordinance O2010-011 on May 18, 2010 electing to have a two-year fiscal biennium budget in lieu of the annual budget; and

**WHEREAS**, the City Council approved O2022-028, adopting the biennial budget for the fiscal period 2023-2024, on December 6, 2022; and

**WHEREAS**, the City Council adopted Ordinance O2023-015, amending the biennial budget for the fiscal period 2023-2024, on November 21, 2023; and

**WHEREAS**, Budget Amendments were presented and discussed at the City Council Worksession meeting on April 23, 2024; and

**WHEREAS**, salary adjustments for various staff positions within the City of Tumwater are needed in order to maintain competitive market levels and retain staff; and

**WHEREAS**, numerous other adjustments to the biennial budget are necessary to recognize updated revenue projections and adjust appropriations for various City funds.

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF TUMWATER, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1. Amendment.** Section 2 of Ordinance No. O2022-028, adopted December 6, 2022, and amended by Ordinance No. O2023-015, adopted November 21, 2023, is hereby further amended as follows:

The fund levels restated include the estimated resources, fund balances or working capital for each separate fund of the City of Tumwater, and aggregate totals for all such funds combined for the 2023-2024 biennium are set forth in Exhibit "A", and are hereby appropriated for expenditure at the fund level during the 2023-2024 biennium.

**Section 2. Salary Schedule.** The Salary Schedule, as set forth in Exhibit "B," is hereby adopted.

**Section 3. Ratification.** Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

**Section 4. Corrections.** The City Clerk and codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 5. Severability.** The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

**Section 6. Effective Date.** This ordinance shall take effect five days after passage, approval and publication.

ADOPTED this 7<sup>th</sup> Day of May 2024.

CITY OF TUMWATER

\_\_\_\_\_  
Debbie Sullivan, Mayor

ATTEST:

\_\_\_\_\_  
Melody Valiant, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Karen Kirkpatrick, City Attorney

Published:\_\_\_\_\_

Effective Date:\_\_\_\_\_



# 2nd Amendment

## CITY OF TUMWATER Proposed 2023-2024 Budget Changes All Fund Summary

# Exhibit A

FUNDS BY TYPE	Change in Fund Balance [1]	+	New Revenues	=	Total New Resources	-	New Expenditures	=	Change in Ending Fund Balance	Appropriation Incr (Decr)
<b>General Fund</b>										
001 General Government	\$ -	\$	102,052	\$	102,052	\$	308,717	\$	(206,665)	\$ 102,052
002 Public Safety Reserve	-		-		-		-		-	-
007 Permit Reserve	-		-		-		-		-	-
008 Emergency Reserve	-		-		-		-		-	-
009 Facilities Reserve Fund	-		-		-		-		-	-
012 Recreation Special Programs	-		30,000		30,000		30,000		-	30,000
015 Parks Board	-		-		-		-		-	-
016 E-Link & Fiberoptics	-		-		-		-		-	-
017 Historical Commission	-		-		-		-		-	-
018 K-9	-		-		-		-		-	-
019 US Flag Recognition Fund (new)	-		-		-		-		-	-
<b>TOTAL GENERAL FUND AS BUDGETED</b>	-		<b>132,052</b>		<b>132,052</b>		<b>338,717</b>		<b>(206,665)</b>	<b>132,052</b>
<b>Special Revenue Funds</b>										
105 Affordable Housing Sales Tax Fund (new)	\$ -	\$	-	\$	-	\$	-	\$	-	\$ -
107 Domestic Violence Prevention Fund	-		-		-		-		-	-
108 Drug & Other Seizure Fund	-		-		-		15,000		(15,000)	-
109 Lodging Tax Fund	-		28,280		28,280		161,000		(132,720)	28,280
111 Development Fees Fund	-		-		-		-		-	-
120 Barnes Lake Management District Fund	-		-		-		-		-	-
130 Tumwater Transportation Benefit District	-		-		-		-		-	-
<b>Debt Service Funds</b>										
200 General Obligation Debt Service Fund	\$ -	\$	-	\$	-	\$	-	\$	-	\$ -
<b>Capital Project Funds</b>										
303 General Government CFP Fund	\$ -	\$	120,000	\$	120,000	\$	-	\$	120,000	\$ 120,000
304 Transportation CFP Fund	-		-		-		-		-	-
<b>Proprietary Funds</b>										
400 Water Utility Fund	\$ -	\$	-	\$	-	\$	49,663	\$	(49,663)	\$ -
401 Sewer Utility Fund	-		4,617,725		4,617,725		3,795,972		821,753	4,617,725
411 Storm Utility Fund	-		-		-		144,702		(144,702)	-
480 Golf Course Fund	-		-		-		-		-	-
<b>Internal Service Funds</b>										
501 Fleet ER & R Fund	\$ -		40,000	\$	40,000	\$	40,000	\$	-	\$ 40,000
502 IT ER & R Fund	-		-		-		-		-	-
<b>GRAND TOTAL</b>	<b>\$ -</b>	<b>\$</b>	<b>4,938,057</b>	<b>\$</b>	<b>4,938,057</b>	<b>\$</b>	<b>4,545,054</b>	<b>\$</b>	<b>393,003</b>	<b>\$ 4,938,057</b>

<b>2024 Classification and Pay Schedule</b>				
Minimum Wage: \$16.28 Hourly			Exhibit B	
Position	Active Job Classes	Grade	Minimum	Maximum
101	City Administrator	88	14,005	17,066
113	Executive Assistant	52	5,758	7,014
142	Communications Manager	66	8,135	9,911
149	Community Engagement Specialist	50	5,481	6,677
107	Department Assistant III	45	4,845	5,903
108	Department Assistant II	41	4,390	5,347
109	Department Assistant I	34	3,693	4,497
112	Administrative Assistant	50	5,481	6,677
102	City Attorney	83	12,380	15,084
148	Legal Assistant	50	5,481	6,677
103	Administrative Services Director	80	11,494	14,005
104	Human Resources Analyst	57	6,514	7,938
106	HR Program Manager	62	7,368	8,981
117	City Clerk	57	6,514	7,938
	Deputy City Clerk	52	5,758	7,014
146	Records Clerk	41	4,390	5,347
110	Assistant City Attorney	70	8,981	10,942
360	Information Technology Manager	72	9,434	11,494
362	Network Administrator	59	6,845	8,337
372	Business Analyst	54	6,049	7,368
368	Applications Analyst	50	5,481	6,677
370	Senior Information Technology Specialist	54	6,049	7,368
371	ERP Implementation Manager	66	8,135	9,911
115	Finance Director	80	11,494	14,005
116	Assistant Finance Director	72	9,434	11,494
118	Accountant	54	6,049	7,368
119	Payroll Officer	52	5,758	7,014
120	Accounting/Utility Billing Supervisor	57	6,514	7,938
121	Accounting Assistant I	44	4,727	5,758
152	Accounting Assistant II	45	4,845	5,903
124	Accounting Technician	46	4,967	6,049
144	Senior Accountant	62	7,368	8,981
227	Community Development Director	80	11,494	14,005
229	Permit Manager	66	8,135	9,911
234	Senior Planner	60	7,014	8,547
153	Assistant Planner	51	5,619	6,845
231	Associate Planner	54	6,049	7,368
235	Planning Manager	66	8,135	9,911
237	Permit/Planning Technician	46	4,967	6,049
150	Economic Development Manager	66	8,135	9,911
401	Building and Fire Safety Official	66	8,135	9,911
403	Building and Fire Safety Plans Examiner	55	6,202	7,551
405	Building/Fire Safety Inspector	53	5,903	7,187
240	Parks and Recreation Director	78	10,942	13,332
241	Recreation Supervisor	57	6,514	7,938

2024 Classification and Pay Schedule				
Minimum Wage: \$16.28 Hourly			Exhibit B	
Position	Active Job Classes	Grade	Minimum	Maximum
242	Recreation Coordinator	49	5,347	6,514
243	Recreation and Marketing Specialist	50	5,481	6,677
244	Recreation Manager	62	7,368	8,981
250	Golf Operations Manager	62	7,368	8,981
252	Golf Course Superintendent	52	5,758	7,014
254	Golf Maintenance Worker II	43	4,608	5,619
256	Golf Operations Coordinator	40	4,280	5,216
317	Parks & Facilities Manager	66	8,135	9,911
319	Parks Maintenance Worker II	43	4,608	5,619
320	Parks Maintenance Supervisor	54	6,049	7,368
321	Equipment Repair Technician	45	4,845	5,903
322	Building Maintenance Supervisor	54	6,049	7,368
323	Parks Maintenance Lead	45	4,845	5,903
324	Parks Maintenance Worker I	40	4,280	5,216
326	Building Maintenance Worker II	46	4,967	6,049
132	Volunteer Coordinator	48	5,216	6,360
258	Arts Specialist	50	5,481	6,677
373	Golf Operations Supervisor	50	5,481	6,677
200	Senior Engineer	70	8,981	10,942
242	Engineering Services Manager	76	10,411	12,687
209	Engineer III	69	8,761	10,671
210	Transportation & Engineering Director	80	11,494	14,005
211	Engineer II	64	7,742	9,434
212	Engineer I	58	6,677	8,135
217	Engineering Tech III	50	5,481	6,677
215	Engineering Tech IV	56	6,360	7,742
216	Senior Inspector	58	6,677	8,135
258	GIS Analyst	54	6,049	7,368
221	GIS Program Coordinator	56	6,360	7,742
223	Transportation Manager	76	10,411	12,687
226	Transportation Operations Manager	66	8,135	9,911
342	Traffic Signal and Streetlight Tech II	Per Contract		
345	Fleet Technician I	Per Contract		
374	Fleet Technician II	Per Contract		
218	Water Resources & Sustainability Director	78	10,942	13,332
214	Water Resources Specialist	54	6,049	7,368
	Senior Water Resources Specialist	62	7,368	8,981
225	Utilities Operations Manager	66	8,135	9,911
408	Inspector - Stormwater	50	5,481	6,677
257	Sustainability Coordinator	54	6,049	7,368
208	Water Resources Program Manager	66	8,135	9,911
351	Maintenance Tech I	Per Contract		
352	Maintenance Tech II	Per Contract		
353	Maintenance Tech III	Per Contract		
344	Electrician II	Per Contract		

2024 Classification and Pay Schedule				
Minimum Wage: \$16.28 Hourly			Exhibit B	
Position	Active Job Classes	Grade	Minimum	Maximum
349	Field Crew Lead	Per Contract		
409	Police Chief	83	12,380	15,084
410	Police Commander	82	12,078	14,715
413	Police Lieutenant	Per Contract		
414	Police Sergeant	Per Contract		
415	Police Officer	Per Contract		
416	Police Evidence Technician	48	5,216	6,360
133	Police Administrative Manager	66	8,135	9,911
140	Police Services Specialist I	45	4,845	5,903
141	Police Services Specialist II	50	5,481	6,677
417	Police Management Analyst	53	5,903	7,187
431	Fire Chief	82	12,078	14,715
433	Assistant Fire Chief	82	12,078	14,715
435	Battalion Chief	Per Contract		
437	Paramedic Lieutenant	Per Contract		
438	Fire Training Lieutenant	Per Contract		
439	Fire Lieutenant	Per Contract		
440	Fire Prevention Officer I	Per Contract		
441	Paramedic Firefighter	Per Contract		
442	Firefighter	Per Contract		
444	Medical Services Officer and BC	Per Contract		
445	Fire Prevention Officer II	Per Contract		

**Note:** *Turnover and recruitments may shift individual classification headcount through 2024. For example, some job families such as department assistant or engineer may shift as business needs dictate. However, the overall headcount will not increase without council approval.*

TO: City Council  
 FROM: Brad Medrud, Planning Manager  
 DATE: May 7, 2024  
 SUBJECT: 2024 Community Development Block Grant (CDBG) Funding Recommendation

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1) Recommended Action:

Approve the City's 2024 Community Development Block Grant (CDBG) award recommendation to the Thurston County Board of Commissioners based on the Budget and Finance Committee's funding recommendation at their April 23, 2024 meeting.

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2) Background:

In 2015, Thurston County became an Entitlement County for federal CDBG funds. Pursuant to an interlocal agreement, Tumwater shares the annual CDBG funding on a three-year rotation with south Thurston County and the City of Lacey. The City of Olympia has its own entitlement and is not part of the three-year rotation. Tumwater received funds in 2015, 2018, and 2021, and will do so again in 2024. The City contracts with the Thurston County housing staff to provide the administration of the funds.

On a three-year cycle, the County issues Requests for Proposals (RFPs) on behalf of the City for federal CDBG funds. Prior to Thurston County issuing the RFP, the City Council directed on January 23, 2024, that due to the need for affordable housing after accounting for 20% of the funds for County administration, 85% of the funds would be directed to housing capital projects and a maximum of 15% of the funds would help support public services as it did in 2018 and 2021.

The applications attached are a result of the RFP issued by Thurston County for Tumwater CDBG Funds supporting Housing Capital Projects and Public Services.

**Funding Summary:**

- Total PY24 Award: ~\$1,200,000 (Estimate, still waiting for final number from HUD)
- Total Available for County Administration (20% of award): ~\$240,000
- Total Available for Public Services (15% maximum of award after administration): ~\$180,000 (\$339,238.40 Requested)
- Total Remaining for Housing Capital Projects (minimum 85% of award after administration): ~\$780,000 (\$1,055,000 Requested)

Ten total applications were received. Four applications were received for housing capital projects and six were received for services. The Budget and Finance Committee met on April 23, 2024, to review the ten applications, interview the applicants, and allocate funding as part of its recommendation to the City Council.

The timeliness tool was developed as part of the County's workout plan with HUD to assess RFP applications on their ability to maintain timely spend downs and project completion. This will help inform the City Council's decision-making process around CDBG award decisions.

Alex Persse, an Affordable Housing Program Manager, and Sharif Hocine, Affordable Housing Program Specialist, at Thurston County Public Health & Social Services will be

available to assist with the process.

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3) Policy Support:

Strategic Priority to Build a Community Recognized for Quality, Compassion and Humanity with a goal of “Work with government, non-profit, and private partners to develop and implement a performance-based plan for affordable housing and to address homelessness.”

Housing Element Goal H-3: To provide adequate, affordable housing for residents of all income groups, including sufficient housing affordable to low and moderate-income groups.

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4) Alternatives:

None.

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5) Fiscal Notes:

The exact amount of federal CDBG funds available for allocation by the City in 2024 is still being determined. The amount available each year is determined by Congress through the U.S. Department of Housing and Urban Development (HUD), and staff are estimating it will be approximately 1.2 million dollars. Typically, Thurston County retains 20% to cover administrative costs. There is not a City contribution. These funds will be available in September. The funds are not in the City budget because the contracts and payments are managed directly by the County.

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6) Attachments:

- A. 2024 Tumwater CDBG Staff report and Applicant Summary
- B. RFP Instructions
- C. CDBG Applications: Housing Capital Projects and Public Services Projects
- D. Timeliness Risk Assessment Tool
- E. Timeliness Risk Assessment Tool – Narrative

# STAFF REPORT



Date: May 7, 2024  
To: City Council  
From: Brad Medrud, Planning Manager

## CDBG Application Review Process

On a three-year cycle, the City issues Requests for Proposals (RFPs) for federal Community Development Block Grant (CDBG) funds. For the 2024 cycle, the City Council prioritized affordable housing and public service activities and did not consider applications for public facilities or economic development. The City Council will approve final award recommendations for consideration by the Thurston County Board of Commissioners. The complete CDBG RFP from 2024 is Attachment B of the meeting packet and the applications received are Attachments C1 through C10 of the meeting packet.

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### 1 – Background

In 2015, Thurston County became an Entitlement County pursuant to federal CDBG funds. In accordance with an interlocal agreement, Tumwater shares the annual CDBG funding on a three-year rotation with south Thurston County and City of Lacey. The City of Olympia has its own

entitlement for federal CDBG funds and is not part of the rotation. Tumwater has had federal CDBG funds in 2015, 2018, 2021, and again in 2024. The City contracts with Thurston County Public Health & Social Services Department housing staff to provide the administration of the funds.

The primary eligibility requirement for any CDBG funds is that the projector program principally benefits low- and moderate-income persons in designated census tracts. The U.S. Department of Housing and Urban Development (HUD) defines low and moderate income as a household that is at or below 80% of the median income for the area. HUD annually adjusts these income guidelines. Eligibility must be monitored for participants, or in the case of senior or houseless individuals, they are presumed to qualify.

The amount available each year is determined by Congress through HUD. The County is still waiting to hear what the final numbers will be from HUD, but staff estimates that it will be ~\$1,200,000. Thurston County will retain 20% of the total annual CDBG funding (~\$240,000) to cover the administrative costs. For the 2024 CDGB cycle the City Council decided at their January 23, 2024, work session that up to 15% of the remaining CDBG funding will be used for public services (~\$180,000) and the residual is designated for housing capital projects (~\$780,000).

## 2 – Funding History

The history of previous awards is below. In previous years, the City issued an RFP for both public services and capital projects. Proposals were not restricted specifically to those providing services inside the City of Tumwater, although the capital projects generally only occurred in Tumwater. In 2018 and 2021, the City excluded public facilities and economic development from eligibility for services.

Year	Organization	Activity	Amount
<b>2015</b>			
2015 Services			
	Boys & Girls Club of Thurston County	Scholarship Assistance	\$22,684.00
	Enterprise for Equity	Business and Financial Support Services	\$40,100.00
	Catholic Community Services SW	Community Kitchen	\$17,000.00
	Catholic Community Services SW	Drexel House	\$22,000.00
		<b>Services Subtotal</b>	<b>\$101,784.00</b>
2015 Capital			
	City of Tumwater	Pioneer Street Sewer	\$30,000.00
	Community Action Council	Deschutes Cove Sewer	\$504,838.00
	Homes First	Community Housing Development – Tumwater	\$116,936.52



Year	Organization	Activity	Amount
	Rebuilding Together	Safe and Healthy Homes Program	\$33,351.21
	Safe Place	Community Service Center Improvements	\$40,000.00
		<b>Capital Subtotal</b>	<b>\$725,125.73</b>
<b>2015 TOTAL</b>			<b>\$826,909.73</b>

Year	Organization	Activity	Amount
<b>2018</b>			
2018 Services			
	Boys & Girls Clubs of Thurston County	Scholarship Assistance	\$25,822.00
	Catholic Community Services SW	Community Kitchen	\$25,694.00
	Family Education and Support Services	Resilience Center Acquisition	\$120,000.00
		<b>Services Subtotal</b>	<b>\$171,516.00</b>
2018 Capital			
	Homes First	Affordable Rental Homes	\$437,480.00
	Interfaith Works	Regional Support for Community Care	\$32,236.00
	TOGETHER!	Tumwater Community Schools	\$92,699.00
	Union Gospel Mission	Genesis Acres Sewer	\$237,244.00
		<b>Capital Subtotal</b>	<b>\$799,659.00</b>
<b>2018 TOTAL</b>			<b>\$971,175.00</b>

Year	Organization	Activity	Amount
<b>2021</b>			
2021 Services			
	Boys & Girls Clubs of Thurston County	Tumwater Boys & Girls Clubs Scholarships for LMI Youth	\$56,640.00
	Catholic Community Services SW	The Community Kitchen (Tumwater – CDBG)	\$11,520.00
	Senior Services for South Sound	Home Share – Tumwater	\$16,047.65
	TOGETHER!	Tumwater Community Schools	\$100,000.00
		<b>Services Subtotal</b>	<b>\$184,207.65</b>

Year	Organization	Activity	Amount
2021 Capital			
	Homes First	Affordable Rental Homes for Tumwater	\$200,000.00
	Housing Authority of Thurston County	Sequoia Landing – Phase II	\$267,414.44 <sup>1</sup>
	Rebuilding Together Thurston County	Critical Home Repairs – CDBG Tumwater	\$30,000.00
	SPS Habitat for Humanity	Critical Home Repairs – CDBG Tumwater	\$100,000.00
	SPS Habitat for Humanity	Tumwater Townhomes Buy Down	\$300,000.00
		<b>Capital Subtotal</b>	<b>\$897,414.44</b>
<b>2021 TOTAL</b>			<b>\$1,081,622.09</b>

### 3 – General 2024 RFP Review Process

#### A. Background

After the City Council determined the parameters for awarding the funds in the 2024 cycle in January 2024, Thurston County Public Health & Social Services staff administered the RFP. Because an RFP was chosen for all the funds, the City Council will decide how the funds will be allocated.

The Budget and Finance Committee met on April 23, 2024, to interview the RFP applicants and make recommendations to the full City Council for consideration at their May 7, 2024, regular meeting.

As Thurston County is the legal entity for receiving the funds from HUD, the City Council's selection of projects are recommendations that in turn go to the County Board of Commissioners who have the final authority to allocate funding. The City's decisions need to be made by early May 2024 to allow time for Thurston County Public Health & Social Services staff to perform a risk assessment of projects and a few other activities in preparation for setting a public hearing, presenting the draft plan to the Commissioners for approval, and submitting the plan to HUD.

#### B. Applications

Ten total applications were received. Four applications were received for housing capital projects and six were received for service projects. Summaries of the four housing capital project

<sup>1</sup> The Council voted to award this amount upon the condition that the applicant could purchase the property by September 1, 2022. The Council unanimously decided that were the applicant to refuse the funding award or were it unable to meet the conditions of the award that the Council might first consider funding the applicant's purchase of the Oyo Tumwater hotel for conversion into multifamily rental units. If the Oyo project were found to be ineligible to receive CDBG funds, not a viable project or otherwise not suited for CDBG funds, the funding would then be distributed among Habitat for Humanity's Townhome Buy Down project and Homes First's Affordable Rental Homes with \$167,414.44 provided to Habitat and \$100,000 of the award provided to Homes First. Council further deliberated this item at the May 4, 2021, Tumwater City Council meeting.

applications are found in Appendix A to this staff report and summaries of the public service applications are found in Appendix B to this staff report. The ten applications are found in Attachments C1 through C10 of the meeting packet.

County and City staff reviewed the ten applications to ensure they met the minimum eligibility requirements. This included a threshold review to ensure applications specify and include the minimum criteria below. An eligible project must meet all four of the following criteria:

1. The activity must be eligible under HUD regulations (24 CFR 570.200-570.204);
2. The activity must meet the HUD CDBG National Objective to benefit LMI persons;
3. The activity must benefit low-income populations within the City of Tumwater; and
4. The activity is carried out by an applicant that has the ability to meet and maintain compliance with applicable federal, state, and/or local regulations, as identified.

### C. Budget and Finance Committee April 23, 2024, Recommendations

#### 1. Process Outline

Staff explained the selection and interview process to the Budget and Finance Committee members.

#### 2. Four Housing Capital Project Interviews

Each of the applicants for the following four Housing Capital Project applications were invited to present their proposals and answer any questions from the Budget and Finance Committee in ten-minute interviews.

#### 2024 Capital Project Applications

	Organization	Program/Project
1	Homes First	Major Rehabilitation - Low Income Clean and Sober Housing
2	Rebuilding Together Thurston County (RTTC)	Critical Home Rehabilitation Program
3	South Puget Sound Habitat for Humanity	Critical Home Repairs
4	South Puget Sound Habitat for Humanity	Tâlicn Townhomes Buy Down

3. Six Public Services Project Interviews

Each of the applicants for the following six Public Service Project applications were invited to present their proposals and answer any questions from the Budget and Finance Committee in ten-minute interviews.

**2024 Service Project Applications**

	<b>Organization</b>	<b>Program/Project</b>
1	Boys and Girls Clubs of Thurston County	Tumwater Boys & Girls Club Scholarships for LMI Youth
2	Catholic Community Services	The Community Kitchen
3	Family Education and Support Services	Peer Recovery Specialist
4	Senior Services for South Sound	Home Share Program
5	Thurston County Food Bank	TCFB Home Delivery and Other Bank
6	TOGETHER!	Tumwater Community Schools

4. Committee Discussion and Recommendations

The Budget and Finance Committee then selected eligible projects to receive funds as part of its recommendation to the City Council.

The applications were evaluated by the Budget and Finance Committee on the following criteria:

- The conceptual soundness of the project;
- The financial feasibility of the project; and
- The applicant’s demonstrated ability to implement the project and comply with CDBG program regulations.

Because more money was requested for both the Housing Capital Projects and the Public Services Projects than will likely be available from HUD, the Budget and Finance Committee decided how to allocate the potential total funds from HUD to each of the selected projects.

In addition, because the final HUD allocation was not known at the time of the meeting, the Budget and Finance Committee decided on contingencies to address how awards will be adjusted if the final HUD allocation is less or more than the current estimate.

**2024 Capital Project Applications Funding Recommendations**

	<b>Organization</b>	<b>Program/Project</b>	<b>Funding Request</b>	<b>Budget and Finance Committee Recommendation</b>
1	Homes First	Major Rehabilitation – Low Income Clean and Sober Housing	\$375,000.00	<b>\$245,000.00</b>
2	Rebuilding Together Thurston County (RTTC)	Critical Home Rehabilitation Program	\$75,000.00	<b>\$75,000.00</b>
3	South Puget Sound Habitat for Humanity	Critical Home Repairs	\$45,000.00	<b>\$45,000.00</b>
4	South Puget Sound Habitat for Humanity	Tâĺcn Townhomes Buy Down	\$560,000.00	<b>\$415,000.00</b>
		<b>TOTAL</b>	<b>\$1,055,000.00</b>	<b>\$780,000.00</b>

**2024 Capital Project Applications Funding Contingencies**

1. If the final HUD CDBG allocation for capital projects is more than \$780,000, then the allocation for the South Puget Sound Habitat for Humanity Tâĺcn Townhomes Buy Down program will be increased to bring the capital projects budget in line with the final HUD CDBG allocation.
2. If the final HUD CDBG allocation for capital projects is less than \$780,000, then the allocation for the South Puget Sound Habitat for Humanity Tâĺcn Townhomes Buy Down program will be reduced to bring the capital projects budget in line with the final HUD CDBG allocation.
3. If funds for the Homes First Major Rehabilitation – Low Income Clean and Sober Housing project, Rebuilding Together Thurston County (RTTC) Critical Home Rehabilitation Program, and South Puget Sound Habitat for Humanity Critical Home Repairs program are not used in the time allocated, the remainder will be allocated to the South Puget Sound Habitat for Humanity Tâĺcn Townhomes Buy Down program.

### 2024 Service Project Applications Funding Recommendations

	Organization	Program/Project	Funding Request	Budget and Finance Committee Recommendation
1	Boys and Girls Clubs of Thurston County	Tumwater Boys & Girls Club Scholarships for LMI Youth	\$55,069.00	<b>\$40,000.00</b>
2	Catholic Community Services	The Community Kitchen	\$3,169.40	<b>\$3,200.00</b>
3	Family Education and Support Services	Peer Recovery Specialist	\$58,000.00	<b>31,800.00</b>
4	Senior Services for South Sound	Home Share Program	\$23,000.00	<b>\$15,000.00</b>
5	Thurston County Food Bank	TCFB Home Delivery and Other Bank	\$100,000.00	<b>\$30,000.00</b>
6	TOGETHER!	Tumwater Community Schools	\$100,000.00	<b>\$60,000.00</b>
		<b>TOTAL</b>	<b>\$339,238.40</b>	<b>\$180,000.00</b>

### 2024 Service Project Applications Funding Contingencies

1. If the final HUD CDBG allocation for service projects is more than \$180,000, then the allocation for the TOGETHER! Tumwater Community Schools program will be increased to bring the service projects budget in line with the final HUD CDBG allocation.
2. If the final HUD CDBG allocation for service projects is less than \$180,000, then the allocation for the TOGETHER! Tumwater Community Schools program will be reduced to bring the service projects budget in line with the final HUD CDBG allocation.

### D. Next Steps

The Tumwater City Council will take the Budget and Finance Committee recommendation and select funded projects at the May 7, 2024, regular meeting.

Conditional award letters will then be sent to successful applicants to officially notify them of their HUD award. The award letter will indicate information on how to proceed with the NEPA level/HUD Environmental Review. The Environmental Review must be completed and approved before a contract is executed. No CDBG funds will be reimbursed prior to the execution of a Subrecipient Agreement with the County.

## 5 – Schedule

<b>RFP/Funding Process Timeline</b>	
<b>January 23, 2024</b>	City Council work session – CDBG Prioritization and Contingencies Discussion
<b>February 9, 2024</b>	Information finalized for RFP Instructions/materials
<b>February 23, 2024</b>	Notification of Funding Availability / RFP published in The Olympian, the County's newspaper of record
<b>March 15, 2024</b>	Bidder's Conference, City Hall
<b>April 5, 2024</b>	Applications due and RFP closed
<b>April 8, 2024</b>	Thurston County Public Health & Social Services staff reviewed applications for eligibility and risk
<b>April 9, 2024</b>	City of Tumwater received applications
<b>April 23, 2024</b>	Presentations to Tumwater Budget and Finance Committee by applicants
<b>May 7, 2024</b>	City Council approves award recommendations
<b>May 17, 2024</b>	Annual Action Plan posted for public review and public comment period begins
<b>June 18, 2024</b>	Public Hearing and BoCC approval
<b>End of June 2025</b>	Thurston County sends conditional award letters to agencies, notifies agencies not selected for funding
<b>September – October 2024</b>	Contracts executed with funded agencies after grant agreement received from HUD and environmental reviews completed

**Appendix A – Housing Capital Project Applications**

#	Organization	Program/Project	Program/Project Description	Funding Request	Type of Program/Project	Benefit to Residents of Tumwater	Risk Rating	Previously Received Funding
1	Homes First	Major Rehabilitation - Low Income Clean and Sober Housing	<p>With \$244,530 in City of Tumwater CDBG funds, Homes First said that they will complete a major rehabilitation on a seven-bedroom sober living home, owned by Homes First.</p> <p>When Homes First acquires a property, such as the home described in the application, it makes initial investments to ensure that the housing is safe and decent. While this building is habitable and is currently successfully occupied, during inspection, a number of conditions were noted that Homes First seeks to address fully and promptly.</p> <p>The home will provide sober living rental housing to residents with incomes less than or equal to 50% AMI. The home will house tenants with a high need for stable housing. By making these improvements, Homes First will provide a more decent environment for these individuals and will prepare the home to remain in use as affordable housing in perpetuity.</p>	\$375,000.00	Housing	75% or more of beneficiaries will be Tumwater residents	Low. All audit findings have been resolved.	<p>Homes First received \$116,936.52 for community housing development as part of the 2015 CDGB process.</p> <p>Homes First received \$437,480 for affordable rental homes in Tumwater as part of the 2018 CDGB process.</p> <p>Homes First received \$200,000 for affordable rental homes in Tumwater as part of the 2021 CDGB process.</p>
2	Rebuilding Together Thurston County (RTTC)	Critical Home Rehabilitation Program	<p>RTTC will use awarded funds to do critical home repairs for eligible low-income homeowners and their families in Tumwater, WA. These funds will help RTTC complete critical home repairs and ADA modifications and cover operating expenses on Rebuilding Day projects. RTTC’s overall goal for 2024 is to serve 40 households and 70 people in need in Thurston County.</p> <p>If awarded the requested \$75,000, RTTC estimates that they can provide critical home repair projects at eight households and serve approximately 12 Tumwater residents. There are usually multiple repair projects at each household. RTTC has evolved toward completing larger projects such as plumbing repairs, tub modifications, and sometimes roof replacements to reflect the needs in the community and make the homes last longer.</p>	\$75,000.00	Housing	75% or more of beneficiaries will be Tumwater residents	Medium, no audit conducted in past 24 months (Question #22), however Monitoring conducted with NO program monitoring findings in past 24 months (Question #23).	Rebuilding Together Thurston County received \$30,000 for critical home repairs as part of the 2021 CDGB process.
3	South Puget Sound Habitat for Humanity	Critical Home Repairs	<p>SPSHFH launched the Critical Home Repair (CHR) program in 2020. The goal of CHR is to keep low- to moderate-income homeowners in their homes by fixing major issues that could make their homes uninhabitable and potentially leaving them vulnerable to homelessness. The program is designed for low-income homeowners who have experienced financial hardships and, as a result, may find themselves unable to maintain, add, or repair critical aspects of their homes. SPSHFH will provide affordable, critical home repairs to prevent low-income homeowners from being displaced from their residences and improve the quality and health of those homes.</p>	\$45,000.00	Housing	<p>The organization is not located in Tumwater and will serve all county residents.</p> <p>75% or more of beneficiaries will be Tumwater residents</p>	Low	SPS Habitat for Humanity received \$100,000 for critical home repairs as part of the 2021 CDGB process.
4	South Puget Sound Habitat for Humanity	Tâlicn Townhomes Buy Down	<p>SPSHFH proposes using \$560,000 in CDBG funding to buy down the purchase price of a Tâlicn Townhomes for 14 homeowners by \$40,000 each, thereby making their second silent loans similar amounts. The county will use CDBG funds to buy down the sales price to reduce the homeowners’ second silent loans to an equitable amount. Due to homebuilding costs skyrocketing, SPSHFH expect Habitat home values to continue to rise and the homeowners to have even larger silent second loans.</p> <p>By having a portion of the sales price of their home bought down, homeowners will begin homeownership with even greater equity in their homes than they would without the buy down. They will begin homeownership on a more stable foundation for their family’s future to grow and thrive upon.</p>	\$560,000.00	Housing	<p>The organization is not located in Tumwater and will serve all county residents.</p> <p>75% or more of beneficiaries will be Tumwater residents</p>	Low	SPS Habitat for Humanity received \$300,000 for the Tumwater Townhomes (Tâlicn Townhomes) buy down as part of the 2021 CDGB process.
<b>Total Housing Projects Funding Requests</b>				<b>\$1,055,000.00</b>				
<b>Potential Total Available from HUD</b>				<b>\$780,000.00</b>				



**Appendix B – Public Service Applications**

#	Organization	Program/Project	Program/Project Description	Funding Request	Type of Program/Project	Benefit to Residents of Tumwater	Risk Rating	Previously Received Funding
5	Boys and Girls Clubs of Thurston County	Tumwater Boys & Girls Club Scholarships for LMI Youth	<p>This project will support scholarship funding for up to 70 eligible youth attending the Tumwater Club during the 2024-25 school year.</p> <p>At the Club, members connect with friends and caring adult mentors. They join the Club community and take part in activities focused on academic success, character and citizenship, and healthy lifestyles.</p>	\$55,069.00	Services	Organization is located in Tumwater and will only serve Tumwater residents	Low	<p>The Boys &amp; Girls Clubs of Thurston County received \$56,640.00 for Tumwater Boys &amp; Girls Clubs Scholarships for LMI Youth as part of the 2021 CDGB process.</p> <p>The Boys &amp; Girls Clubs of Thurston County received \$25,822.00 for scholarship assistance as part of the 2018 CDGB process.</p> <p>The Boys &amp; Girls Clubs of Thurston County received \$22,684.00 for scholarship assistance as part of the 2015 CDGB process.</p>
6	Catholic Community Services	The Community Kitchen	<p>The funding provided CCS will be used to purchase food supplies and afford staff to sustain The Community Kitchen efforts in serving homeless people (temporarily sheltered and unsheltered). Funding will be used to provide meal services at least six days a week and potentially seven days a week. The Kitchen will provide both offsite and on-site feeding services to those living unsheltered and in-shelters. Funds will be used to pay for the production and distribution of meals. By providing families, veterans, young people, elderly and others with nutrient dense meals, The Kitchen will help students focus at school, help working people be productive at work, and help unsheltered people sustain their health as they work on finding sheltering.</p>	\$3,169.40	Services	Organization is not located in Tumwater and will serve all county residents	Low. All audit findings have been resolved.	<p>Catholic Community Services received \$11,520.00 for the Community Kitchen as part of the 2021 CDGB process.</p> <p>Catholic Community Services received \$25,694.00 for the Community Kitchen as part of the 2018 CDGB process.</p> <p>Catholic Community Services received \$17,000.00 for the Community Kitchen and \$25,000.00 for the Drexel House as part of the 2015 CDGB process.</p>

#	Organization	Program/Project	Program/Project Description	Funding Request	Type of Program/Project	Benefit to Residents of Tumwater	Risk Rating	Previously Received Funding
7	Family Education and Support Services	Peer Recovery Specialist	Family Education and Support Services is applying for CDBG-Tumwater Public Service funds to sustain their Tumwater based Peer Recovery Specialist program. Family Education and Support Services will serve over 50 low-moderate income adults (parents/caregivers) impacted by substance abuse and/or mental health concerns. Their goal is to promote healthy child development by providing support, training and concrete goods to the adults who influence child well-being through peer case workers. Their Peer Recovery Specialists or PRS case workers will bring the wisdom of lived experience, the resources of evidence-based programming, concrete goods, and the knowledge of their everchanging community services landscape to parents/caregivers impacted by substance abuse and/or mental health concerns. PRS case workers will complete an initial screening with participants to evaluate emergent needs and then collaborate to develop and implement a plan that will be re-visited at 3- and six-month intervals. PRS case workers will strive to improve access to basic services intended to improve health and well-being across several domains (physical, financial, emotional, familial).	\$58,000.00	Services	Organization is located in Tumwater and will serve all county residents	Low	Family Education and Support Services received \$120,000.00 for the Resilience Center Acquisition as part of the 2018 CDGB process.
8	Senior Services for South Sound	Home Share Program	Home Share Program staff will field all program inquiries, process new applications including background checks and reference calls, conduct entrance interviews, in-person meetings and home visits, and do matchmaking work to bring together a compatible duo for a Home Share living arrangement. Further, Home Share Program staff will work diligently on marketing and outreach efforts to ensure that the Home Share Program continues to be a trusted resource in the community.  After initial placements occur, the Program Manager remains in touch with both the home provider and home seeker to ensure that the parties are managing well. The Home Share Program will remain available to mediate any challenges, and if needed, intervene to protect the participants from continued negative experiences. A fundamental goal of the program is to ensure the safety of seniors, so great lengths are taken to do so.	\$23,000.00	Services	Organization is not located in Tumwater and will serve all county residents	Low	Senior Services for South Sound received \$16,047.65 for the HomeShare program as part of the 2021 CDGB process.
9	Thurston County Food Bank	TCFB Home Delivery and Other Bank	The proposed program will enable TCFB to work with community partners and enhance TCFB services, focusing primarily on vulnerable populations, including seniors and individuals with disabilities. Enhancing the TCFB home delivery service ensures that seniors and individuals facing mobility issues can still benefit from the services provided by TCFB. The TCFB program provides a “wellness system” for individuals, which is often the only outside connection they have. The TCFB program ensures a layer of safety and security and fosters a sense of trust and familiarity. Many seniors receive support from volunteers, staff, or community partners they are already familiar with, creating trust and continuity of care. Furthermore, seniors often have unique dietary needs and preferences due to health and age-related factors. The TCFB home delivery tailors food packages to meet the specific needs of seniors, including options that are easier to prepare or better suited to their nutritional requirements. The program offers both a tailored approach and also ensures convenience and comfort for seniors who may find it challenging to navigate transportation or a visit to a satellite location	\$100,000.00	Services	Organization is located in Tumwater and will only serve Tumwater residents	Low. All audit findings have been resolved.	The Thurston County Food Bank did not received funding as part of the 2015, 2018, or 2021 CDGB process.
10	TOGETHER!	Tumwater Community Schools	By aligning school and community partners’ resources and expertise, every child can access academic, developmental, health and social supports to graduate on time. In partnership with Tumwater School District, TOGETHER! has operated the Tumwater Community Schools program for ten years and plans to continue the evidence-based Community Schools (CS) model to close the opportunity gap for students experiencing poverty and homelessness (or other significant barriers). TOGETHER! plans to employ five Community Schools Managers (CSMs) serving eight schools: Tumwater, Cascadia, & Black Hills High; Tumwater Middle; and Peter G. Schmidt, Michael T. Simmons, East Olympia, & Tumwater Hill Elementary Schools.  CSM’s primarily case manage (1:1) at-risk students as identified by early warning school data indicators such as housing status, academic struggle, attendance, behavior and/or income status. Students receive connection with a caring adult; basic need supports including housing, transportation, physical/mental health services and more. The most transformative offering is homelessness prevention for families at risk of losing housing. CSMs identify students and offer support, saving students from hardship and trauma, and saving the community the hardship of re-housing. CSMs meet with every homeless student at target schools to ensure they receive every support, including re-housing support. Each CSM directly manages 60 students/year.	\$100,000.00	Services	Organization is located in Tumwater and will only serve Tumwater residents	Low	Together! received \$100,000.00 for Tumwater Community Schools as part of the 2021 CDGB process.  Together! received \$92,6993.00 for Tumwater Community Schools as part of the 2018 CDGB process.

#	Organization	Program/Project	Program/Project Description	Funding Request	Type of Program/Project	Benefit to Residents of Tumwater	Risk Rating	Previously Received Funding
			Total Public Services Funding Requests	\$339,238.40				
			Potential Available from HUD	\$180,000.00				



## Request for Proposals Community Development Block Grant (CDBG) Projects City of Tumwater, Washington

**Issue Date:** February 23, 2024  
**Closing Date:** April 5, 2024

### CONTACT AND INQUIRIES

**Alex Persse, Affordable Housing Program Manager**  
Thurston County Public Health and Social Services  
412 Lilly Road NE  
Olympia, WA 98506-5132  
Phone: (360) 490-2626  
Email: alex.persse@co.thurston.wa.us

### AVAILABILITY OF FUNDS

These funds are available as a result of the Thurston County CDBG Urban County partnership between the cities of Lacey, Tumwater, Tenino, Rainier, and Yelm, the town of Bucoda, and Thurston County. Thurston County is designated by HUD as the Urban County and is the lead jurisdiction for this partnership. Thurston County is responsible for contracting and compliance activities related to the CDBG program. Three rotating annual funding rounds have been designated through Memorandums of Understanding between the cities, towns and the county. **The 2024 funding round is for projects serving the City of Tumwater.**

**CDBG Project Funding Period: September 1, 2024 – August 31, 2025**  
**Approximate CDBG Funding Available: \$1,000,000**

### ELIGIBLE ACTIVITIES

Thurston County, on behalf of the City of Tumwater, is seeking applications for Community Development Block Grant (CDBG) funding for activities that include public services (approximately 15% of total funding as allowed by HUD), public infrastructure, or public facilities benefitting low- and moderate-income individuals/households or areas.

**APPLICATION WORKSHOP**

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A bidder’s conference will be held on Friday March 15, 2024, at 10:00 AM at Tumwater City Hall. This workshop is highly recommended, but not mandatory, for potential applicants.

**TO BE CONSIDERED FOR FUNDING, AN APPLICATION MUST BE COMPLETED AND SUBMITTED ELECTRONICALLY NO LATER THAN 12:00 P.M (NOON), ON FRIDAY, APRIL 5<sup>TH</sup>, 2024, THROUGH ZOOMGRANTS AT: <https://www.zoomgrants.com/gprop.asp?donorid=2253&limited=4672>**

**APPLICATIONS ARE REQUIRED FOR ALL PROJECTS, INCLUDING THOSE PROPOSED BY THE CITY OF TUMWATER.**

**A signed hard copy of the application is not being requested at this time.**

**RFP APPLICATION MATERIALS**

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A link to ZoomGrants and the online application can be found online the Thurston County Office of Housing and Homeless Prevention website at:

<https://www.thurstoncountywa.gov/departments/public-health-and-social-services/social-services/office-housing-and-homeless>

**ANTICIPATED TIMELINE**

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The following anticipated timeline is subject to change, at the discretion of Thurston County.

- February 23, 2024: Notification of Funding Availability/RFP published in The Olympian, the County’s newspaper of record.
- March 15, 2024: Bidder’s conference, Sunset Room, Tumwater City Hall, 10 a.m.
- April 5, 2024: **Applications must be submitted through ZoomGrants no later than 12:00 p.m. (noon).**
- April 2024: Tumwater City Council may invite applicants to present on their proposals. Tumwater City Council will review proposals.
- April-June 2024: Thurston County completes additional requirements related to the Annual Action Plan including public hearings.
- May 2024: Tumwater City Council will make final decisions on funded projects.
- June 2024: Thurston County to submit 2024 Annual Action Plan to HUD.
- July 2024: Preliminary award letters sent to successful applicants.
- Sept.- Oct. 2024: Final award notification letters to be sent after HUD issues a fully executed funding agreement with Thurston County.

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## **REQUESTS FOR REASONABLE ACCOMMODATION**

Thurston County (hereafter referred to as the “County”) will provide reasonable accommodation to allow for equal participation in the Request for Proposal (RFP) application process. To request a reasonable accommodation, please contact Alex Persse at [alex.persse@co.thurston.wa.us](mailto:alex.persse@co.thurston.wa.us) or call (360) 463-0576 (Voice) or TDD (800) 658-6384. This document will be provided in alternate formats, upon request.

## **ACCESS TO REFERENCED SUPPLEMENTARY DOCUMENTS**

The electronic version of this RFP document contains active hyperlinks to supplementary reference documents. Prospective applicants who are unable to access the Internet may request copies of the documents referenced in this RFP by contacting Alex Persse at (360) 463-0576 or TDD (360) 754-2933, or by sending an e-mail to [alex.persse@co.thurston.wa.us](mailto:alex.persse@co.thurston.wa.us).

All referenced supplementary documents are available on the Thurston County Housing and Community Renewal website at <https://www.thurstoncountywa.gov/departments/public-health-and-social-services/social-services/office-housing-and-homeless>.

## **NOTICE OF SOLICITATION**

Failure of the County to notify any interested party or parties directly regarding the availability of these funds shall not void or otherwise invalidate the RFP process.

## **AVAILABILITY OF FUNDS**

The City of Tumwater (hereafter referred to as the “City”) is soliciting applications for CDBG funding, which is available for activities that involve public services and affordable housing projects benefitting low- and moderate-income individuals/households or areas. Examples of such activities are listed below. The City has expressed an interest in funding eligible public service activities that utilize innovative approaches to service delivery.

The City of Tumwater has determined that they do not intend to fund public facilities, public infrastructure, or economic development activities with CDBG funds that would otherwise be eligible.

### *Public Services*

Up to 15% of the total CDBG allocation may be used for public services (approximately \$185,000). Public service activities must be provided by organizations located in or serving Tumwater residents. First priority will be given to public service providers located in Tumwater and serving Tumwater residents. Second priority will be given to organizations which are not physically located in Tumwater but are serving Tumwater residents. Funding for public services is at the discretion of the City.

Examples of eligible public services activities include, but are not limited to:

- Job training
- Crime prevention

- Health services
- Services for houseless persons
- Substance abuse services
- Fair housing counseling
- Education programs
- Food assistance programs

### *Affordable Housing*

Examples of eligible activities that would provide affordable housing include, but are not limited to:

- Acquisition of real property that is or will be used to provide permanent affordable housing
- Repairs, rehabilitation and maintenance to homeowner occupied single-family homes (i.e., home repair program)
- Energy efficiency improvements to homeowner occupied single-family homes (i.e., weatherization program)
- Repairs and rehabilitation/preservation to multi-family rental units
- Repairs and rehabilitation/preservation to single-family rental units
- Water and sewer improvements in support of affordable housing units
- Homebuyer assistance (i.e., down payment assistance or buy down of a home's purchase price)
- Publicly owned infrastructure or offsite street improvements in support of housing units (i.e., repair or installation of streets, street drains, storm drains, curbs and gutters, or traffic lights/signs that are required per the City's permitting process in order to create or preserve housing units)
- Any combination of the above.

**Note:** Affordable Housing projects are a type of CDBG-Capital project.

### *Public Facilities, Public Infrastructure and Economic Development*

Projects related to public facilities, public infrastructure and economic development activities can generally be funded by the CDBG program and application materials may reference these types of projects. However, the City of Tumwater only intends to fund housing and public service activities and is not accepting applications for other project types.

**CDBG Project Funding Period: September 1, 2024 – August 31, 2025**  
**Approximate CDBG Funding Available: \$1,000,000**

## **COMMUNITY MEMBER PARTICIPATION**

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The U.S. Department of Housing and Urban Development (HUD) program regulations require that community members (e.g., residents, business owners, etc.) be given the opportunity to examine and appraise the County's use of CDBG funds. Community members are afforded an opportunity to participate by membership on the Thurston Thrives Housing Action Team, by attendance at Thurston County Commissioner meetings, through participation at public focus groups throughout the review and recommendation process. All meetings are open to the public and published on the Thurston



County Public Health and Social Services/Office of Housing and Homeless Prevention website at <https://www.thurstoncountywa.gov/departments/public-health-and-social-services/social-services/office-housing-and-homeless>. It is expected that public comment will be received on the 2024 Annual Action plan between May and June 2024. Please refer to the Thurston County website for the most up to date information and dates.

Thurston County publishes an Annual Action Plan outlining projected use of funds as recommended by the Regional Housing Council (RHC) and approved by the Board of County Commissioners for the upcoming program year (September 1st to August 31st). Prior to the adoption of the Annual Action Plan, a public hearing will be held by the Board of County Commissioners on or about June 18, 2024 to provide residents an opportunity to comment on the activities that will be carried out in FY 2024 (September 1, 2024 to August 31, 2025).

## **DESCRIPTION OF COMMUNITY DEVELOPMENT BLOCK GRANT OBJECTIVES**

Thurston County receives an allocation of Federal Community Development Block Grant (CDBG) funds under the Housing and Community Development Act of 1974. The primary objective of the program is the development of viable urban communities, by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for low- and moderate-income (LMI) persons. These federal funds are to be used to provide housing, capital improvements, community facilities, public infrastructure, and economic development activities to improve living conditions in lower-income areas, and for low-income residents of Thurston County and to provide public services directly to low- and moderate-income households.

In the CDBG program, public facilities is broadly interpreted to include all improvements and facilities that are either publicly owned or that are traditionally provided by the government, or owned by a nonprofit, and operated so as to be open to the general public. This would include neighborhood facilities such as food banks, community centers, firehouses, public schools, and libraries. Public improvements include streets, sidewalks, curbs and gutters, parks, playgrounds, water and sewer lines, flood and drainage improvements, parking lots, utility lines, and aesthetic amenities on public property such as trees, sculptures, pools of water and fountains, and other works of art. Facilities that are designed for use in providing shelter for persons having special needs are considered to be public facilities (and not permanent housing). Such shelters would include nursing homes; convalescent homes; hospitals; shelters for survivors of domestic violence; shelters and transitional facilities/housing for unhoused individuals; transitional houses for run-away children, drug offenders or parolees; group homes for the developmentally disabled, and shelters for disaster victims. In the CDBG program, site improvements of any kind that are made to property that is in public ownership and comply with CDBG guidelines are considered to be a “public improvement” eligible for assistance under this category.

A consortium of cities and towns (see the following list) and the unincorporated areas of Thurston County have organized to receive funds as an Entitlement Urban County from the U.S. Department of Housing and Urban Development (HUD). The City of Olympia is not part of the Thurston County Urban County CDBG Consortium; the City of Olympia is its own entitlement community and receives a direct allocation of CDBG funds from HUD.

- Unincorporated Thurston County

- Town of Bucoda
- City of Rainier
- City of Tenino
- City of Yelm
- City of Lacey
- City of Tumwater

**The 2024 funding round is designated for projects serving the City of Tumwater.**

## **CDBG PROJECT REQUIREMENTS**

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**Special requirement for Consortium Cities and Towns Applicants Only: Supplanting:** Please note that federal regulations prohibit using CDBG funds to supplant (replace or substitute for) local or state funds for ongoing responsibilities of general local government. The intent of this federal regulation is to prevent local government from using the availability of federal CDBG dollars to reduce local funding commitments.

In order to be eligible for funding under the CDBG program, **a project must meet two basic requirements:**

### **REQUIREMENT #1**

The project must satisfy **HUD's CDBG National Objective** (24 CFR 570.208 (a)) to benefit low-and-moderate income (LMI) persons/households outside of City of Olympia. LMI is defined as earning less than or equal to 80% of the Area Median Income. See Income Limits Summary Table below for guidance on determining maximum annual income by household size. A project can satisfy the National Objective described above by providing one of four types of benefit to low and moderate income (LMI) individuals. A project must benefit LMI persons by providing either an 1) area benefit; 2) limited clientele benefit; 3) jobs benefit, or 4) housing benefit, as described in further detail below:

#### A. Area benefit (24 CFR 570.208 (a)(1))

Area benefit is most commonly used for qualifying public facility or public improvement activities. A project providing an area benefit must benefit all residents of an area where at least 51 percent of the residents are LMI.

**Note: Prior to submittal of application,** please contact Alex Persse at (360) 463-0576 to verify whether a particular area is in an LMI census tract or if an income survey is required to illustrate an area benefit to LMI persons.

#### B. Limited Clientele benefit (24 CFR 570.208 (a) (2))

To provide a limited clientele benefit a project must benefit a specific targeted group of persons, of which at least 51 percent of beneficiaries of the project are low-and-moderate income. This can be achieved by meeting one of the following criteria:

- 1) Serving a group of individuals primarily presumed to be LMI such as abused children, victims and survivors of domestic violence, elderly persons (Age 62+), severely disabled adults, houseless persons, illiterate adults, persons living with AIDS, and migrant farm workers. 24 CFR 570.208 (a) (2) (a); or
- 2) Serving at least 51 percent LMI persons/households, as evidenced by documentation of beneficiary household size and Annual Household Gross Income (see **TABLE A**, Income Limits Summary, below) 24 CFR 570.208 (a)(2)(b); or

<b>TABLE A FY 2022 As of June 15, 2023</b>										
<b>Thurston County WA Income Limits Summary Table</b>										
Income Limit Area	Median Income	Income Limit Category (% of Area Median Income)	Household Size							
			1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Thurston County	\$102,500	Extremely Low Income (30%)	21,550	24,600	27,700	30,750	35,140	40,280	45,420	50,560
		Very Low Income (50%)	35,900	41,000	46,150	51,250	55,350	59,450	63,550	67,650
		Low Income (80%)	57,400	65,600	73,800	82,000	88,600	95,150	101,700	108,250
*These limits are revised annually by the U.S. Department of Housing and Urban Development (HUD).										

- 3) Having income-eligibility requirements that limit the service(s) provided by the project to persons meeting the LMI income requirement, as evidenced by the administering agency’s procedures, intake/application forms and other sources of documentation 24 CFR 570.208 (a) (2)(c).

C. Housing benefit (24 CFR 570.208 (a) (3)).

Projects providing a housing benefit are undertaken to provide or improve permanent residential structures that will be occupied by low-and-moderate income households. Low-and-moderate income households is defined as those with an Annual Gross Household income of 80% or less of Area Median Income, dependent upon household size. See **TABLE A**, Income Limits Summary Table.

- 1) Applicants undertaking a project for acquisition, construction, or rehabilitation of property that will be used for housing must meet the National Objective by providing a housing benefit. Such activities cannot meet the National Objective by qualifying under either an Area benefit or Limited Clientele benefit.
- 2) Projects qualifying for funding by providing a housing benefit are subject to occupancy regulations. The housing category of the low-moderate benefit national objective qualifies activities that are undertaken for the purpose of acquisition or rehabilitation of permanent residential structures which, upon completion, will be occupied by LMI households
  - a. Structures with one housing unit must be occupied by an LMI household. If the structure contains two units, at least one unit must be for LMI households. Structures with three or more units must have at least 51 percent occupancy by LMI households.
  - b. Structures with less than 51 percent LMI occupancy may only be funded under the following circumstances:
    - Assistance is for an activity that reduces the development cost of new construction of non-elderly, multi-family rental housing; and
    - At least 20 percent of the units will be occupied by LMI households at an affordable rent; and
    - The proportion of cost borne by CDBG funds is no greater than the proportion to be occupied by LMI households.
- 3) Unallowable activities under Housing benefit:
  - Code enforcement;
  - Interim assistance;
  - Microenterprise assistance;
  - Public services;
  - Construction of new housing; and
  - Special economic development activities.

## REQUIREMENT #2

In addition to meeting the CDBG National Objective, a project must also qualify as an **eligible activity** under U.S. Department of Housing and Urban Development (HUD) regulations found at 24 CFR 570.200- 24 CFR 570.204. See below for eligible activities.

### CDBG Eligible Activities

#### A. Basic Eligible Activities (24 CFR 570.201)

1) Acquisition

Acquisition of real property by purchase, lease, long-term lease, or donation. Special procedures are required for acquisition of real property associated with a project. If your project includes acquisition of real property, please contact Alex Persse at (360) 463-0576 immediately about the regulations before you submit your proposal.

2) Disposition

Disposition of real property acquired with CDBG funds.

3) Public Facilities and Improvements

Acquisition, new construction, reconstruction, rehabilitation or installation of public facilities, and improvements. Applicant must be legal owner of public facility being rehabilitated or improved.

4) Clearance Activities

Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites.

5) Interim Assistance

The following activities may be undertaken on an interim basis in areas where determination had been made that signs of physical deterioration necessitate immediate action and that permanent improvements will be carried out as soon as practicable: repair of streets, sidewalks, parks, playgrounds, publicly-owned utilities and public buildings; removal of garbage, trash and debris, including neighborhood cleanup campaigns, but not the regular curbside collection of garbage or trash in the area.

6) Payment of Non-Federal Share

Required in connection with a Federal grant-in-aid program undertaken as part of CDBG activities provided payment is limited to eligible activities.

7) Urban Renewal Completion

Payment of the cost of completing an urban renewal project.

8) Removal of Architectural Barriers

Removal of material and architectural barriers which restrict mobility and accessibility of elderly or individuals with disabilities.

9) Privately Owned Utilities

CDBG funds may be used to acquire, construct, reconstruct, rehabilitate, or install distribution lines and facilities of privately owned utilities.

10) Public Services

Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling and energy conservation. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service

## B. Rehabilitation and Preservation Activities (24 CFR 570.202)

1) Types of buildings and improvements eligible for rehabilitation services

- Privately-owned residential buildings and improvements;
- Low-income public housing and other publicly owned residential buildings and improvements; or
- Publicly and privately owned commercial and industrial buildings. However, assistance is limited to improvements to the exterior of the building or the correction of the code violations.

2) Types of assistance

- Financial assistance through other grants, loans, loan guarantees, interest supplements, or other means may be provided for rehabilitation activities for the buildings described above, including:
- Assistance to private individuals and entities, including profit or non-profit organizations, to acquire for the purpose of rehabilitation properties for use or resale for residential purposes;
- Labor, materials, and other rehabilitation costs;
- Loans for refinancing existing indebtedness secured by a property being rehabilitated;
- Improvements to increase efficient use of energy in structures;
- Improvements to increase efficient use of water;
- Connection of residential structures to water distribution or local sewer collection lines;

- For rehabilitation carried out with CDBG funds, costs of initial homeowner warranty premiums, hazard insurance premiums, and flood insurance premiums for properties covered by the Flood Disaster Protection Act of 1973;
- Costs of acquiring tools to be lent to owners, tenants and others who will use such tools to carry out rehabilitation;
- Rehabilitation services related to assisting participants in CDBG-funded rehabilitation activities, such as rehabilitation counseling, energy auditing, preparation of work specifications, loan processing, inspections, and other services;

3) Code Enforcement

Code enforcement costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas where such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to stop decline of the area;

4) Historic Preservation

Rehabilitation, preservation and restoration of historic properties, publicly or privately owned. Historic properties are those listed in or eligible to be listed in the National Register of Historic Places, listed in state or local inventory of historic places, or designated as a state or local landmark or historic district by appropriate law or ordinance;

5) Renovation of Closed School Buildings

Rehabilitation of closed school buildings for use as an eligible public facility or to rehabilitate such buildings for housing;

6) Lead-based paint activities

Removal of lead-based paint

C. Special Economic Development (24 CFR 570.203) and Microenterprise Assistance (24 CFR 570.201 (o))

- Construction by the grantee or subrecipient of a business incubator designed to provide inexpensive space and assistance to new firms to help them become viable businesses.
- Technical assistance to a new or existing microenterprise or to persons developing a microenterprise. Microenterprise means a business having five or fewer employees, one or more of whom owns the business.
- Technical assistance to a business facing bankruptcy

#### D. Ineligible Project Activities (24 CFR 570.207)

The following activities are ineligible and will not be funded:

- Public facilities activities such as city halls, police stations, churches, exhibit halls and stadiums, schools, airports, hospitals, and nursing homes;
- Purchase of construction equipment, personal property, and furnishings;
- Operating and maintenance expenses of a CDBG assisted facility;
- General government expenses;
- Political activities;
- New permanent residential housing construction;
- Income payments (series of payments made to an individual or family for food, clothing, housing, rent, mortgage, etc.).

### **REQUIRED MONITORING**

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County staff will work with successful applicants to ensure specific benchmark or milestone requirements are met. County staff will require monitoring activities be conducted at each of the following phases of a project:

**Predevelopment:** Upon award of funding, County staff will meet with the applicant to review all of the CDBG program and monitoring requirements. Applicants will be required to report on the status of the project on a quarterly basis. The report should include the status of the site plans, financing, permits, and other predevelopment activities;

**Development/ Operations:** During the development phase of the project, County staff will meet regularly with the applicant to ensure all program requirements are being met. On-site inspections will be conducted by County staff during project construction or program operation; and

**Close Out:** Prior to project close out, County staff will meet with the applicant to ensure all compliance documentation and beneficiary data has been received. A cost certification and completion checklist will be required for Housing Capital projects prior to final close out.

**National Objective Monitoring and Reporting Requirements:** Each agency awarded CDBG funding is responsible for keeping and maintaining the proper records to demonstrate compliance under the



applicable National Objective benefit type. All of the below categories pertain to HUD's National Objective to benefit LMI persons. The following lists are not all inclusive. If funded, County staff will communicate any additional documentation and reporting requirements.

### **Area Benefit**

Records to be maintained shall include, but are not limited to:

- Boundaries of the service area;
- Documentation that the area is primarily residential (e.g., zoning map);
- Percentage of LMI persons that reside in the service area; and
- The data used for determining percentage of LMI persons (e.g., census, survey).

### **Limited Clientele Benefit**

One of the following types of documentation must be kept for each activity (this list is not all inclusive):

- Documentation showing that the activity is designed for and used by a segment of the population presumed by HUD to be principally LMI; or
- Documentation showing the size and annual income of the household of each person receiving the benefit so that it is evident that at least 51 percent of the clientele are persons whose household income does not exceed the LMI limits.

### **Housing Benefit**

Records to be maintained shall include (this list is not all inclusive):

- A copy of the written agreement with each landlord or developer receiving CDBG assistance indicating the total number of dwelling units in each multi-unit structure assisted and the number of those units that will be occupied by low- and moderate-income households;
- The total cost of the activity, including both CDBG and non-CDBG funds;
- Documentation that all individuals served in conjunction with the Project are eligible, and assurance that records are maintained documenting that the residents of the Project have a total gross annual household income of all household members equal to or less than **80% of the Adjusted Median Income** established by HUD for an equivalent family size. The definition of household is defined as all persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of a single family, two or more families living together, or any other group of related or unrelated persons who share living arrangements; and
- For each unit occupied by a low- and moderate-income household, the size, ethnicity, and income of the household.

For rental housing activities only, the records shall include:

- Rent charged (or to be charged) after assistance, for each dwelling unit in each structure assisted; and
- Information as necessary to show the affordability of units occupied (or to be occupied) by low- and moderate-income households pursuant to criteria established and made public by the grantee.
- Housing services that charge rent must comply with the HUD Fair Market Rents (FMR) Schedule for Thurston County, as updated annually, **TABLE B** below:

<b>TABLE B</b> <b>HUD Final FY 2024</b> <b>Thurston County Fair Market Rents by Unit Bedrooms</b>					
Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
Fair Market Value	\$1,341	\$1,554	\$1,802	\$2,531	\$3,058

For more information, please visit [www.huduser.org](http://www.huduser.org).

- For each property acquired on which there are no structures, evidence of commitments must be present ensuring that the above criteria will be met when the structures are built;
- Where applicable, records documenting that the activity qualified under the exception allowed for new construction of non-elderly, multi-unit, rental housing.

**ELIGIBLE APPLICANTS**

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Any IRS designated non-profit or government agency serving residents of Tumwater may apply to use these funds for eligible activities.

County requires that all applicants that apply for funding be registered as a business entity with the State of Washington and possess a Washington State Unified Business Identifier (UBI) number and a Federal Tax ID number.

## **APPLICATION EVALUATION PROCEDURE AND CRITERIA**

County and City staff will review applications to ensure minimum eligibility requirements are met. This will include a threshold review to ensure applications specify and include the minimum criteria below. An eligible project must meet ALL four (4) of the following criteria:

1. The activity must be eligible under HUD regulations (24 CFR 570.200-570.204);
2. The activity must meet the HUD CDBG National Objective to benefit LMI persons;
3. The activity must benefit low-income populations within the City of Tumwater; and
4. The activity is carried out by an applicant that has the ability to meet and maintain compliance with applicable federal, state, and/or local regulations, as identified.

Applications will also be evaluated on the following criteria:

- The conceptual soundness of the project;
- The financial feasibility of the project; and
- The applicant's demonstrated ability to implement the project and comply with CDBG program regulations.

The Tumwater City Council will review and select eligible projects to receive funds. Selections are anticipated to occur in early May. Applicants may be invited to present their proposal to the Tumwater City Council in April. The Tumwater City Council is expected to select funded projects at the May 7, 2024 regular meeting.

Conditional award letters will then be sent to successful applicants to officially notify them of their HUD award. The award letter will indicate information on how to proceed with the NEPA level/HUD Environmental Review. The Environmental Review must be completed and approved before a contract is executed. No CDBG funds will be reimbursed prior to the execution of a Subrecipient Agreement with the County. See additional information on Environmental Review requirements in the Notification of Required Assurances section.

## **UNACCEPTABLE SUBMITTALS**

Applications submitted that are not responsive to the requirements of the RFP are unacceptable and shall not be considered. Unacceptable applications are those which are subject to at least one of the following shortcomings:

1. Late submittals – Proposals received after 12:00 p.m. on April 5, 2024.
2. Does not address the essential requirements of the RFP.
3. Clearly demonstrates that the applicant does not understand the requirements of the RFP.
4. Clearly deficient in approach.

5. Does not include the required original signed assurance document.
6. Has changed the formatting of the application.
7. Does not include all the information and documents required as part of the application.

## **APPLICATION WORKSHOP**

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There are no mandatory trainings associated with this RFP; however, one bidder's conference will be conducted by County and City staff. See "Anticipated Timeline" on page 2 for more information regarding the conference. **Due to regulatory and application changes, conference attendance is highly encouraged for all applicants.** It is the County's belief that attending the conference will assist your organization in presenting the best possible request for funding. During the conference, Thurston County staff will give an overview of the application and the application process and will also be available to answer questions. Please come prepared with your instruction/application packet and any questions that you may have.

## **SUBMITTAL DUE DATE AND INSTRUCTIONS FOR SUBMITTAL**

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To be eligible for consideration, the full application must be completed and received **no later than noon on April 5, 2024:**

1. One (1) signed electronic application submitted to the county through ZoomGrants **by 12:00 p.m.**

Applicants must use the forms provided. **Responses which do not contain a signed application will not receive consideration.** Applications must be signed by a person authorized to bind the agency in a contract. Applicants are strongly encouraged to carefully review the anticipated timelines associated with this announcement, as identified on page 2.

Applications submitted on time will be considered as submitted. The County will not contact the agency for corrections to an application. Applicants are strongly encouraged to carefully review all the requirements associated with this announcement.

## **OWNERSHIP OF MATERIAL**

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Responses, applications, and other materials submitted in response to this request become the property of the County, are documents of public record, and will not be returned. By submitting an application, applicants acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in the applications.

## **PROPOSAL COSTS AND PAYMENT OF CONTINGENT FEES**

Neither the County nor the City is liable for any costs incurred by an applicant prior to the issuance of a contract. All costs incurred in response to this solicitation are the responsibility of the applicant, including travel costs to attend workshops and/or contract negotiation sessions.

## **ACCEPTANCE OF TERMS AND CONDITIONS**

By submitting a response to this RFP, the applicant acknowledges and accepts all terms and conditions of this request and all county, Washington State and Federal regulations and requirements related to the delivery of the eligible activities. If the applicant is awarded a contract, the application will become part of the contract agreement. The applicant is bound by the terms of the application unless the County agrees that specific parts of the application are not part of the agreement. The County reserves the right to introduce different or additional terms and/or conditions during final contract negotiations. Applicants will be required to enter into a formal written agreement with the County.

## **RIGHT TO REJECT OR NEGOTIATE**

The City reserves the right to reject any or all applications. This RFP is a solicitation for offers and shall not be construed as an offer, a guarantee, or a promise that the solicited services will be pursued by the City. The City may withdraw this notification at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs.

Additionally, the County reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, reserves the right to arrange an on-site visit/review to determine the applicant's ability to meet the terms and conditions described in this RFP.

## **CONTRACT AWARD AND NOTIFICATION TO SELECTED APPLICANTS**

Decisions regarding contract awards for projects solicited by this RFP will be made in mid-May and final approval will be made around June 18, 2024 when the County submits its one-year action plan to HUD. Awarded contracts will begin on or about October 1, 2024 and become effective on the date signed by the County or the appointed representative.

If the One-Year Action Plan meets HUD regulations, HUD will issue a funding agreement to Thurston County after September 1, 2024. Once the funding agreement is received by the County, all proposed projects will be reviewed and approved by County staff for completed NEPA-level / HUD environmental reviews. After the environmental reviews are approved by County staff, a Subrecipient Agreement will be developed and executed.

## **RIGHT TO APPEAL**

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Applicants whose applications are not selected have the right to appeal the decision of the City, limited to procedural errors in the selection process. In the event that no such procedural errors are found to have occurred, the decision of the City shall be final.

An aggrieved applicant may, within seven (7) business days after the selection of prospective eligible projects, appeal in writing to the City's City Administrator, or designee. The appeal must state all facts and arguments upon which the appeal is based. The City Administrator, or designee, will review the content of the solicitation document (RFP), the applicant's proposal, and the facts which form the basis for the appeal. The City Administrator, or designee, will make a final recommendation to the Tumwater City Council in a written decision within thirty (30) business days of the receipt of the appeal.

## **CANCELLATION OF APPLICATIONS**

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The County reserves the right, with or without cause, to cancel any contract resulting from this RFP with thirty (30) calendar days written notice sent by certified mail, return receipt requested, to the applicant's address of record, as indicated on the applicant's proposal to this RFP (or last known address on file).

## **NOTIFICATION OF REQUIRED ASSURANCES**

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Applicants who are awarded funding agree to comply with the following regulations, requirements, conditions, and policies identified below, including but not limited to:

### **1. FEDERAL REQUIREMENTS**

Federally funded projects must adhere to a broad base of federal regulations including those listed below. The County is responsible for ensuring that these regulations are met in all CDBG-funded projects.

**Conflict of Interest:** The Applicant covenants that no person who presently exercises any functions or responsibilities in connection with the Thurston County Public Health and Social Services Department has any personal financial interest, direct or indirect, in this proposal or any resulting Agreement. The Applicant further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Applicant further covenants that in the performance of this project/proposal, no person having any conflicting interest will be employed. Any interest on the part of the Applicant or its employees must be disclosed to the County.

No officer, employee, or agent of the Applicant shall participate in the selection, award, or administration of activity funded in whole or in part with CDBG funds if a conflict of interest, real or apparent, would exist, nor shall their families, or those with whom they have business ties, so benefit.

**Changes to Scope:** For agencies that are awarded CDBG funds, if any changes are made to the scope, location and/or beneficiaries of the program, such change will require a Substantial Amendment to the Consolidated Plan. The agency will be responsible for any costs associated with public notices placed in the local newspapers and other print papers as required notifying the public of the programmatic change. (For further information see the Thurston County Office of Housing and Homeless Prevention website, and find the applicable substantial plan amendment information in the Citizen Participation Plan.)

**Environmental Review:** All projects will need an environmental review completed in accordance with the National Environmental Policy Act (NEPA). The scope of the environmental review will depend on the nature and size of the project. The County may need to incur costs related to the completion of the NEPA review. The cost will be passed on to the applicant as a project cost.

Once the funding application is received the applicant and anyone else in the development process cannot take any choice limiting actions until the environmental review is complete. Choice limiting actions include the acquisition of property, beginning construction activities, signing binding contracts, etc. If a choice limiting action is taken without the environmental review being completed, it will disqualify the project from receiving federal funding, including CDBG funds made available through this RFP.

IMPORTANT FOR PROJECTS INVOLVING ACQUISITION: HUD only allows the use of a conditional purchase and sale contract conditioned on completion of the environmental review for the purchase of properties. The responsible entity or applicant may enter into a purchase option for projects involving acquisition if the option agreement meets the standards of Part 58.22(d). Applicants will need to work with County staff to ensure that the option agreement meets the requirements of Part 58.22(d).

Regulations at 24 CFR Part 58.22 make it clear that a recipient, any participant in the development process (including public or private nonprofit or for profit entities), or any of their contractors may not commit HUD or non-HUD funds on a project until the environmental review process has been completed and the Request for Release of Funds and related certification have been approved by HUD, if needed.

*The County may request applicants submit a Phase I environmental site assessment, or other related studies necessary to complete the environmental review, if applicable.*

**Uniform Relocation Act:** All projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as implemented by HUD regulation 24 CFR 570.606, as applicable. Applicants applying for the acquisition or rehabilitation of an existing building with residents living in the project, and/or businesses operating in the project, will need to provide proper relocation notices on or before application for federal funds, including CDBG. Applicants will be required to meet with County staff to go over the relocation plan for the building(s) and required

notices. If businesses or tenants need to be relocated as a result of the acquisition or rehabilitation, those impacted must be compensated in compliance with the URA.

For projects involving acquisition, a Property Owner Notice of Interest must be provided to the seller of the property being acquired. This notice must include language that the Applicant and the County, will not use eminent domain to acquire the property and other URA requirements. A voluntary sale notice must be given at the time of the purchase and sale agreement. This notice must also include a disclosure to the seller making them aware of the fair market value of the property.

Applicants for acquisition or currently occupied property will be required to meet with County staff to go over the acquisition notices for the building(s) and/or relocation requirements prior to application.

**Labor Standards:** Projects involving construction or rehabilitation will adhere to federal labor laws which include:

- A. *Davis Bacon Act: Applicable to all projects (except residential housing projects with seven (7) or fewer housing units).* Provides assurance that workers employed in construction work under federally assisted contracts are paid wages and benefits equal to those that prevail in the locality where the work is performed. If applicable, the cost of compliance monitoring for federal Davis Bacon may be passed on to the applicant as a project cost.
- B. *Contract Work Hours and Safety Standards: Applicable to all projects.* Provides assurance that workers employed in construction work under federally assisted contracts are paid 1½ time their normal salary for working over 40 hours per week.
- C. *Copeland Act: Applicable to all projects.* Governs the deductions from paychecks that are allowable, and requires submission of weekly payroll.
- D. *Fair Labor Standards: Applicable to all projects.* Establishes a basic minimum wage for all work, and requires the payment of time and a half for overtime.

**Equal Employment Opportunity:** This law prohibits discrimination against any employee or application for employment because of race, color, religion, sex, or national origin. Provisions to effectuate this prohibition must be included in all construction contracts. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color or national origin.

**Section 3 Requirements:** All construction contracts must meet Section 3 requirements to the greatest extent feasible. Opportunities for training and employment arising from the project will be provided to low-income persons residing in the program service area. To the greatest extent feasible, contracts for work to be performed in connection with the contractor will be awarded to business concerns that are located in or owned by a person residing in the program service area. A Section 3 plan for the project will be required to be completed prior to the start of construction and a Section 3 clause will need to be included in any construction contracts.



**MBE/WBE:** Developers of federally funded housing projects *must adopt* procedures to establish and oversee a minority outreach program to ensure, to the maximum extent possible, that minorities and women, and businesses owned by minorities and women (MBE/WBE's), are offered contracts. Applicants will need to include an outreach plan and include MBE/WBE provisions in all construction contracts.

**Lead Based Paint:** If the project involves acquisition and/or rehabilitation on a building or buildings built before 1978, federal regulations require that testing for lead paint be conducted and a risk assessment be provided. Any lead-based paint hazard must be corrected in accordance with federal and state guidelines.

**Build America, Buy America Act (BABA):** The Build America, Buy America Act established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022. The preference requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States. BABA currently applies to only CDBG funded projects and at this time only requires steel used in these projects be produced in the United States. A De Minimis, Small Grant, and Minor Components waiver would exempt infrastructure projects that have a total cost at or below the simplified acquisition threshold (currently \$250,000).

**Contracting and Procurement:** Projects may be subject to certain Federal procurement rules which include:

- A. Conflict of interest;
- B. Debarred contractors; and
- C. Procurement standards under 2 CFR 200.320, as applicable.

All contracts between applicant and contractors must include provisions as outlined in the Thurston County CDBG Program contracting requirements and be reviewed by Thurston County CDBG Program staff.

**Fair Housing and Affirmative Marketing:** All projects must comply with the following federal fair housing laws, including but limited to:

- A. Title VI of the Civil Rights Act of 1964 as amended;
- B. The Fair Housing Act;
- C. Equal Opportunity in Housing Act; and
- D. Age Discrimination Act.

All projects must adopt affirmative marketing procedures in compliance with federal and county policy. An affirmative marketing plan must be provided on HUD form HUD935.2A. The plan must, to the

greatest extent possible, provide information to the public and potential tenants that may be underserved in the community.

**Accessibility:** All projects must comply with the following federal accessibility laws:

- A. Americans with Disabilities Act;
- B. Fair Housing Act; and
- C. Section 504.

**Financial Management:** The applicant must comply with all relevant OMB circulars. Recipients of funds must have a financial management system in place that complies with all federal standards including cost reasonableness. Applicants that received more than \$750,000 in federal funds in a program year must have an audit in accordance with 2 CFR 200, Part F.

**Other Federal Requirements:** Recipients of CDBG funding will be required to comply with all federal laws and requirements including 2 CFR 200 and other federal requirements not listed in these instructions. These requirements will be included in any written agreement between the applicant and Thurston County. Further information is available on request.

## 2. THURSTON COUNTY REQUIREMENTS

The County will not require supplemental documentation not specifically requested in the funding application at the time of application submission, or at the time of funding awards/reservations. However, the following documentation will be required prior to commitment of funds, and completion of the formal written agreement:

- A. Evidence of site control (purchase and sale agreement, or deed of ownership);
- B. Zoning certificate (if new construction/rehabilitation);
- C. Complete third party construction estimates (if new construction/rehabilitation);
- D. Phase I Environmental Site Assessment & Biological Assessment (if needed to complete environmental review);
- E. Lead test and risk assessment (for acquisition of existing housing built prior to 1978);
- F. Rent rolls (for acquisition of tenant occupied housing);
- G. Market study or comparable rent analysis (if rental housing project that is not special needs);
- H. Affirmative marketing plan – Plan to comply with Thurston County policy (not applicable for special needs housing);

- I. Copies of previous years single audits and corporate financial statements;
- J. Copies of developer agreements or partnership agreements (if applicable);
- K. Copy of Board resolution authorizing the submittal of an application. Please include in the resolution the individual authorized to sign on behalf of the organization;
- L. Additional documentation may be required as needed.

The following documentation will be required prior to release of funds, and recording of loan or lien documents:

- A. Title report;
- B. Property appraisal;
- C. Evidence of other funding commitments, including partnership agreements (if the project is a tax credit project), or developer/sponsor agreements; and
- D. Additional documentation may be required as needed.

**Thurston County's Reversion of Assets Policy:** Real property acquired, improved or constructed with CDBG funds is subject to the below requirements:

- A. Indefinite Term for Consortium Member Subrecipients: Where the Subrecipient is a city or a town that is a member of the Thurston County Urban County Consortium (this includes all 6 cities and towns listed at the beginning of this document), real property acquired or improved with CDBG funds in conjunction with any resulting Agreement is subject to reversion of assets limiting the Subrecipient's right to dispose of said property or to use it for a purpose other than that specified in the Agreement until five (5) years after Thurston County is no longer a CDBG entitlement recipient.
- B. Term for Non-Consortium Member Subrecipients: Where the subrecipient is a city or a town that is a member of the County Urban County Consortium CDBG program, real property acquired or improved with CDBG funds with any resulting Agreement is subject to reversion of assets limiting the Subrecipient's right to dispose of said property or to use it for a purpose other than that specified in the Agreement until five years after the County is no longer a CDBG entitlement recipient.

The Subrecipient shall execute with the client, written agreements including a promissory note, deed of trust and loan agreement and construction contract reflecting the following periods of restrictive interest to be held by the County in exchange for real property improved with CDBG funds:

Investment amount	Term of County Interest
\$0-\$2,500	0 years (Minor Home Grant)
\$2,501 – \$10,000	5 years
\$10,001 and above	20 years

- C. Additional Block Grants received during an active ‘length of interest’, or an increase in the value of this grant by Amendment to any resulting and subsequent Agreement, shall increase the length of that interest. The Deed of Trust may be revised accordingly. Such interest begins with the project completion date and will terminate on the 31st of August in the year selected.
- D. This provision will be implemented through the execution of:
  - 1) A Deed of Trust in favor of the County, placed on the property at the time an Agreement is entered into or at such later time as may be acceptable to the County;
  - 2) A Secured Promissory Note in the amount of this Agreement;
  - 3) A Subrecipient’s Covenant Agreement for the length of the period of interest; or
  - 4) Any combination of the above documents.

**CDBG APPLICATION MATERIALS**

**APPLICANT MUST COMPLETE AND SUBMIT THE FOLLOWING MATERIALS AS PART OF ITS APPLICATION:**

- 1) **COMPLETED APPLICATION SUBMITTED VIA ZOOMGRANTS**
- 2) **VERIFICATION AND SIGNATURE FORM**
- 3) **PROOF OF ORGANIZATIONAL STRUCTURE**
- 4) **THURSTON COUNTY RISK ASSESSMENT**
- 5) **ACKNOWLEDGEMENT OF REQUIRED ASSURANCES FORM**
- 6) **PROJECT TIMELINE**
- 7) **RESUMES OF KEY STAFF**
- 8) **OTHER REQUIRED DOCUMENTATION BASED ON APPLICATION, WHICH MAY INCLUDE BUT IS NOT LIMITED TO:**
  - a. **Project Team Summary**
  - b. **Pro Forma**
  - c. **Project map**
  - d. **Purchase or option agreement**

- e. Uniform Relocation Act documentation**
- f. Residential Antidisplacement and Relocation Assistance Plan**
- g. Environmental Review documents**

## **ACKNOWLEDGEMENT OF REQUIRED ASSURANCES FORM**

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**This form must be signed in blue ink and submitted with the application if you have checked the box indicating you will accept federal funding. Federal funding includes Community Development Block Grant (CDBG), Home Investment Partnership Act (HOME) and the Emergency Solutions Grant (ESG). Proposals which do not contain a signed Acknowledgement of Required Assurances are ineligible for consideration.**

By submitting the accompanying application, and by my signature on this document, I understand and agree that any funding award resulting from this solicitation will require compliance with the signed agreement and with the regulations, requirements, and policies identified below, including but not limited to:

- State and local codes and ordinances, including the [Washington State Uniform Building Code](#); projects requiring the rehabilitation of an existing structure must also meet local rehabilitation standards which are available at <http://www.co.thurston.wa.us/permitting/>
- Compliance with the requirements of the [Americans with Disabilities Act Accessibility Guidelines](#);
- Completion of an environmental review, subject to the requirements of the [National Environmental Policy Act \(NEPA\)](#);
- [Uniform Relocation and Real Property Acquisition Act \(URA\)](#);
- [Copeland Act](#);
- [Davis Bacon Act](#);
- [Contract Work Hours and Safety Standards Act \(CWHSSA\)](#);
- [Equal Employment Opportunity Act](#);
- [HUD Section 3 Requirements](#);
- [Minority and Womens Business Enterprise \(MBE/WBE\)](#);
- [Lead Based Paint](#);
- [24 CFR 85.36](#), including conflicts of interest and debarment of contractors;
- [Title VI of the Civil Rights Act of 1964](#), as amended;
- [The Fair Housing Act](#);
- [Build America, Buy America Act \(BABA\)](#);
- [Violence Against Women’s Act \(VAWA\)](#);
- [Equal Opportunity in Housing Act](#);

- [Age Discrimination Act](#);
- [Americans with Disabilities Act](#);
- [Section 504 of the Rehabilitation Act](#);
- [Compliance with 2 CFR 200](#) (as appropriate);
- Compliance with federal and state laws requiring the safeguarding and disclosure of confidential information;
- Prohibition of the use of federal funds for lobbying certification: (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency (State or Federal, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (3) The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- Purchase of comprehensive liability insurance and bonding, as required by the County;
- Completion of an annual financial audit, and/or as applicable, providing the County with a copy of the organization's audited financial statement;
- Completion and subsequent renewal of background checks for all employees, volunteers, or interns who will or may have unsupervised contact with children or vulnerable adults;
- Maintaining program and financial records for audit review and providing access to documentation upon request by the County;
- Submission of program and financial reports, as required by the County;
- Certification that the firm, association or corporation, or any person in a controlling capacity or any position involving the administration of federal, state or local funds, is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any agency within the past three (3) years; does have a proposed debarment pending; has not been indicted,

convicted, or has not had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct within the past three (3) years;

- Assurance that the selected applicants will not engage in the following prohibited leasing practices:
  - a. Requiring participation in the direct service components of the applicant’s organization, as a condition of tenancy;
  - b. Requiring tenants to comply with requirements which are not part of the [Washington State Landlord Tenant Act](#);
  - c. Accepting referrals from a single source;
  - d. Requiring leases of less than one (1) year;
  - e. Requiring tenants to waive legal rights as a condition of tenancy; and
  - f. In the event of a dispute, requiring tenants to pay legal fees, regardless of the outcome of the dispute.

**Application Approval and Signature:**

**The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein.**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Date



## Attachment C1



Powered by [ZoomGrants™](#) and

Thurston County Public Health and Social Services  
 Thurston County, Public Health and Social Services  
**2024 Consolidated Grant Application- Thurston County**  
 Deadline: 4/5/2024

## Homes First Major Rehabilitation - Low Income Clean and Sober Housing

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**\$ 375,000.00** Requested

Submitted: 3/31/2024 4:16:43 PM (Pacific)

**Project Contact**

Nate Mazzuca

[developmentdirector@homesfirst.org](mailto:developmentdirector@homesfirst.org)

Tel: 360-253-5937

**Additional Contacts**

*none entered*

**Homes First**

5203 Lacey Blvd SE - Ste A  
 Lacey, WA 98503-7236  
 United States

Telephone 360-236-0920

Fax

Web <https://www.homesfirst.org>

**Executive Director**

Trudy Soucoup

[ceo@homesfirst.org](mailto:ceo@homesfirst.org)

### Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

**1. What type of project are you proposing?**

Select one. For more information on each project type, review the RFP Instructions under the Library tab.

- Affordable Housing Projects
- Homeless Services - Cold and Hazardous Weather Projects
- CDBG - Capital Projects (City of Tumwater projects only)
- CDBG - Public Service (City of Tumwater projects only)
- Veterans Emergency Shelter Bed Program (Vets RFP)
- Housing Basic Needs (NOT ACCEPTING APPLICATIONS)
- Basic Needs (NOT ACCEPTING APPLICATIONS)
- Lived Experience Steering Committee Facilitation (NOT ACCEPTING APPLICATIONS)
- Eviction Prevention Rental Assistance (NOT ACCEPTING APPLICATIONS)

**2. Please indicate which of the following is true with regard to the types of funding your organization is willing to receive. (Supports eligibility)**

Select all that apply, or to accept funds from all sources, select "all of the above". Projects that will accept Federal Funds are

Item 8a. required to attach both an Acknowledgement of Required Assurances and a Risk Assessment form (See Documents tab).

- Will accept Federal funds
- Will accept State funds
- Will accept Local funds
- All of the above

**3. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check all boxes that apply. (Supports eligibility). By and For Organizations are those that are operated by and for the marginalized community to be served. By and For organizations have a primary mission and history of serving a specific marginalized community, and are culturally based, directed, and substantially controlled/managed by individuals from the specific marginalized population they serve. At the core of their programs, these agencies embody the central cultural values of the community to be served. Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, two-spirit, intersex and transgender; individuals with disabilities or who are deaf; and Native Americans.**

- Private/Non-Profit
- Community Housing Development Organization (CHDO) (Must meet HUD definition)
- Governmental Entity
- Corporation
- Limited Liability Corporation (LLC)
- Sole Proprietorship
- By and For Organization (See definition embedded in question above)
- Other (Submit supporting documentation)

**4. What population(s) is to be targeted for the service provided? Check all that apply. (Supports Criteria 1)**

Select all that apply.

- Adults (25 years of age and above)
- Young Adults (19-24 years of age)
- Children (0-18 years of age)
- Senior Citizens (as defined by your program)
- Families with Children
- Veterans
- Other or None (Explain in response to Question 8)

**5. Is this the first year this program will be in operation? If "No", what year did this program start? If "Yes", how long will it take after a contract is issued for the program to start? (Supports Criteria 11)**

*-answer not presented because of the answer to #1-*

**6. Indicate the type(s) of basic needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**7. Indicate the type(s) of Housing needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**8. Why is this program/project needed in our community? (Supports Criteria 1)**

*By and For Organizations should clearly and specifically identify the marginalized community they serve.*

Q4: Other: Adults with Developmental Disabilities

The needs assessment prepared by Thurston County for its 2023-2027 Consolidated Plan succinctly summarizes our local crisis in affordable housing, noting that:

- Thurston County has been one of the fastest growing counties in Washington State since 2000, and the forecast is that this trend will continue.
- Housing costs have seen sharp increases since 2015, with average rent increased 39%, while average household income has increased less than 13%. This has resulted in 31% of Thurston County households being housing cost burdened, and 13% of Thurston County households being severely housing cost burdened, paying more than 50% of their income towards housing.
- The annual Point In Time (PIT) Count reflects the continued high numbers of homeless persons in our communities. While county level data on prevalence of substance use disorders is not readily available, the "Snapshot of Homelessness in Washington State for July 2023" (most recent) by the WA State Department of Commerce demonstrates that statewide, 37% of homeless and unstably housed persons over the age of 18 are experiencing substance use disorders. Of these, 80% experience co-occurring mental health and substance use disorders.
- According to the Washington Recovery Alliance, "Chief among recovery support services is recovery housing". The demand

for recovery housing in Washington outpaces supply by a ratio of approximately three to one. Individuals completing inpatient treatment and being discharged into homelessness is a tragically common occurrence.”

Our residents are those who have the hardest time finding and retaining a home. This project will rehabilitate and preserve a critically needed sober living home providing affordable, decent, safe, supportive housing to 7 individuals in recovery. This will provide them with the essential support they need to thrive in their recovery in an environment well integrated in the community and free of stig

**9. Describe the activities and actions your project will undertake and accomplish with this funding. This language may be included as a scope of work in a grant contract and may be adjusted if a grant award is less than the requested amount. (Supports Criteria 1, 2, 3, 4, and 5a)**

With \$244,530 in City of Tumwater CDBG funds, Homes First will complete a major rehabilitation on a seven bedroom sober living home, owned by Homes First.

When Homes First acquires a property, and that includes this home, it makes initial investments to ensure that the housing is safe and decent. While this building is habitable and is currently successfully occupied, during inspection, a number of conditions were noted that Homes First seeks to address fully and promptly.

\* The floors are old, carpeting is stained, and given the age of the home, it is likely that there is some damage to the subfloor that should be corrected so that it does not spread. In this project, all flooring will be replaced, and if there are sub-floor issues, those will be repaired.

\* In the kitchen, some cabinets have been damaged by a water leak near the sink and dishwasher, and the current arrangement of separate stove top and oven is inefficient. In this project, the kitchen cabinets will be replaced, which will improve hygienic conditions, and a combined stove/oven unit will be installed and increase cabinet space, which is important given seven adult tenants sharing the home.

\* An electrical panel in the garage needs to be upgraded to allow for electrical service in the garage.

\* Solar panels will be installed on the home, and in order to make best use of solar panels, 3-5 trees on the property will be removed for greater sunlight.

\* The current gas water heater will be replaced with an electric water heater, reducing tenant utility bills.

\* The current deck will be reinforced with proper brackets and replacement of some steps and handrail pickets which are not in good condition.

\* Two aging and stained tub-shower units, toilets and sink faucets will be replaced with modernized fixtures.

\* The entire exterior of the home will be repainted to preserve the building envelope, and some interior painting will be done, for example in the kitchen after cabinet replacement.

This home will provide sober living rental housing to residents with incomes less than or equal to 50% AMI. The home(s) will house tenants with high need for stable housing. By making these improvements, we will provide a more decent environment for these individuals, and will prepare the home to remain in use as affordable housing in perpetuity.

**10. If applying for facilitation of the Lived Experience Steering Committee (LESC), please describe your agency's experience centering people with lived experience of homelessness (PLEH) within program development, hiring and support of peer staff, and/or advocacy efforts towards including PLEH voice in the HCRS. (Supports Criteria 1a)**

*-answer not presented because of the answer to #1-*

**11. Indicate the Strategy and Task in the 5 Year Homeless Housing Plan that your project seeks to address. Format Response as Strategy Number, Task. ie "Housing A-3: Task All new Homeless housing units should be focused on Housing First/Low Barrier)" If your project touches on multiple strategies/tasks, list the one that best aligns with your project. (Supports Criteria 1)**

*-answer not presented because of the answer to #1-*

**12. PHSS prioritizes funding for programs adhering to evidence-based and promising practices. For housing and homeless services applicants, how will this program follow a low-barrier/housing first approach? Attach evidence that demonstrates low barrier/housing first approach. (Supports Criteria 2 and 5a)**

*-answer not presented because of the answer to #1-*

**13. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities. Please explain how you will show success or measure your results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes. (Supports Criteria 2)**

All of Homes First's acquisitions align with the RFP priorities by:

- \* Expanding the supply of decent, safe, sanitary and affordable housing;
- \* Assisting individuals who are homeless, at risk of homelessness, and other vulnerable populations;
- \* Directing investments to housing that is affordable to low income persons at or below 50% AMI;
- \* Benefitting vulnerable and historically disadvantaged populations. Our current tenant

population is diverse, including persons with physical and behavioral disabilities, seniors, youth and young adults, veterans, and residents of diverse cultural and linguistic backgrounds.

Homes First's approach to acquisition and rehabilitation of housing in the community is cost effective, and over the past 34 years has allowed development of 120 units providing housing to over 300 low- income tenants. In 2023, we added six (6) properties to our portfolio using this model and anticipate adding another two to five units in 2024.

This project, a major rehabilitation of a seven-bedroom sober living home for low and very low income residents, will improve living conditions for current residents, and will protect the integrity of the home's structure moving forward so that it can remain a valuable resource for affordable housing in perpetuity.

We monitor and evaluate our success through core performance indicators that include rental income, turnover time, project development timelines and proformas, resource development, and resident relations and satisfaction. Through making comparisons on projected outcomes and outputs to actual, we see which aspects of our operations work well and what needs to change. We also endeavor to provide housing to as many people as possible using Section 8 vouchers, as finding landlords to accept vouchers remains a challenge for low-income tenants.

**14. Describe the actions your agency has taken in recent years and intends to take in 2024 and 2025 to decrease disparity amongst identities overrepresented in the Homeless Crisis Response System (such as, Black, Indigenous, People of Color, LGBTQIA2S+, and people living with disabilities), advance or support racial equity and center people with lived experience of homelessness or those unstably housed or eligible under the Housing Choice Voucher program within your organization. Are there people in your leadership team that identify as BIPOC? If yes, please complete the table on the Documents tab. (Supports Criteria 1, 5a and 5b)**

As an agency, we have hired Parfait Bassale', a consultant in our community, to help us approach our organization's structure through a lens of belonging. It is our JEDI, or Justice, Equity, Diversity, and Inclusion approach in our organization to be more inclusive of people who are Black, Indigenous, POC, LGBTQIA12S+, and people living with disabilities. With Parfait we are focusing on assessing what we have in place and looking for gaps in accessibility for not only our residents and our staff but anyone with whom our agency comes in contact.

An example of at least one change we are working on is that we have one person on staff whose first language is not English. With 10% of Homes First's residents speaking Spanish, we have been looking at ways to communicate clearly with them about their homes and any concerns they may have. We are also working to translate all of our in-house documents into Spanish so that we can be more inclusive of all of our staff.

Homes First's staff represents a variety of the vulnerable populations listed above, including but not limited to someone who identifies as LGBTQIA2S+, a few who identify as BIPOC, and several of our staff members have experienced wage and housing instability at different points in their lives.

In 2024, as an agency, we are focusing on wage equity through doing a wage study, updating our compensation plan, and creating a plan for wage increases with a timeline and a goal that all of our staff have a more livable wage. Of course, our funders will play a major role in us reaching that goal!

In the last year, we have also done work to increase equitable representation on our board. One-third of our Board represents the low-income community we serve. Five of our 11 current board members identify as BIPOC.

**15. Where will the services be provided and how will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial disproportionality and 4) support historically vulnerable and disadvantaged populations? (Supports Criteria 5a)**

Homes First's affordable housing is located throughout Thurston County. To provide services and support for our residents, we partner with a wide variety of community partners whose expertise is specific to the varied populations we serve. We maintain strong relationships with local community providers, including among others Senior Services, Kokua, Oxford Homes, and CYS. We also partner with UniteUs to access an established referral network for residents to basic needs support, positive youth development, veterans services, senior services, and services for persons experiencing homelessness.

1. Reach target population: Our well-developed community partnerships, and our reputation for providing affordable and decent housing, create multiple pathways for referrals to our housing.

2. Accessibility: We retrofit the properties we buy to accommodate the needs of persons with disabilities or special needs. This may include adding roll-in showers, grab bars, wider doors, lowering counters, etc.

3. Reduce racial disproportionality: We reduce racial disproportionality by placing our homes throughout the community, and avoiding concentration of homes in areas with limited economic opportunities, fewer services, and poorer educational resources.

4. Support historically vulnerable and disadvantaged populations: Our Program Services Navigator develops trust-based relationships with residents and helps them overcome, remove or circumvent barriers to obtaining the supports they need

**16. If requesting set-aside funds for supporting activities (training, technical assistance, compensation for people with lived expertise in consultation roles through stipends) to decrease disparity and advance racial equity within your agency, please describe the specific activities these funds would support. (Supports Criteria 1, 5a, and 5b)**  
*-answer not presented because of the answer to #1-*

**17. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships. If there are other organizations you collaborate with on a less formal basis, describe this collaboration. (Supports Criteria 4)**

As noted in question 15, Homes First maintains multiple formal partnerships with community-based organizations in order to establish referral networks for housing and ensure access to support services for residents with special needs. Attached with this application are MOUs that illustrate the scope of partnerships maintained by Homes First with external community based organizations.

- Senior Services of South Sound – services for low-income seniors
- Kokua – services for low income persons with developmental disabilities
- Ambitions of Washington – services for low income persons with developmental disabilities
- Rhoda Rosenlof Clean and Sober Housing – services for persons in recovery from substance use
- Community Youth Services – services for low-income youth participating in the Young Adult Housing Program

In addition, also as described in Question 15, Homes First's Program Services Navigator maintains additional informal and/or episodic relationships with community-based organizations reached through the UniteUs network to help residents access services through varied community-based organizations.

**18. Who will provide the services, supervise the program staff and be responsible for reporting requirements? List the names, titles, responsibilities and length of time with the agency for each identified staff member. If new staff will be hired, briefly describe the qualifications or credentials necessary for the position. (Supports Criteria 2 and 8)**

Trudy Soucoup, M.A.O.L. Chief Executive Officer. Trudy joined Homes First as Executive Director in October 2011, and began leading the organization in its third decade of creating affordable and decent rental housing in Thurston County. Trudy is responsible for approving the purchase and the purchase and sale agreement process for each new property. The Board for Homes First must also approve each new purchase.

Ron Stewart, Director of Programs & Assets: Ron will celebrate his 21th anniversary with Homes First in April 2024. Ron is a stalwart at our organization who has held several roles including maintenance tech and Property Manager. Ron has an extensive background in the construction and maintenance of homes and has been certified for lead paint and asbestos abatement. He participates in ongoing education in HUD, Fair Housing, and other low-income housing laws and regulations. Ron is responsible for managing the acquisition and rehabilitation of all new properties added to our portfolio. The management of the tenants and ongoing maintenance, compliance, and reporting regarding our tenants and our homes is the responsibility of Keith Garlinghouse, the Homes First Property Manager.

Candace Wood, MBA, CPA, Director of Finance: Candace joined Homes First under contract in 2020. Candace has extensive nonprofit and housing finance experience and works with several other housing nonprofits in the region. Candace was also an Assistant State Auditor for Washington State.

Amy Sewell, Finance Coordinator: Amy joined Homes First in 2009, to help support daily office operations. Since that time, she served as Office Manager and is now the Finance Coordinator. She has a master's degree in Biology. Amy is responsible for tracking and managing our operational budget and our project budgets, including reimbursement processes and has extensive experience in tracking data and producing vouchers for the many public funding programs in which we participate.

**19. How many unduplicated individuals will be served by the program or project? Total project cost per person served. Please show your calculation: Total project budget/number of individuals served = total cost per person. (Supports Criteria 3)**

$\$244,530/7$  individuals =  $\$34,933$  per person for the life of the home. With an estimated 30 year life for the home, the annual cost per person is:  $\$244,530/30/7=\$1,164$

**20. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. (Supports Criteria 2 and 6)**

Homes First has a strong system of policies and procedures to ensure compliance with federal, state and local guidelines, including:

\* Compliance Assessment: Regularly reviewing all regulations relevant to Homes First operations and how these regulations apply to the organization's programs.

\* Policy Development: Developing comprehensive policies/procedures that align with guidelines in areas such as safety protocols, data protection, EEO, and environmental regulations.

- \* Staff Training: Providing training to staff on regulations and organizational policies so that all staff understand their roles and responsibilities in maintaining compliance.
- \* Documentation and Record-Keeping: Maintaining accurate documentation of policies, procedures, and compliance efforts including records of staff training, audits and any compliance incidents.
- \* Monitoring and Auditing: Regularly monitoring programmatic operations to ensure compliance with regulations and policies, conducting internal audits and taking corrective actions as needed.
- \* Communication and Reporting: Establishing channels for communication between staff regarding compliance issues. Reporting any concerns to appropriate authorities as required by law.
- \* Continuous Improvement: Continuously evaluating and updating policies/procedures to reflect changes in regulations or organizational needs.
- \* External Relations: Maintaining positive relationships with regulatory agencies and cooperating with compliance inspection

**21. Describe your organization's policies and procedures for financial operations to assure the proper use and safeguarding of public funds. (Describe the organization's fiscal management, including internal controls and risk management, regarding: financial reporting, record keeping, accounting systems, payment approval procedures, and audit requirements and procedures.)(Supports Criteria 6)**

Homes First has consistently had outstanding audits of our financials by an independent, certified CPA and has never received a finding or material weakness. Our Board of Directors is principally responsible for the fulfillment of the organizational mission and legal accountability for operations and finances. The Board is fiscally accountable to donors and the public for the housing Homes First provides, including expenditures of funds by providing oversight of all operations and financial procedures.

Clear policies have been created for proper supervision of financial systems. Amy Sewell, our Finance Coordinator under the supervision of Candace Wood, CPA, our Director of Finance, utilizes processes that provide audit trails and fiscally responsible checks and balances, as well as processing all accounts receivable and payable using QuickBooks accounting software. A daily backup of QuickBooks is kept off-site. A full backup of the server that contains the software and corresponding information is conducted weekly. Homes First hires an independent certified public accountant to audit all financial records, compare year-to-year results, and scrutinize all accounting procedures.

Our paid professional staff ensures that all operating costs, including administrative and property management, and contributions to capital replacement and operating reserves are covered in part by our rental income. Our accurate financial management information provides the information which enables Homes First staff and Board to make better decisions faster.

Internally, our financial information is used for planning, decision-making, anticipating financial challenges and identifying strategies for financial stability. Externally, our financial management systems support accountability to funding sources, regulatory and tax authorities, donors, our constituency and the general public.

**22. Did your most recent financial audit in the past 24 months result in any findings? If yes, have all findings and concerns been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 6 and 10)**

- Audit conducted with NO audit findings
- Yes, audit findings. All findings have been resolved.
- Yes, audit findings. Findings have NOT all been resolved
- No audit conducted in past 24 months.

**23. Did your most recent programmatic monitoring (either County, State, or Federal) in the past 24 months result in any findings? If yes, have all findings been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 10)**

- Monitoring conducted with NO program monitoring findings
- Yes program monitoring findings. All findings have been resolved
- Yes program monitoring findings. Findings have NOT all been resolved
- NA - program has not received program monitoring in past 24 months.
- NA - program is less than 12 months old and no monitoring has been conducted.

**24. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you have identified financial resources other than those in this current request, please identify whether the other funding is committed. What are the plans to ensure that the project is able to be fully and successfully completed? If other funds are committed, please attach a letter of commitment from the identified funding source(s). For Capital and CDBG projects, all required funds must be committed before a written agreement with Thurston County will be executed. (Supports Criteria 3 and 6)**

Homes First has a demonstrated track record of financial sustainability in its acquisition, rehabilitation, and operation of its affordable housing stock. This sustainability is based on several factors.

- Property acquisition is undertaken only when resources have been secured sufficient to acquire housing units and ensure they are in condition for occupancy.
- All tenants pay rent directly or through vouchers.
- Homes First maintains an active fundraising and grantwriting program to supplement its income.
- Services are provided through partnerships with agencies that have expertise and resources to provide supportive services and this reduces Homes First cost of operations.

This project is not solely dependent on this award. Homes First made an investment in this building through its purchase in 2023, at a cost of \$540,000. In addition, Homes First will cover all project management costs for the rehabilitation, including selecting contractors, negotiating contracts, supervising contracts, and coordinating for any needed inspections, especially for electrical and plumbing work.

We have relationships with financial institutions including a \$600,000 line of credit with Heritage Bank to have liquid assets, as required by HUD, for the purchase and rehab of properties. In addition, we use the funds committed from public investments to leverage additional grants and donations from foundations and individuals.

**25. What type of Affordable Housing Project is being proposed? Select all the boxes that apply. (Support eligibility)**

*-answer not presented because of the answer to #1-*

**26. Describe your plan for completing this project on time and on budget. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for Affordable Housing Projects. These forms can be found under the Documents tab and should be uploaded to the same tab after completion. (Supports Criteria 2, 8 and 9)**

*For CDBG-Capital projects a Project Timeline is required, but the provided form is not required. The information provided should include a bid release/closing date, selection of a general contractor, start/end construction date, and other key dates.* We are confident, based on our experience obtaining, renovating and occupying 120 rental units providing housing to 300 residents, that we will meet both timeline and budget for this project. The Project Timeline, Financing Sources Statement, 3-year Pro Forma and Project Team Summary are uploaded in the documents tab.

In overview, our plan for completing this project on-time and in budget is as follows.

As soon as funds are available, Homes First will move forward to contract with appropriate ontractors and suppliers.. Homes First staff will apply for any needed permits and coordinate scheduling of the repairs/renovations. All repairs/renovations will be conducted stepwise by room, so that no current tenants need be displaced. Tenants will be given adequate notice of the work to be conducted, so that if rooms they use are affected, they can rearrange the shared space to accommodate any temporary disruption.

**27. List the name and organization of the person(s) (up to a max of 3 people) who will serve as the project manager or serve in a lead role on the project. Briefly describe their role on the project, experience serving in their assigned role on similar projects and attach their resume reflecting their relevant experience under the Documents tab. (Supports Criteria 8)**

Homes First CEO, Trudy Soucoup, serves as the Project Developer for all property acquisitions. She joined Home First as CEO in 2011 and has over 30 years of experience working in nonprofits around the world. As described above in question 18, Trudy is responsible for approving the purchase and the purchase and sale agreement process for each new property. The Board for Homes First must also approve each new purchase. Under Trudy's oversight, Homes First has acquired, rehabilitated, and put into service 85 units of affordable housing.

Ron Stewart, Director of Programs & Assets, oversees all our properties. He also supervises the rehab of the properties we purchase. This includes finding and selecting vendors as needed. Ron has been with Homes First since 2003. As described above in question 18, Ron is responsible for managing the rehabilitation of all new properties added to our portfolio. This includes developing and managing a Capital Needs Assessment process that identifies the expected useful life of each system in every unit owned by Homes First, and identifies condition, maintenance/repair/replacement targets, and costs of maintenance for each system.

Resumes for both Trudy Soucoup and Ron Stewart are included with this application.

**28. Please describe how the project will meet and document income eligibility requirements. Please include your method for ensuring that eligible Thurston County residents will benefit from this project.**

The marketing and resident selection process is slightly different for each of our properties. How we market depends on compliance requirements from our funders and the population we are targeting. The one common item is that all our residents are low- to extremely low-income and must fit into that income bracket. We work with our local providers, our Coordinated Entry agencies, and the Housing Authority of Thurston County to reach out to specific demographic segments (as required) but also post on our social media and share information with local, new outlets, the libraries, and online for 'general'

household opportunities.

Homes First only serves low and extremely low-income individuals and has a comprehensive set of checks and balances to ensure all income eligibility requirements are met prior to occupancy. We are required to complete a variety of demographic information for all residents, including incoming/new residents, by our public funders. These data include income verification, background and rental history checks, and proof of residency. We track this data in Buildium, our property management database.

**29. If this is an Affordable Housing or CDBG-Capital project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in question #26 and uploaded to the Documents tab, Affordable Housing and CDBG-Capital projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.**

No, this project is not dependent on future funding to be fully operational for public benefit. A pro-forma attached to this application illustrates the financial plan for operations.

**30. A) Does the applicant organization own the property? B) If not, does it plan to acquire building(s) or land as part of this project? C) Has a legally binding contract to purchase the property been signed prior to your intent to apply for funds? If yes to any of these questions, answer Question 31. If no to all, answer NA for Question 31 and proceed to Question 32. Format response as: A) yes/no; B) yes/no/NA; C) yes/no/NA**

A) no; B) yes; C) yes

**31. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Antidisplacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents tab. If required, a RARAP must include information regarding how displacement will minimize the number of residents required to move, the type of relocation, notification procedures, and relocation benefits to be provided.**

- Yes  
 No  
 NA

**32. Is your Project currently underway?**

- Yes  
 No

**33. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed**

No

**34. The Risk Assessment Form, located under the Documents tab, has been completed and attached to this application. (Supports eligibility)**

*Note: All applicants must complete a risk assessment form.*

- Yes

**35. Select all options below that describe your proposed program and how it will benefit the residents of the City of Tumwater.**

- Organization is located in Tumwater and will only serve Tumwater residents  
 Organization is located in Tumwater and will serve all county residents  
 Organization is not located in Tumwater and will serve all county residents  
 75% or more of beneficiaries will be Tumwater residents  
 50-74% of beneficiaries will be Tumwater residents  
 25-49% of beneficiaries will be Tumwater residents  
 1-24% of beneficiaries will be Tumwater residents

**36. What type of activity will the project perform? The City of Tumwater has identified affordable housing and public service activities as their top priorities for funding. (Check all that apply)**

- Energy Efficiency Improvements  
 Land Acquisition  
 Affordable Housing Acquisition



- Affordable Housing Rehabilitation/Preservation  
 Home Buyer Assistance  
 Publicly-Owned Infrastructure/Off-Site Improvements Supporting Affordable Housing  
 Public service

**37. Select the CDBG eligible activity category the project falls under.**

- Affordable housing  
 Public services

**38. What is the service area or operation area (e.g. census tract, neighborhood)? (Supports eligibility)**

The census tract for this project is Census Tract 108.02

**39. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons? For Questions 40, 41 and 42, answer the question that applies to your project and indicate NA for the National Objective benefits which do NOT apply to your proposed project.**

- Area Benefit  
 Limited Clientele Benefit  
 Housing Benefit

**40. For Area Benefit, list the boundaries of the service area, state the percentage of LMI persons that reside in the service area and provide the source of this data.**

N/A

**41. For Limited Clientele benefit, indicate whether the project will serve at least 51% low and moderate income (LMI) individuals and whether it will document participant's income, have income eligibility requirements, or serve a presumed LMI category.**

N/A

**42. For Housing benefit, indicate if the project is a one, two or more than two unit structure and the percentage of units that will benefit low and moderate income individuals or if you will provide assistance to reduce development costs of new construction.**

This is a shared sober living house with 6 bedrooms and all residents will be low to very low income with income and family size verified.

**43. How many bed nights will you provide?**

*-answer not presented because of the answer to #1-*

**44. What is the cost per bed night? Please show your calculation: Project budget/number of bed nights = total cost per bed night**

*-answer not presented because of the answer to #1-*

**45. Have you operated an emergency shelter program before and will you be ready to proceed on January 1, 2025?**

*-answer not presented because of the answer to #1-*

**46. If you are unable to implement your proposed project without a minimum funding award, list the MINIMUM funding award that you will accept for the proposed project? (This information will be considered only if a potential award is less than the minimum amount listed. The funding body may determine to not make awards for less than the minimum.)**

*-answer not presented because of the answer to #1-*

**Budget [top](#)**

SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET	Grant Request	Applicant's			TOTAL
		Committed Own Resources	Committed Outside Funding	Uncommitted Outside Funding	
Administrative Costs					\$ 0.00
Personnel Costs					\$ 0.00
Facility Costs: Rent/Mortgage					\$ 0.00
Operating Costs:					\$ 0.00
Insurance/Training/Transportation/Utilities/etc					\$ 0.00

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Supplies: Phone, printing, copying, and equipment						\$ 0.00
Rapid Rehousing						\$ 0.00
Rental Assistance						\$ 0.00
Diversion Assistance						\$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)						\$ 0.00
Other:						\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**AFFORDABLE HOUSING/CDBG CAPITAL PROJECT BUDGET**

	Year 1 Grant Request	Applicant's Resources	Other Federal	State/Local	Private/Other	TOTAL
Design & Inspection						\$ 0.00
Project Manager/Consultants						\$ 0.00
Relocation Costs (if applicable)						\$ 0.00
Title Insurance						\$ 0.00
Environmental Review						\$ 0.00
Permits & Fees						\$ 0.00
Land/Property Acquisition		\$ 540,000.00				\$ 540,000.00
Site Development & Landscape						\$ 0.00
Construction/Rehabilitation	\$ 222,300.00					\$ 222,300.00
Utilities						\$ 0.00
Other: Rehab Contingency	\$ 22,230.00					\$ 22,230.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
<b>Total</b>	<b>\$ 244,530.00</b>	<b>\$ 540,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 784,530.00</b>

**Budget Narrative**

Homes First invested in purchase of this substantial (7 bedrooms) home out of its own resources, bringing to the table \$540,000 in investment.

The request for \$244,530 is based on estimates by Ron Stewart, who has been responsible for property assessment, rehabilitation and costing projects for Homes First since 2003 and is deeply familiar with costs of local suppliers and contractors. The total rehab budget includes:

- \$50,000 - cabinets, countertops in kitchen and bathrooms
- \$9,500 - stove
- \$35,000 - flooring replacement throughout the home
- \$11,000 - electrical work
- \$1,000 - electrical fixtures
- \$13,000 - plumbing fixtures throughout the property
- \$10,000 - tree removal
- \$30,000 - solar panels
- \$1,800 - window well cover grates (2)
- \$2,000 - appliances
- \$22,000 - exterior repairs (sidings, soffits, deck, stairs)
- \$30,000 - exterior and interior

**Documents [top](#)**

**Documents Requested \***

**Required? Attached Documents \***

Verification and Signature <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Verification and signature form</a>
For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form	<input checked="" type="checkbox"/>	<a href="#">Homes First IRS Letter of Determination</a>

Item 8a.

990 return (or link to electronic version) -For For-Profits: Articles of Incorporation

For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)

[Homes First Board Documentation](#)

Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)



[Homes First Financial Audit](#)

Financial Commitment Letters

Letters of Support or Collaboration Memorandum

[Homes First Partnership MOUs](#)

General Liability Insurance Certificate

Risk Assessment  
[download template](#)



[Homes First Risk Assessment](#)

Demographic Composition of Organization (as part of response to Question #14)

[download template](#)

[Homes First Demographic Table](#)

Project Timeline (Required for Affordable Housing and CDBG applicants)

[download template](#)

[Project Timeline](#)

Resumes (Required for Affordable Housing and CDBG applicants)

[Homes First Resumes](#)

Project Team Summary (Required for Affordable Housing and CDBG Capital applicants)

[download template](#)

[Homes First Project Team Summary](#)

Pro Forma. (Required for Affordable Housing and CDBG rental project applicants)

[download template](#)

[Pro-Forma](#)

Financing Sources (Required for Affordable Housing applicants)

[download template](#)

[Financing Sources](#)

Rents and AMI (Required for Affordable Housing rental housing applicants)

[download template](#)

[Rents & AMI](#)

Development Budget (Required for Affordable Housing applicants)

[download template](#)

[Development Budget](#)

Purchase or Option Agreement

Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds)

[download template](#)

[Acknowledgement of Required Assurances](#)

Environmental Review Documentation

Project Map/Service Area

Residential Antidisplacement and Relocation Assistance Plan (RARAP)(Required if answer "yes" to Application Question #31)

Program Policies and Procedures (As part of response to Question #20)

[Program Policies and Procedures](#)

Low Barrier/Housing first policies and documents (As part of response to Question #12)

Other

[HATC Letter of Support](#)

[Q23 - Monitoring Reports and Responses](#)

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 469460





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## Attachment C2

Thurston County Public Health and Social Services  
 Thurston County, Public Health and Social Services  
**2024 Consolidated Grant Application- Thurston County**  
 Deadline: 4/5/2024

## Rebuilding Together Thurston County (RTTC) Critical Home Rehabilitation Program

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**\$ 75,000.00** Requested

Submitted: 4/2/2024 4:49:15 PM (Pacific)

### Project Contact

Heather Binns

[coradavidson@rebuildingtogethertc.org](mailto:coradavidson@rebuildingtogethertc.org)

Tel: 503-705-2129

### Additional Contacts

none entered

### Rebuilding Together Thurston County (RTTC)

1224 Legion Way SE  
 Olympia, WA 98501  
 United States

### Executive Director

Cathy Johnson

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Fax

Web [www.rebuildingtogethertc.org](http://www.rebuildingtogethertc.org)

## Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

### 1. What type of project are you proposing?

Select one. For more information on each project type, review the RFP Instructions under the Library tab.

- Affordable Housing Projects
- Homeless Services - Cold and Hazardous Weather Projects
- CDBG - Capital Projects (City of Tumwater projects only)
- CDBG - Public Service (City of Tumwater projects only)
- Veterans Emergency Shelter Bed Program (Vets RFP)
- Housing Basic Needs (NOT ACCEPTING APPLICATIONS)
- Basic Needs (NOT ACCEPTING APPLICATIONS)
- Lived Experience Steering Committee Facilitation (NOT ACCEPTING APPLICATIONS)
- Eviction Prevention Rental Assistance (NOT ACCEPTING APPLICATIONS)

### 2. Please indicate which of the following is true with regard to the types of funding your organization is willing to receive. (Supports eligibility)

Select all that apply, or to accept funds from all sources, select "all of the above". Projects that will accept Federal Funds are

Item 8a. required to attach both an Acknowledgement of Required Assurances and a Risk Assessment form (See Documents tab).

- Will accept Federal funds
- Will accept State funds
- Will accept Local funds
- All of the above

**3. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check all boxes that apply. (Supports eligibility). By and For Organizations are those that are operated by and for the marginalized community to be served. By and For organizations have a primary mission and history of serving a specific marginalized community, and are culturally based, directed, and substantially controlled/managed by individuals from the specific marginalized population they serve. At the core of their programs, these agencies embody the central cultural values of the community to be served. Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, two-spirit, intersex and transgender; individuals with disabilities or who are deaf; and Native Americans.**

- Private/Non-Profit
- Community Housing Development Organization (CHDO) (Must meet HUD definition)
- Governmental Entity
- Corporation
- Limited Liability Corporation (LLC)
- Sole Proprietorship
- By and For Organization (See definition embedded in question above)
- Other (Submit supporting documentation)

**4. What population(s) is to be targeted for the service provided? Check all that apply. (Supports Criteria 1)**

Select all that apply.

- Adults (25 years of age and above)
- Young Adults (19-24 years of age)
- Children (0-18 years of age)
- Senior Citizens (as defined by your program)
- Families with Children
- Veterans
- Other or None (Explain in response to Question 8)

**5. Is this the first year this program will be in operation? If "No", what year did this program start? If "Yes", how long will it take after a contract is issued for the program to start? (Supports Criteria 11)**

*-answer not presented because of the answer to #1-*

**6. Indicate the type(s) of basic needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**7. Indicate the type(s) of Housing needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**8. Why is this program/project needed in our community? (Supports Criteria 1)**

*By and For Organizations should clearly and specifically identify the marginalized community they serve.*

Rebuilding Together Thurston County's (RTTC) program 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.

This work falls under Thurston County's CDBG - Capital Projects (City of Tumwater projects only) category. It aligns with the priority to award funds for programs that assist persons below 80% Area Median Income (AMI) to maintain their current housing situation, to prevent a loss of housing, or to obtain a permanent housing solution.

Preserving the stock of affordable housing is essential now as Tumwater continues to experience growth and a lack of affordable housing. A recent profile released by the Thurston County Regional Planning Council shows that Tumwater's population in 2023 was 27,100. By 2040, the city's population is estimated to reach 36,400.

This profile also shows about 30% of the households in Tumwater are cost-burdened and have annual incomes under \$50,000. The federal definition of "low-income" refers to those who make 80% or less of the AMI. In 2023, HUD said this equals \$57,400 per year for one person. A "very low-income" is below 50% of the AMI – for one person this is \$35,900.

Many of our clients fall in to the “extremely low-income” category. Our “typical” applicant is a single woman in her mid-60s with a disability who lives in a mobile home in a park with an income of \$1,250 a month and park rent of \$650. This leaves just \$600 a month to cover living expenses.

Due to the condition of their homes, those we serve are vulnerable to homelessness. If they had to move out, it is unlikely they could afford to buy or rent a different place. According to HUD, the average rent for a one-bedroom apartment in Thurston County in FY2024 is \$1,554. For our “typical” client, this is not financially feasible.

**9. Describe the activities and actions your project will undertake and accomplish with this funding. This language may be included as a scope of work in a grant contract and may be adjusted if a grant award is less than the requested amount. (Supports Criteria 1, 2, 3, 4, and 5a)**

RTTC will use awarded funds to do critical home repairs for eligible low-income homeowners and their families in Tumwater, WA. These funds will help us complete critical home repairs and ADA modifications and cover operating expenses on Rebuilding Day projects. Our organization’s overall goal for 2024 is to serve 40 households and 70 people in need in Thurston County.

If awarded the requested \$75,000, we estimate that RTTC can provide critical home repair projects at 8 households and serve approximately 12 Tumwater residents. There are usually multiple repair projects at each household. RTTC has evolved toward completing larger projects such as plumbing repairs, tub modifications, and sometimes roof replacements to reflect the needs in the community and make the homes last longer.

All Tumwater homeowners who are eligible may apply for assistance. The applications we tend to get from Tumwater residents are for repairs at older mobile homes located in some of the mobile home parks in the city. We primarily build wheelchair ramps, modify older bathtubs for safe access by elderly and disabled clients, fix plumbing leaks and water damaged flooring, and make other repairs. We currently do several roof replacements per year as funding allows.

Since 2003, RTTC has helped restore over 376 homes to a threshold safe for over 597 occupants. About 13% of these homes are in Tumwater. In 2023, over 125 volunteers contributed more than 5,000 hours to help complete repair projects in 43 homes that benefitted 70 household members. 38 of the 70 people we helped in 2023 were over 62 years old. Over 60% of the homes had at least one person living with a disability.

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

- be low income (50% or less of annual median income, 80% or less);
- 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;
- reside in the home for at least two years prior to applying for services; and
- plan to remain in the home for at least two years after repairs are completed.

Typical critical repair projects 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 to keep a senior’s home secure;
- modifying bathtubs and installing grab bars for someone 62+ years old at risk of falling;
- fixing a sparking light switch in a child’s bedroom; and
- installing functioning CO and smoke detectors.

RTTC completes critical repair projects year-round that improve the habitability of homes and address mobility issues. 80% of our repairs are completed by our volunteers. The remaining work is completed by our project coordinator and licensed/bonded contractors. Household members may assist

**10. If applying for facilitation of the Lived Experience Steering Committee (LESC), please describe your agency’s experience centering people with lived experience of homelessness (PLEH) within program development, hiring and support of peer staff, and/or advocacy efforts towards including PLEH voice in the HCRS. (Supports Criteria 1a)**

*-answer not presented because of the answer to #1-*

**11. Indicate the Strategy and Task in the 5 Year Homeless Housing Plan that your project seeks to address. Format Response as Strategy Number, Task. ie "Housing A-3: Task All new Homeless housing units should be focused on Housing First/Low Barrier)" If your project touches on multiple strategies/tasks, list the one that best aligns with your project. (Supports Criteria 1)**

*-answer not presented because of the answer to #1-*

**12. PHSS prioritizes funding for programs adhering to evidence-based and promising practices. For housing and homeless services applicants, how will this program follow a low-barrier/housing first approach? Attach evidence that demonstrates low barrier/housing first approach. (Supports Criteria 2 and 5a)**

*-answer not presented because of the answer to #1-*

**13. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities. Please explain how you will show success or measure your results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes. (Supports Criteria 2)**

RTTC's goal is to preserve affordable housing and assure that the most vulnerable low-income homeowners in Tumwater live in safe and healthy homes. We do this by providing free critical home repairs and handicap modifications for low-income homeowners.

The proposed project's objective is to complete critical home repairs for 8 eligible Tumwater households, improving the homes of approximately 12 residents during the CDBG grant cycle (9/1/24 – 7/31/25). Repair projects will occur year-round.

This aligns with the RFP priority to make "repairs, rehabilitation and maintenance to homeowner occupied single-family homes (i.e., home repair program)" for homeowners who are below 80% of AMI to help maintain affordable housing options in Tumwater.

Our project will meet this objective by identifying clients in need who are at risk of homelessness and live in homes that are unsafe, unhealthy, or not user friendly because of a disability. We will provide free repairs so they can stay in their homes safely.

Repairing homes is more affordable than providing other housing. Replacing doors and windows, or repairing siding, often makes the homes less expensive to heat and cool, and saves on energy costs. It also saves money for homeowners and the community to have homeowners stay in their existing home rather than moving to rent-assisted housing with long waiting lists or an assisted living facility.

We measure the success of the Critical Repairs program by keeping track of how many: repair projects are completed; low-income households and household members are served, volunteers are engaged, and volunteer hours are contributed. We also track how many clients are veterans, senior citizens, people living with disabilities, and families with children.

Since 2003, RTTC has helped restore over 376 homes to a threshold safe for over 597 occupants. In 2023, over 125 volunteers contributed more than 5,000 hours to help complete repair projects in 43 homes benefitting 70 oc

**14. Describe the actions your agency has taken in recent years and intends to take in 2024 and 2025 to decrease disparity amongst identities overrepresented in the Homeless Crisis Response System (such as, Black, Indigenous, People of Color, LGBTQIA2S+, and people living with disabilities), advance or support racial equity and center people with lived experience of homelessness or those unstably housed or eligible under the Housing Choice Voucher program within your organization. Are there people in your leadership team that identify as BIPOC? If yes, please complete the table on the Documents tab. (Supports Criteria 1, 5a and 5b)**

Most of RTTC's work to decrease disparity involves disabled people in our community. In 2023, 63% of the homes we served had at least one person 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.

As part of our strategy to advance and support racial equity, RTTC has expanded the list of organizations and churches that we reach out to in hopes of attracting a more racially and culturally diverse pool of clients and leaders.

We participate in outreach community events several times each year at ASHHO, a cultural community center that advocates for survivors, people of color, under-served, under-resourced and marginalized people. We participate in CIELO, an organization that provides education, food, and mental health resources to the Latino community. We also have a close relationship with the Latino resource officer in the Olympia School District. We work with the minority resource representative at the Thurston County Chamber office.

To better assist Spanish-speaking people in our community, our brochure is available in Spanish. It is also included at the local CIELO office and their food bank packets.

We recognize that there is more RTTC can do to help BIPOC and LGBTQIA2S+ people in Thurston County. Our executive director has attended several DEI trainings nationally and in Thurston County. She continues to help us develop our strategy.

Our board recognizes that our leadership positions do not yet represent the community we serve. While some of us are



seniors, we are not low-income or disabled or BIPOC. One of our board members identifies as LGBTQ. As we continue to grow and develop our organization, we will ask those we serve to both inform and guide our work.

**15. Where will the services be provided and how will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial disproportionality and 4) support historically vulnerable and disadvantaged populations? (Supports Criteria 5a)**

Our services occur on-site where the homeowners live. We will serve clients who live in the city of Tumwater, WA.

1.) RTTC gets referrals for clients from many different agencies. These include:

- Catholic Community Services
- Churches and schools
- Community Action Council
- Korean Women's Assoc., CIELO, ASHHO, tribes
- Veterans services organizations
- Local contractors
- Hospitals
- Senior Services for the South Sound
- South Puget Sound Habitat for Humanity
- Thurston County Chamber of Commerce
- United Way of Thurston County

2.) We build wheelchair ramps, install grab bars, modify bathtubs/showers to make them accessible, and convert faucets to levers for disabled homeowners. We meet them on site in their homes, so they do not need to travel to participate in our program.

3.) To reduce racial disproportionality, we seek applicants through agencies that serve people of color, including: the Nisqually and Chehalis Tribes, CIELO, ASHHO, and community resource officers who advocate for BIPOC groups.

4.) RTTC supports historically vulnerable and disadvantaged populations by providing services at no cost.

**16. If requesting set-aside funds for supporting activities (training, technical assistance, compensation for people with lived expertise in consultation roles through stipends) to decrease disparity and advance racial equity within your agency, please describe the specific activities these funds would support. (Supports Criteria 1, 5a, and 5b)**

*-answer not presented because of the answer to #1-*

**17. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships. If there are other organizations you collaborate with on a less formal basis, describe this collaboration. (Supports Criteria 4)**

While RTTC does not have a formal partnership agreement, we collaborate with many volunteer organizations, local businesses, nonprofits, and government agencies to fulfill our mission. These collaborations are ongoing and well-established relationships.

The following church groups, service organizations, and businesses lend us volunteer support: Catholic Community Services, Umpqua Bank (formerly Columbia Bank), First United Methodist Church, Olympia Federal Savings Bank, Pope John Paul II High School, SCJ Alliance, St. Michael Catholic Church, and TwinStar Credit Union. In addition to the Hawks Prairie Rotary, we are also supported by volunteers from the Lacey, Tumwater, Olympia, and Yelm Rotary Clubs. A very special mention goes to the First United Methodist Church's men's group. They have completed a large Rebuilding Day Project on an annual basis for years as well as tackling smaller repair projects.

Here are some examples of how our local community businesses partner with us.

- Bayview Lumber provides us with materials for wheelchair ramps and decks at a discount.
- Springer Plumbing bills RTTC for one hour of labor when it actually spent three hours repairing plumbing leaks for a client.
- Ace Carpet Repair stretches our clients' carpet at no charge to eliminate wrinkles which can be tripping hazards.
- PCI Pest Control employees volunteer to complete simple repairs and do property clean ups.
- Kuster Homes and Dynamic Engineering and Consulting also loan their expertise free or at a reduced rate for some of our repair projects.

We participate in the Fall Prevention Wall Bar program with fire districts and the Washington State DOH and DSHS/ALTSA.

We coordinate with Habitat for Humanity to fix homes in the community. Their program provides some critical repair services, usually larger repairs such as roofs, bathroom remodels, and mold remediation. For example, Habitat might repair the roofs and we would install the wheelchair ramps, hot wat

**18. Who will provide the services, supervise the program staff and be responsible for reporting requirements? List the names, titles, responsibilities and length of time with the agency for each identified staff member. If new staff will be hired, briefly describe the qualifications or credentials necessary for the position. (Supports Criteria 2 and 8)**

Cathy Johnson, Executive Director, 1+ FTE,

The board named Cathy as executive director in August 2019, an unpaid position. She helps process applications, coordinates contractors and volunteers, supervises the program staff, helps with fundraising and networking, and completes the required grant reports. Cathy's background includes a Bachelor's Degree in Business Administration, managing her own business, and years in the banking field.

Stephen Barkis, owner at St. Clair Contracting

Stephen has consulted with us on RTTC projects since 2022. He works under the supervision of the board of directors and executive director to complete critical repairs as requested. He has been a bonded and insured general contractor since 2007.

Caleb Schlotmann, Site Inspector, .3 FTE

Caleb does site inspections for homeowners seeking services from RTTC since October 2021. He has worked in property maintenance and repair for over 15 years.

Bonnie Jennings, Application Coordinator, .4 FTE

Bonnie has been with RTTC since April of 2023. She processes the applications for people requesting services and verifies eligibility for clients. She also keeps track of client data for grant reporting.

Jamie Milletary, Program Coordinator, .4 FTE

Jamie started in February of 2024. She solicits bids from contractors and schedules project work.

Carlee R. Petshow, RTTC Bookkeeper

Carlee joined RTTC in June 2021. RTTC contracts with her through Bulldog Accounting. Carlee pays the contractors and keeps track of project budgets and all our receipts for grant reporting requirements.

**19. How many unduplicated individuals will be served by the program or project? Total project cost per person served. Please show your calculation: Total project budget/number of individuals served = total cost per person. (Supports Criteria 3)**

Project budget total = \$75,000. Number of unduplicated individuals served 12 (8 households).  $\$75,000/8 = \$9,375$  per household.

**20. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. (Supports Criteria 2 and 6)**

RTTC has an extensive client application process to ensure proper use and safeguarding of public funds. RTTC's client application is attached to this application. There is a three-step application process:

- 1) Applications are reviewed and eligibility is verified by RTTC's application coordinator. They verify ownership by searching property tax records. Required income verification documents include: award letters from Social Security, pension, retirement, or military; OR two months of consecutive bank statements showing benefit/retirement income being directly deposited to your bank account; OR two consecutive paystubs showing YTD income.
- 2) The site inspector visits the client's home, assesses client's need, and writes a report.
- 3) The RTTC executive director approves projects up to \$2,000. Projects between \$2,000-\$5,000 are approved by the ED and a board officer. Projects above \$5,000 are reviewed and approved or denied by the board. The board reviews projects on a case-by-case basis when there are atypical repairs or circumstances. Projects being considered for Rebuilding Day are forwarded to the site selection committee for further inspection and review. They submit their recommendations to the board for review. Board-approved Rebuilding Day projects are completed on the next Rebuilding Day.

**21. Describe your organization's policies and procedures for financial operations to assure the proper use and safeguarding of public funds. (Describe the organization's fiscal management, including internal controls and risk management, regarding: financial reporting, record keeping, accounting systems, payment approval procedures, and audit requirements and procedures.)(Supports Criteria 6)**

RTTC uses QuickBooks Non-Profit software for its accounting system. Our bookkeeping firm processes our payments, records and reconciles deposits, etc. They use our bank's BillPay system for payments. If a check is immediately needed, an authorized officer signs and a copy is sent to bookkeeping to be recorded. (Checks are secured in the RTTC office, accessed only by the ED and board president.) Receipts for any credit card transactions are provided to our bookkeeping firm and reconciled with the monthly statement.

QuickBooks separates program, administration and fundraising income and expenses. Our QuickBooks system separates expenses by specific grants, geographic locations, and projects. This ensures program costs are properly allocated to the

grant/contract received and provides detailed information for staff and funders.

Segregation of duties is policy when possible. The executive director and office staff record client names, file numbers, and applicable grant on invoices before forwarding them to the bookkeeping firm. The firm records all expenses and income, reconciles bank and credit card statements, and requests additional documentation from staff when needed. A full print out/record of each month's information is in binders in the RTTC office.

Financial reports including: profit and loss, balance sheet, detailed reports on all expenses, budget income/expenses vs actual figures, trends, etc. are reviewed by the treasurer and president. They provide a report to the directors at the meeting for review, discussion, and approval. The bookkeeping firm participates in this portion of the meeting.

RTTC's executive director has over 10 years of banking experience. She has no signing authority on checks.

Our office manager is responsible for recording income received, making deposits, and then forwarding copies of the deposit slip, deposit receipt, and deposited checks to bookkeeping.

RTTC does not currently conduct a financial statement audit. We receive most of our support through private foundations and fundraising efforts. The cost of an audit would be mor

**22. Did your most recent financial audit in the past 24 months result in any findings? If yes, have all findings and concerns been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 6 and 10)**

- Audit conducted with NO audit findings
- Yes, audit findings. All findings have been resolved.
- Yes, audit findings. Findings have NOT all been resolved
- No audit conducted in past 24 months.

**23. Did your most recent programmatic monitoring (either County, State, or Federal) in the past 24 months result in any findings? If yes, have all findings been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 10)**

- Monitoring conducted with NO program monitoring findings
- Yes program monitoring findings. All findings have been resolved
- Yes program monitoring findings. Findings have NOT all been resolved
- NA - program has not received program monitoring in past 24 months.
- NA - program is less than 12 months old and no monitoring has been conducted.

**24. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you have identified financial resources other than those in this current request, please identify whether the other funding is committed. What are the plans to ensure that the project is able to be fully and successfully completed? If other funds are committed, please attach a letter of commitment from the identified funding source(s). For Capital and CDBG projects, all required funds must be committed before a written agreement with Thurston County will be executed. (Supports Criteria 3 and 6)**

RTTC has been successfully fundraising for over twenty years to support our programs and carry out our mission. The program described here does not solely rely on this award request. Our income is a mix of grant funding and donations. Our donations largely come from business sponsors and individuals through our annual fundraising event and appeals. We receive a variety of grants from government sources, private foundations, and corporate foundations.

RTTC's Critical Repairs program budget total for 2024 is \$223,800. This is based on our 2024 goal of serving 40 households and 70 occupants. This represents budgeted program expenses of \$203,455 plus an added 10% for administrative overhead. Committed funding sources to date total \$85,000. Pending funding sources total \$138,800

**25. What type of Affordable Housing Project is being proposed? Select all the boxes that apply. (Support eligibility)**

*-answer not presented because of the answer to #1-*

**26. Describe your plan for completing this project on time and on budget. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for Affordable Housing Projects. These forms can be found under the Documents tab and should be uploaded to the same tab after completion. (Supports Criteria 2, 8 and 9)**

*For CDBG-Capital projects a Project Timeline is required, but the provided form is not required. The information provided should include a bid release/closing date, selection of a general contractor, start/end construction date, and other key dates.*  
Project Timeline plan - For the CDBG grant cycle (9/1/24 – 7/31/25), RTTC plans to complete critical repair projects for 8 households in Tumwater, WA. Repair projects occur throughout the year, when homeowners submit applications, and as homeowners' and volunteers' schedules permit.

Project budget plan - We do not start any specific critical repair project until we have the funding lined up. Our projects are short-term projects. The actual repair work can usually be completed in several days. However, the competitive bidding, application, and documentation makes the entire process last a few months from start to finish.

PLEASE NOTE: RTTC has started measuring outcomes by household instead of critical repair project. This is a more accurate way to reflect the work we do. There are usually multiple repair projects at each household. RTTC has evolved toward completing larger projects such as plumbing repairs, tub modifications, and sometimes roof replacement to reflect the needs in the community and to make the homes sustainable over a longer period.

**27. List the name and organization of the person(s) (up to a max of 3 people) who will serve as the project manager or serve in a lead role on the project. Briefly describe their role on the project, experience serving in their assigned role on similar projects and attach their resume reflecting their relevant experience under the Documents tab. (Supports Criteria 8)**

Stephen Barkis, owner at St. Clair Contracting

Stephen has consulted with us on RTTC projects since 2022. Stephen typically is our general contractor for repair projects. He works under the supervision of the board of directors and executive director to complete critical repairs as requested. He has been a bonded and insured general contractor since 2007.

Cathy Johnson, Executive Director, 1+ FTE,

The board named Cathy as executive director in August 2019, an unpaid position. She helps process applications, coordinates contractors and volunteers, supervises the program staff, and completes the required grant reports. Cathy's background includes a Bachelor's Degree in Business Administration, managing her own business, and years in the banking field.

Jamie Milletary, Program Coordinator, .4 FTE

Jamie started in February of 2024. She solicits bids from contractors and schedules project work.

**28. Please describe how the project will meet and document income eligibility requirements. Please include your method for ensuring that eligible Thurston County residents will benefit from this project.**

To be considered for RTTC's Critical Repairs program under the eligibility requirements of this grant, an applicant must live in Tumwater, WA and:

-Be moderate-income or low-income (less than 80% and 50% Area Median Income respectively).

-Own their home.

-Be living with a disability, OR be a senior citizen, OR be a veteran, OR be a family with children.

-Be unable to complete the repair work on their own.

-Occupy the home for at least two years, and plan to remain in the home for at least the next two years after repairs are completed.

In addition to completing the RTTC application, applicants must submit proof of income (social security award letter, pay stubs or bank statement) for everyone in the household who is 18 or older to prove they meet our income requirements. RTTC verifies homeownership using County Assessor records. A RTTC representative visits the site in person and verifies it is within the city of Tumwater.

**29. If this is an Affordable Housing or CDBG-Capital project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in question #26 and uploaded to the Documents tab, Affordable Housing and CDBG-Capital projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.**

No

**30. A) Does the applicant organization own the property? B) If not, does it plan to acquire building(s) or land as part of this project? C) Has a legally binding contract to purchase the property been signed prior to your intent to apply for funds? If yes to any of these questions, answer Question 31. If no to all, answer NA for Question 31 and proceed to Question 32. Format response as: A) yes/no; B) yes/no/NA; C) yes/no/NA**

No/No/No

**31. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Antidisplacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents tab. If required, a RARAP must include information regarding how displacement will minimize the number of residents required to move, the type of relocation, notification procedures, and relocation benefits to be provided.**

Yes

No

NA

**32. Is your Project currently underway?**

- Yes  
 No

**33. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed**  
 NA

**34. The Risk Assessment Form, located under the Documents tab, has been completed and attached to this application. (Supports eligibility)**

*Note: All applicants must complete a risk assessment form.*

- Yes

**35. Select all options below that describe your proposed program and how it will benefit the residents of the City of Tumwater.**

- Organization is located in Tumwater and will only serve Tumwater residents  
 Organization is located in Tumwater and will serve all county residents  
 Organization is not located in Tumwater and will serve all county residents  
 75% or more of beneficiaries will be Tumwater residents  
 50-74% of beneficiaries will be Tumwater residents  
 25-49% of beneficiaries will be Tumwater residents  
 1-24% of beneficiaries will be Tumwater residents

**36. What type of activity will the project perform? The City of Tumwater has identified affordable housing and public service activities as their top priorities for funding. (Check all that apply)**

- Energy Efficiency Improvements  
 Land Acquisition  
 Affordable Housing Acquisition  
 Affordable Housing Rehabilitation/Preservation  
 Home Buyer Assistance  
 Publicly-Owned Infrastructure/Off-Site Improvements Supporting Affordable Housing  
 Public service

**37. Select the CDBG eligible activity category the project falls under.**

- Affordable housing  
 Public services

**38. What is the service area or operation area (e.g. census tract, neighborhood)? (Supports eligibility)**

Tumwater

**39. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons? For Questions 40, 41 and 42, answer the question that applies to your project and indicate NA for the National Objective benefits which do NOT apply to your proposed project.**

- Area Benefit  
 Limited Clientele Benefit  
 Housing Benefit

**40. For Area Benefit, list the boundaries of the service area, state the percentage of LMI persons that reside in the service area and provide the source of this data.**

NA

**41. For Limited Clientele benefit, indicate whether the project will serve at least 51% low and moderate income (LMI) individuals and whether it will document participant's income, have income eligibility requirements, or serve a presumed LMI category.**

All clients served by RTTC's Critical Repairs Program will be LMI individuals. RTTC checks documents to verify participants' income as stated in #28.

**42. For Housing benefit, indicate if the project is a one, two or more than two unit structure and the percentage of units that will benefit low and moderate income individuals or if you will provide assistance to reduce**

**development costs of new construction.**

NA

**43. How many bed nights will you provide?***-answer not presented because of the answer to #1-***44. What is the cost per bed night? Please show your calculation: Project budget/number of bed nights = total cost per bed night***-answer not presented because of the answer to #1-***45. Have you operated an emergency shelter program before and will you be ready to proceed on January 1, 2025?***-answer not presented because of the answer to #1-***46. If you are unable to implement your proposed project without a minimum funding award, list the MINIMUM funding award that you will accept for the proposed project? (This information will be considered only if a potential award is less than the minimum amount listed. The funding body may determine to not make awards for less than the minimum.)***-answer not presented because of the answer to #1-***Budget [top](#)**

<b>SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET</b>	Grant Request	Applicant's Own Resources	Committed Outside Funding	Uncommitted Outside Funding	TOTAL
Administrative Costs					\$ 0.00
Personnel Costs					\$ 0.00
Facility Costs: Rent/Mortgage					\$ 0.00
Operating Costs:					\$ 0.00
Insurance/Training/Transportation/Utilities/etc					\$ 0.00
Supplies: Phone, printing, copying, and equipment					\$ 0.00
Rapid Rehousing					\$ 0.00
Rental Assistance					\$ 0.00
Diversion Assistance					\$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)					\$ 0.00
Other:					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

<b>AFFORDABLE HOUSING/CDBG CAPITAL PROJECT BUDGET</b>	Year 1 Grant Request	Applicant's Resources	Other Federal	State/Local	Private/Other	TOTAL
Design & Inspection						\$ 0.00
Project Manager/Consultants	11,250.00	40,030.00	\$ 7,500.00	\$ 5,000.00	\$ 5,000.00	\$ 68,780.00
Relocation Costs (if applicable)						\$ 0.00
Title Insurance						\$ 0.00
Environmental Review						\$ 0.00
Permits & Fees						\$ 0.00
Land/Property Acquisition						\$ 0.00
Site Development & Landscape						\$ 0.00
Construction/Rehabilitation	63,750.00	\$ 7,270.00	42,500.00	\$ 23,000.00	\$ 18,500.00	155,020.00
Utilities						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$ 28,000.00</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## Budget Narrative

Total Budget - \$223,800

RTTC's Critical Repairs Program budget is based on our 2024 goal of serving 40 households and 70 occupants. This represents budgeted program expenses of \$203,455 plus an added 10% for administrative overhead. We have not included a numerical value for the substantial in-kind volunteer labor donated that keeps our expenses down overall.

Our income is a mix of grant funding and donations from business sponsors and individuals through our annual fundraising event and appeals. We receive a variety of grants from government sources, private foundations, and corporate foundations.

RTTC has over 20 years of successfully completing repairs and an institutional knowledge of the costs associated with these repairs. Since last year we have shifted to providing more in-depth, multi-project services for our homeowner clients. The average cost per household reflects this change.

Committed Funding Sources - \$ 85,000 total

Pending Funding - \$138,800 total

## Documents [top](#)

### Documents Requested \*

### Required? Attached Documents \*

Verification and Signature



[Verification and Signature RTTC](#)

[download template](#)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 return (or link to electronic version) -For For-Profits: Articles of Incorporation



[IRS Letter](#)  
[990 Tax form 2021](#)

For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)

[By-Laws](#)  
[Board Roster](#)  
[Articles of Incorporation \(Charter\)](#)

Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)



[Financials](#)

Financial Commitment Letters

Letters of Support or Collaboration Memorandum

General Liability Insurance Certificate

Risk Assessment



[Risk Assessment RTTC](#)

[download template](#)

Demographic Composition of Organization (as part of response to Question #14)

[download template](#)

Project Timeline (Required for Affordable Housing and CDBG applicants)

[Timeline RTTC](#)

[download template](#)

Resumes (Required for Affordable Housing and CDBG applicants)

[Resume CJ](#)  
[Resume SB](#)

Project Team Summary (Required for Affordable Housing and CDBG Capital applicants)

[Project Team Summary RTTC](#)

[download template](#)

Pro Forma. (Required for Affordable Housing and CDBG rental project applicants)

[download template](#)

Financing Sources (Required for Affordable Housing applicants)

[download template](#)

Rents and AMI (Required for Affordable Housing

Item 8a.

rental housing applicants)

[download template](#)

Development Budget (Required for Affordable Housing applicants)

[download template](#)

Purchase or Option Agreement

Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds)

[Acknowledgement of Required Assurances RTTC](#)

[download template](#)

Environmental Review Documentation

Project Map/Service Area

Residential Antidisplacement and Relocation Assistance Plan (RARAP)(Required if answer "yes" to Application Question #31)

Program Policies and Procedures (As part of response to Question #20)

[Client application](#)

Low Barrier/Housing first policies and documents (As part of response to Question #12)

Other

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 466132

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Thurston County Public Health and Social Services  
 Thurston County, Public Health and Social Services  
**2024 Consolidated Grant Application- Thurston County**  
 Deadline: 4/5/2024

## South Puget Sound Habitat for Humanity Critical Home Repairs - City of Tumwater CDBG

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**\$ 45,000.00** Requested

Submitted: 4/4/2024 3:16:42 PM (Pacific)

### Project Contact

Heather Binns

[cora@spsshabitat.org](mailto:cora@spsshabitat.org)

Tel: 503-705-2129

### Additional Contacts

none entered

### South Puget Sound Habitat for Humanity

1216 2nd Ave SW  
 Tumwater, WA 98512  
 United States

### CEO

Elizabeth Walker  
[elizabeth@spsshabitat.org](mailto:elizabeth@spsshabitat.org)

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Fax

Web [www.spsshabitat.org](http://www.spsshabitat.org)

## Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

### 1. What type of project are you proposing?

Select one. For more information on each project type, review the RFP Instructions under the Library tab.

- Affordable Housing Projects
- Homeless Services - Cold and Hazardous Weather Projects
- CDBG - Capital Projects (City of Tumwater projects only)
- CDBG - Public Service (City of Tumwater projects only)
- Veterans Emergency Shelter Bed Program (Vets RFP)
- Housing Basic Needs (NOT ACCEPTING APPLICATIONS)
- Basic Needs (NOT ACCEPTING APPLICATIONS)
- Lived Experience Steering Committee Facilitation (NOT ACCEPTING APPLICATIONS)
- Eviction Prevention Rental Assistance (NOT ACCEPTING APPLICATIONS)

### 2. Please indicate which of the following is true with regard to the types of funding your organization is willing to receive. (Supports eligibility)

Select all that apply, or to accept funds from all sources, select "all of the above". Projects that will accept Federal Funds are

Item 8a. required to attach both an Acknowledgement of Required Assurances and a Risk Assessment form (See Documents tab).

- Will accept Federal funds
- Will accept State funds
- Will accept Local funds
- All of the above

**3. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check all boxes that apply. (Supports eligibility). By and For Organizations are those that are operated by and for the marginalized community to be served. By and For organizations have a primary mission and history of serving a specific marginalized community, and are culturally based, directed, and substantially controlled/managed by individuals from the specific marginalized population they serve. At the core of their programs, these agencies embody the central cultural values of the community to be served. Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, two-spirit, intersex and transgender; individuals with disabilities or who are deaf; and Native Americans.**

- Private/Non-Profit
- Community Housing Development Organization (CHDO) (Must meet HUD definition)
- Governmental Entity
- Corporation
- Limited Liability Corporation (LLC)
- Sole Proprietorship
- By and For Organization (See definition embedded in question above)
- Other (Submit supporting documentation)

**4. What population(s) is to be targeted for the service provided? Check all that apply. (Supports Criteria 1)**

Select all that apply.

- Adults (25 years of age and above)
- Young Adults (19-24 years of age)
- Children (0-18 years of age)
- Senior Citizens (as defined by your program)
- Families with Children
- Veterans
- Other or None (Explain in response to Question 8)

**5. Is this the first year this program will be in operation? If "No", what year did this program start? If "Yes", how long will it take after a contract is issued for the program to start? (Supports Criteria 11)**

*-answer not presented because of the answer to #1-*

**6. Indicate the type(s) of basic needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**7. Indicate the type(s) of Housing needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**8. Why is this program/project needed in our community? (Supports Criteria 1)**

*By and For Organizations should clearly and specifically identify the marginalized community they serve.*

Thurston County is facing an affordable housing and homelessness crisis. The county is facing a critical shortage of quality affordable housing options for low- to moderate-income families. As the Seattle metro-area continues expanding, the population of Thurston County also continues to grow. This population growth has increased demand for housing, causing housing prices and rents to increase significantly and displace many low- to moderate-income households.

According to the Thurston Regional Planning Council, the median housing price in the City of Tumwater is \$505,000 with a median household income of \$77,849. Out of the total 9,730 households in Tumwater, over 3,000 (32%) were cost burdened, meaning they spend more than 30 percent of their income on rent, mortgage payments, and other housing expenses. Of these, over 1,500 (16%) are severely cost burdened, spending more than half of their income on housing expenses. The percent of households that are cost burdened increases as income declines.

Many of our Critical Home Repair (CHR) applicants are living in unhealthy and potentially dangerous situations and are suffering in silence. Although they own their own homes, they don't have the true security, safety and health of a home even though they have a roof over their heads. They have normalized drinking out of a garden hose, showering with a bucket or living without a functional heating system. SPSFH is committed to helping our neighbors to improve their quality of living

through the CHR program. We are the only local program that has the capacity and skill to take on larger and more complex projects, such as roof replacements, complete heating system replacements/repairs and accessibility renovations including bathroom and kitchen remodels.

**9. Describe the activities and actions your project will undertake and accomplish with this funding. This language may be included as a scope of work in a grant contract and may be adjusted if a grant award is less than the requested amount. (Supports Criteria 1, 2, 3, 4, and 5a)**

SPSHFH launched the Critical Home Repair (CHR) program in 2020. The goal of CHR is to keep low- to moderate-income homeowners in their homes by fixing major issues that could make their homes uninhabitable and potentially leaving them vulnerable to homelessness. The program is designed for low-income homeowners who have experienced financial hardships and, as a result, may find themselves unable to maintain, add, or repair critical aspects of their homes. CHR provides affordable, critical home repairs to prevent low-income homeowners from being displaced from their residences and improve the quality and health of those homes.

SPSHFH's philosophy is to provide a homeowner with a hand up, not a handout. CHR allows those homeowners who can pay for a portion of the repairs to get the repair work done promptly. We offer zero interest payment plans for 12 or 24 months. Depending on the costs of the projects, households pay between \$33-104 per month. By paying for a portion of the repair work, homeowners invest in their home, a long-term, wealth-building asset. The amount homeowners contribute depends on the cost of the repair work and total household income. Financial contributions by homeowners give them a sense of pride in their homes and provide them a truer sense of ownership. Homeowners and household members who are able can complete sweat equity work, meaning they help complete the repair work on their home or another's home.

Repair work is organized and facilitated by the Repairs Program Manager. Repair work is completed by SPSHFH construction staff, our wonderful group of long-term, skilled volunteers, clients completing sweat equity hours, and the homeowners (if they are able). Thanks to our experience building houses in the county, we are already familiar with housing codes and permitting processes and requirements. When needed, SPSHFH will subcontract with local contractors for plumbing and electrical, as well as for any type of 'environmental' (lead, asbestos, mold) remediation work.

CHR projects are scheduled according to:

- When a complete application is submitted and reviewed by the applicant selection committee
- Preference of the homeowner
- Length of time it will take the homeowner to save up for their portion of the repair costs
- Availability of construction staff and skilled volunteers
- SPSHFH's available resources to pay for repair work and materials

The SPSHFH CHR program addresses a range of projects that vary in complexity. We have five projects in progress and 12 more on our current waitlist. For those 17 projects, we are averaging \$7,000 per project. Projects include mold remediation, roof repair, siding repair, porch repair, heating and cooling (heat pump installation) and bathroom accessibility.

**10. If applying for facilitation of the Lived Experience Steering Committee (LESC), please describe your agency's experience centering people with lived experience of homelessness (PLEH) within program development, hiring and support of peer staff, and/or advocacy efforts towards including PLEH voice in the HCRS. (Supports Criteria 1a)**

*-answer not presented because of the answer to #1-*

**11. Indicate the Strategy and Task in the 5 Year Homeless Housing Plan that your project seeks to address. Format Response as Strategy Number, Task. ie "Housing A-3: Task All new Homeless housing units should be focused on Housing First/Low Barrier)" If your project touches on multiple strategies/tasks, list the one that best aligns with your project. (Supports Criteria 1)**

*-answer not presented because of the answer to #1-*

**12. PHSS prioritizes funding for programs adhering to evidence-based and promising practices. For housing and homeless services applicants, how will this program follow a low-barrier/housing first approach? Attach evidence that demonstrates low barrier/housing first approach. (Supports Criteria 2 and 5a)**

*-answer not presented because of the answer to #1-*

**13. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities. Please explain how you will show success or measure your results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes. (Supports Criteria 2)**

The core objective for the CHR program is to restore safety and health to approximately 50 low- to moderate-income household residents by completing a total 25 critical home repair projects in 2024-2025 in Thurston County. (Low- to moderate-income is defined as having an income between 30 and 80% AM). SPSHFH's strategic plan includes three goals

relating to the CHR program expansion:

- Grow the number of families served.
- Grow our home building capacity by establishing a critical home repair program.
- Grow our capacity to accomplish our mission by positioning SPSHFH as an affordable housing solution and increasing capacity to expand our operations.

These goals are assessed monthly, quarterly, and annually.

City of Tumwater CDBG funding will go fund four to six projects benefitting approximately 12-18 City of Tumwater household members in 2024-25.

For these four to six projects, we expect that 15-20 household adults to complete 120 hours of sweat equity, along with 50 volunteers who will conduct 300 hours of repair work. The expected impact of the repair work on household adults:

- 90% experience an increase in skills and knowledge regarding the maintenance and upkeep of their home
- 90% experience a strengthened sense of ownership/pride in the home
- 80% experience a strengthened sense of connection with their community

All household adults ages 18 and over (i.e., those that fulfill sweat equity hours) are asked to complete a pre- and post-assessment of the items outlined above. Their responses pre- and post-program participation are compared to assess the growth they experienced due to their participation in our program.

**14. Describe the actions your agency has taken in recent years and intends to take in 2024 and 2025 to decrease disparity amongst identities overrepresented in the Homeless Crisis Response System (such as, Black, Indigenous, People of Color, LGBTQIA2S+, and people living with disabilities), advance or support racial equity and center people with lived experience of homelessness or those unstably housed or eligible under the Housing Choice Voucher program within your organization. Are there people in your leadership team that identify as BIPOC? If yes, please complete the table on the Documents tab. (Supports Criteria 1, 5a and 5b)**

DEI is a guiding principle of our organization. Habitat for Humanity welcome people from all walks of life to partner with us as volunteers, donors, employees and homebuyers. We celebrate and value diversity, welcome differences and leverage the collective strengths of all people.

As 2020 unfolded, the racial disparities brought to light by the COVID-19 pandemic and the continued killing of black people by police officers led our organization into discussions around our guiding principles and how we put them into action. Our organization provided staff with resources and time to continue to individually understand their role in our society and our organization. We also created an agency-wide DEI Committee and hired a Human Resources consulting firm to bring an equity lens to our hiring practices, job descriptions, employee engagement and communication.

SPSHFH understands that historic and persistent discrimination in US housing policy is one of the chief drivers of current racial inequities. Owning a home is the largest source of personal wealth for most families. The gap in homeownership has resulted in the median net wealth of Whites being 10 times greater than that of Black families - \$171,000 vs \$17,600. Black parents have dramatically less wealth to pass on to their children, driving economic, educational, and housing disparities for the next generation as well.

Eliminating disparities in homeownership rates and home equity gain will shrink the racial wealth gap. When homeowners are no longer housing cost-burdened, they allocate more than twice as much of their income towards buying healthier food, health care, and insurance. Children of homeowners are 116% more likely to graduate from college and will earn 24% higher income in their lifetime. Home equity is the leading asset households can leverage to start businesses and finance college educations. SPSHFH builds racially diverse neighborhoods. Over 40% of current SPSHFH homeowners are BIPOC.

**15. Where will the services be provided and how will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial disproportionality and 4) support historically vulnerable and disadvantaged populations? (Supports Criteria 5a)**

1) The CHR Manager and Development Director plan several community events, regularly attend other community events and outreach opportunities and advertise in print and digital media. We are regularly featured on Facebook, Mixx 96 FM, Roxy, The Ranger and Thurston Talk.

2) We anticipate that many of the CHR program projects will focus on modifications for accessibility (grab bars, widening of doorways, and ramp installation).

3) When we recruit homeowners for the CHR program, we use an Affirmative Fair Housing Marketing Plan, which is a

marketing strategy designed to attract eligible homeowners of all majority and minority groups, regardless of sex, disability, and familial status. See Question 9 for more information. This plan is proven effective based on the ethnicity of client households served by SPSHFH from 2016 to 2023:

- Black/African American: 6%
- Asian: 10%
- Multiracial: 14%
- White/Caucasian: 35%
- Native American: 5%
- Hispanic: 30%

4) SPSHFH serves people living with disabilities, racial minorities and lower- to moderate-income households. All of those SPSHFH serves are cost-burdened with 30% or more of their monthly income going to housing. Beyond income and housing cost-burden, SPSHFH does not specifically designate housing units for particular populations or subgroups. However, SPSHFH has typically served three groups:

- Single-headed households with children
- Households with family members who have disabilities
- Senior citizens

**16. If requesting set-aside funds for supporting activities (training, technical assistance, compensation for people with lived expertise in consultation roles through stipends) to decrease disparity and advance racial equity within your agency, please describe the specific activities these funds would support. (Supports Criteria 1, 5a, and 5b)**

*-answer not presented because of the answer to #1-*

**17. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships. If there are other organizations you collaborate with on a less formal basis, describe this collaboration. (Supports Criteria 4)**

SPSHFH partners with other housing and nonprofit community organizations to recruit potential applicants, including all Thurston County schools and head start programs, and other nonprofits. Rural communities in Thurston County are reached through partnerships with the Yelm Chamber of Commerce, Yelm Library, Lacey Presbyterian Church, Rochester Organization of Families (ROOF) and the Lewis Mason and Thurston County Area Agency on Aging.

Program outreach partners include:

Community Youth Services  
 Lacey Lion's Sunrise Meeting  
 Providence Hospital  
 Capitol Hospital  
 Code Enforcement - Lacey  
 Thurston County Food Bank  
 Senior Services of South Sound  
 CIELO  
 Senior Action Network  
 Thurston County school district  
 Rebuilding Together of Thurston County  
 Catholic Volunteer Services  
 Thurston Thrives  
 Family Support Center

**18. Who will provide the services, supervise the program staff and be responsible for reporting requirements? List the names, titles, responsibilities and length of time with the agency for each identified staff member. If new staff will be hired, briefly describe the qualifications or credentials necessary for the position. (Supports Criteria 2 and 8)**

Elizabeth Walker – CEO, less than one year at SPSHFH. Elizabeth leads SPSHFH to ensure that the mission, strategy, values and goals of the organization are achieved. She develops and drives the organization within the context of the nationwide strategic direction, and drives a collaborative process with the Board, community partners, and staff. Elizabeth cultivates a strong Board of Directors to lead and contribute to the fund development success of the organization.

Greg Laura – COO, 5 years at SPSHFH. Greg manages the Director of Construction, Director of Housing, and our two ReStore retail locations. Greg is responsible for the construction team, safety on site, and completing housing projects on time and within budget. He also supports and empowers our two store managers and their teams to grow our retail business and build a loyal following of Habitat shoppers.

Ben Fransua – Director of Construction, 3 years at SPSHFH. Ben has over a decade of experience in leadership, construction management and operational start-ups. As Director of Construction, he utilizes lean tactics to lead and guide the construction

department from land acquisition & development, new build construction, and critical home repair. Ben is a General Contractor with a Class B License (Residential & Commercial 5 Stories), holds OSHA 30 Certification, Renovator 1 Certification, as well as being a Certified Home Inspector.

**19. How many unduplicated individuals will be served by the program or project? Total project cost per person served. Please show your calculation: Total project budget/number of individuals served = total cost per person. (Supports Criteria 3)**

\$477,113.84 total less 10% admin costs of \$53,012.65 avg Total project budget= \$530,126.49 Admin costs = \$53,012.65  
Number of households served = 40  $\$477,113.84/40 = \$11,927.85$  per household

**20. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. (Supports Criteria 2 and 6)**

SPSHFH has extensive programmatic policies in place to ensure the proper use and safeguarding of public funds. The SPSHFH Homeowner Selection and Mortgage Origination Handbook is attached to this application. The policy handbook contains a collection of guidelines that apply to homeowner selection and mortgage origination for all homeowner services, including selection, support and committee personnel. The Financial Policy Manual is also attached, which covers the accounting, audit and financial management policies of SPSHFH.

**21. Describe your organization's policies and procedures for financial operations to assure the proper use and safeguarding of public funds. (Describe the organization's fiscal management, including internal controls and risk management, regarding: financial reporting, record keeping, accounting systems, payment approval procedures, and audit requirements and procedures.)(Supports Criteria 6)**

It is the policy of the SPSHFH to create and maintain accounting, billing, and cash control policies, procedures and records which are consistent with Generally Accepted Accounting Principles (GAAP) and which meet the requirements of state and federal statutes and regulations as well as those financial policies provided by Habitat for Humanity International. The accounting, audit, and financial management policies are designed to protect and secure the assets of SPSHFH, ensure the maintenance of accurate records of the organizations financial activities, and ensure compliance with governmental and private funding reporting requirements.

- A) The Board of Directors approves financial policies every two years. The policies are reviewed annually by the Internal Committee. In the interim any necessary changes as determined by the Internal Committee will be presented to the Board of Directors for approval.
  - B) Current job descriptions will be maintained for all employees, indicating financial duties and responsibilities.
  - C) Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payroll, reconciliation of bank accounts, etc.
  - D) Employee/volunteer dishonesty insurance will be maintained at an amount not less than \$250,000.
  - E) Affiliate finance staff will maintain a current and accurate log of the chart of accounts and job accounts.
  - F) Segregation of duties is implemented to the greatest extent feasible within the limitations of the size of the organization staff.
  - G) The fiscal year for the SPSHFH is July 1st through June 30th.
- A copy of SPSHFH's Financial Policy Handbook is attached to this grant application.

**22. Did your most recent financial audit in the past 24 months result in any findings? If yes, have all findings and concerns been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 6 and 10)**

- Audit conducted with NO audit findings
- Yes, audit findings. All findings have been resolved.
- Yes, audit findings. Findings have NOT all been resolved
- No audit conducted in past 24 months.

**23. Did your most recent programmatic monitoring (either County, State, or Federal) in the past 24 months result in any findings? If yes, have all findings been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 10)**

- Monitoring conducted with NO program monitoring findings
- Yes program monitoring findings. All findings have been resolved
- Yes program monitoring findings. Findings have NOT all been resolved
- NA - program has not received program monitoring in past 24 months.
- NA - program is less than 12 months old and no monitoring has been conducted.

**24. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you**

**have identified financial resources other than those in this current request, please identify whether the other funding is committed. What are the plans to ensure that the project is able to be fully and successfully completed? If other funds are committed, please attach a letter of commitment from the identified funding source(s). For Capital and CDBG projects, all required funds must be committed before a written agreement with Thurston County will be executed. (Supports Criteria 3 and 6)**

Committed funding includes:

MultiCare Community Foundation - \$5,000  
 USDA Housing Preservation Grant - \$100,000  
 City of Olympia CDBG 23-24 program year- \$77,500  
 Thurston County 2163 grant- \$92,000  
 City of Lacey CDBG - \$55,000

Pending funding:

City of Olympia CDBG: \$75,000  
 Lowe's: \$32,000  
 Tulalip Cares: \$10,000  
 USDA Housing Preservation Grant: \$100,000

**25. What type of Affordable Housing Project is being proposed? Select all the boxes that apply. (Support eligibility)**

*-answer not presented because of the answer to #1-*

**26. Describe your plan for completing this project on time and on budget. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for Affordable Housing Projects. These forms can be found under the Documents tab and should be uploaded to the same tab after completion. (Supports Criteria 2, 8 and 9)**  
*For CDBG-Capital projects a Project Timeline is required, but the provided form is not required. The information provided should include a bid release/closing date, selection of a general contractor, start/end construction date, and other key dates.*  
 Project Timeline, Funding Sources and Project Team Summary forms are attached.

SPSHFH has 30+ years of extensive experience on planning, budgeting and executing construction projects. The CHR projects are conducted on a rolling basis throughout the grant period based on client availability.

**27. List the name and organization of the person(s) (up to a max of 3 people) who will serve as the project manager or serve in a lead role on the project. Briefly describe their role on the project, experience serving in their assigned role on similar projects and attach their resume reflecting their relevant experience under the Documents tab. (Supports Criteria 8)**

Greg Laura – COO, 5 years at SPSHFH. Greg manages the Director of Construction, Director of Housing, and our two ReStore retail locations. Greg is responsible for the construction team, safety on site, and completing housing projects on time and within budget. He also supports and empowers our two store managers and their teams to grow our retail business and build a loyal following of Habitat shoppers.

Ben Fransua – Director of Construction, 3 years at SPSHFH. Ben has over a decade of experience in leadership, construction management and operational start-ups. As Director of Construction, he utilizes lean tactics to lead and guide the construction department from land acquisition & development, new build construction, and critical home repair. Ben is a General Contractor with a Class B License (Residential & Commercial 5 Stories), holds OSHA 30 Certification, Renovator 1 Certification, as well as being a Certified Home Inspector.

**28. Please describe how the project will meet and document income eligibility requirements. Please include your method for ensuring that eligible Thurston County residents will benefit from this project.**

Since SPSHFH is a fair housing builder and lender, CHR applicants must have an income between 30 to 80% AMI. SPSHFH focuses on serving those households less than or equal to 60% AMI. They must also own a home in Thurston County.

Applicants are required to disclose and document six months' worth of their household income and assets, credit and debts, and household monthly bills. Applicants must submit a Form W-2, Wage and Tax Statement during the application phase and again before repairs begin to ensure that the household meets the income guidelines. SPSHFH will verify homeownership and other liens against the property through the Thurston County Auditor's Office.

The Critical Program Repair Manager and Development Director plan several community events, regularly attend other community events and outreach opportunities, and advertise in print and digital media. We are regularly featured on Facebook, Mixx 96 FM, Roxy, The Ranger and Thurston Talk.

**29. If this is an Affordable Housing or CDBG-Capital project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in question #26 and uploaded to the Documents tab, Affordable Housing and CDBG-Capital projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.**

No

**30. A) Does the applicant organization own the property? B) If not, does it plan to acquire building(s) or land as part of this project? C) Has a legally binding contract to purchase the property been signed prior to your intent to apply for funds? If yes to any of these questions, answer Question 31. If no to all, answer NA for Question 31 and proceed to Question 32. Format response as: A) yes/no; B) yes/no/NA; C) yes/no/NA**

A) No B) N/A C) N/A

**31. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Antidisplacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents tab. If required, a RARAP must include information regarding how displacement will minimize the number of residents required to move, the type of relocation, notification procedures, and relocation benefits to be provided.**

Yes

No

NA

**32. Is your Project currently underway?**

Yes

No

**33. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed**  
NEPA environmental review is dependent on homeowner selection. SPSHFH has completed one in the past for CHR funding. We are familiar with the requirements and prepared to go through the process once homeowners are selected.

**34. The Risk Assessment Form, located under the Documents tab, has been completed and attached to this application. (Supports eligibility)**

*Note: All applicants must complete a risk assessment form.*

Yes

**35. Select all options below that describe your proposed program and how it will benefit the residents of the City of Tumwater.**

Organization is located in Tumwater and will only serve Tumwater residents

Organization is located in Tumwater and will serve all county residents

Organization is not located in Tumwater and will serve all county residents

75% or more of beneficiaries will be Tumwater residents

50-74% of beneficiaries will be Tumwater residents

25-49% of beneficiaries will be Tumwater residents

1-24% of beneficiaries will be Tumwater residents

**36. What type of activity will the project perform? The City of Tumwater has identified affordable housing and public service activities as their top priorities for funding. (Check all that apply)**

Energy Efficiency Improvements

Land Acquisition

Affordable Housing Acquisition

Affordable Housing Rehabilitation/Preservation

Home Buyer Assistance

Publicly-Owned Infrastructure/Off-Site Improvements Supporting Affordable Housing

Public service

**37. Select the CDBG eligible activity category the project falls under.**

Affordable housing

Public services



**38. What is the service area or operation area (e.g. census tract, neighborhood)? (Supports eligibility)**

City of Tumwater

**39. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons? For Questions 40, 41 and 42, answer the question that applies to your project and indicate NA for the National Objective benefits which do NOT apply to your proposed project.**

- Area Benefit  
 Limited Clientele Benefit  
 Housing Benefit

**40. For Area Benefit, list the boundaries of the service area, state the percentage of LMI persons that reside in the service area and provide the source of this data.**

N/A

**41. For Limited Clientele benefit, indicate whether the project will serve at least 51% low and moderate income (LMI) individuals and whether it will document participant's income, have income eligibility requirements, or serve a presumed LMI category.**

All eligible CHR applicants must have an income between 30 to 80% AMI. Applicants are required to disclose and document six months' worth of their household income and assets, credit and debts, and household monthly bills.

**42. For Housing benefit, indicate if the project is a one, two or more than two unit structure and the percentage of units that will benefit low and moderate income individuals or if you will provide assistance to reduce development costs of new construction.**

N/A

**43. How many bed nights will you provide?***-answer not presented because of the answer to #1-***44. What is the cost per bed night? Please show your calculation: Project budget/number of bed nights = total cost per bed night***-answer not presented because of the answer to #1-***45. Have you operated an emergency shelter program before and will you be ready to proceed on January 1, 2025?***-answer not presented because of the answer to #1-***46. If you are unable to implement your proposed project without a minimum funding award, list the MINIMUM funding award that you will accept for the proposed project? (This information will be considered only if a potential award is less than the minimum amount listed. The funding body may determine to not make awards for less than the minimum.)***-answer not presented because of the answer to #1-***Budget [top](#)**

<b>SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET</b>	Grant Request	Applicant's Own Resources	Committed Outside Funding	Uncommitted Outside Funding	TOTAL
Administrative Costs					\$ 0.00
Personnel Costs					\$ 0.00
Facility Costs: Rent/Mortgage					\$ 0.00
Operating Costs:					\$ 0.00
Insurance/Training/Transportation/Utilities/etc					\$ 0.00
Supplies: Phone, printing, copying, and equipment					\$ 0.00
Rapid Rehousing					\$ 0.00
Rental Assistance					\$ 0.00
Diversion Assistance					\$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)					\$ 0.00
Other:					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**AFFORDABLE HOUSING/CDBG  
CAPITAL PROJECT BUDGET**

	Year 1 Grant Request	Applicant's Resources	Other Federal	State/Local	Private/Other	TOTAL
Rehab Costs	\$ 25,000.00		\$ 100,000.00	\$ 17,000.00	\$ 5,000.00	\$ 147,000.00
Personnel	\$ 12,500.00		\$ 175,362.44	\$ 187,862.44		\$ 375,724.88
Indirect Costs/Admin	\$ 7,500.00	\$ 34,764.05				\$ 42,264.05
Utilities						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
<b>Total</b>	<b>\$ 45,000.00</b>	<b>\$ 34,764.05</b>	<b>\$ 275,362.44</b>	<b>\$ 204,862.44</b>	<b>\$ 5,000.00</b>	<b>\$ 564,988.93</b>

**Budget Narrative**

CHR projects are scheduled according to:

- When a complete application is submitted and reviewed by the applicant selection committee
- Preference of the homeowner
- Length of time it will take the homeowner to save up for their portion of the repair costs
- Availability of construction staff and skilled volunteers
- SPSHFH's available resources to pay for repair work and materials

We aim to complete one CHR project per month during the 12-month grant period. This should be ample time to complete at least 10 projects. SPSHFH is solely responsible for completing CHR projects.

Committed funding includes:

- MultiCare Community Foundation - \$5,000
- Thurston County AHHS - \$92,000
- City of Lacey CDBG - \$55,000
- City of Olympia CDBG - \$75,000

**Documents [top](#)**
**Documents Requested \***
**Required? Attached Documents \***

Verification and Signature  
[download template](#)



[Verification and Signature](#)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 return (or link to electronic version) -For For-Profits: Articles of Incorporation



[IRS Letter  
990](#)

For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)

[Board Roster](#)

[Bylaws](#)

[Articles of Incorporation](#)

Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)



[2023 Audit](#)

Financial Commitment Letters

[Financial Commitment Letter](#)

[Financial Commitment Letter](#)

[Financial Commitment Letter](#)

[Financial Commitment Letter](#)

Letters of Support or Collaboration Memorandum

General Liability Insurance Certificate

[General Liability Insurance](#)

Risk Assessment <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Risk Assessment</a>
Demographic Composition of Organization (as part of response to Question #14) <a href="#">download template</a>		<a href="#">Demographic Composition</a>
Project Timeline (Required for Affordable Housing and CDBG applicants) <a href="#">download template</a>		<a href="#">Project Timeline</a>
Resumes (Required for Affordable Housing and CDBG applicants)		<a href="#">Resumes</a>
Project Team Summary (Required for Affordable Housing and CDBG Capital applicants) <a href="#">download template</a>		<a href="#">Project Team Summary</a>
Pro Forma. (Required for Affordable Housing and CDBG rental project applicants) <a href="#">download template</a>		
Financing Sources (Required for Affordable Housing applicants) <a href="#">download template</a>		
Rents and AMI (Required for Affordable Housing rental housing applicants) <a href="#">download template</a>		
Development Budget (Required for Affordable Housing applicants) <a href="#">download template</a>		
Purchase or Option Agreement		
Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds) <a href="#">download template</a>		<a href="#">Assurances</a>
Environmental Review Documentation		
Project Map/Service Area		
Residential Antidisplacement and Relocation Assistance Plan (RARAP)(Required if answer "yes" to Application Question #31)		
Program Policies and Procedures (As part of response to Question #20)		<a href="#">DEI Strategic Narrative</a> <a href="#">Employee Handbook</a> <a href="#">SPSHFH Core Values</a> <a href="#">Land Acknowledgement</a> <a href="#">Financial Policy Handbook</a> <a href="#">CHR Policy</a>
Low Barrier/Housing first policies and documents (As part of response to Question #12)		
Other		

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 465466

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Attachment C4

Thurston County Public Health and Social Services  
 Thurston County, Public Health and Social Services  
**2024 Consolidated Grant Application- Thurston County**  
 Deadline: 4/5/2024

## South Puget Sound Habitat for Humanity Tâícn Townhomes Buy Down - City of Tumwater CDBG

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**\$ 560,000.00** Requested

Submitted: 4/4/2024 3:17:11 PM (Pacific)

### Project Contact

Heather Binns

[cora@spshabitat.org](mailto:cora@spshabitat.org)

Tel: 503-705-2129

### Additional Contacts

*none entered*

### South Puget Sound Habitat for Humanity

1216 2nd Ave SW  
 Tumwater, WA 98512  
 United States

### CEO

Elizabeth Walker

[elizabeth@spshabitat.org](mailto:elizabeth@spshabitat.org)

Telephone 360-956-3456 x116

Fax

Web [www.spshabitat.org](http://www.spshabitat.org)

## Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

### 1. What type of project are you proposing?

Select one. For more information on each project type, review the RFP Instructions under the Library tab.

- Affordable Housing Projects
- Homeless Services - Cold and Hazardous Weather Projects
- CDBG - Capital Projects (City of Tumwater projects only)
- CDBG - Public Service (City of Tumwater projects only)
- Veterans Emergency Shelter Bed Program (Vets RFP)
- Housing Basic Needs (NOT ACCEPTING APPLICATIONS)
- Basic Needs (NOT ACCEPTING APPLICATIONS)
- Lived Experience Steering Committee Facilitation (NOT ACCEPTING APPLICATIONS)
- Eviction Prevention Rental Assistance (NOT ACCEPTING APPLICATIONS)

### 2. Please indicate which of the following is true with regard to the types of funding your organization is willing to receive. (Supports eligibility)

Select all that apply, or to accept funds from all sources, select "all of the above". Projects that will accept Federal Funds are

Item 8a. required to attach both an Acknowledgement of Required Assurances and a Risk Assessment form (See Documents tab).

- Will accept Federal funds
- Will accept State funds
- Will accept Local funds
- All of the above

**3. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check all boxes that apply. (Supports eligibility). By and For Organizations are those that are operated by and for the marginalized community to be served. By and For organizations have a primary mission and history of serving a specific marginalized community, and are culturally based, directed, and substantially controlled/managed by individuals from the specific marginalized population they serve. At the core of their programs, these agencies embody the central cultural values of the community to be served. Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, two-spirit, intersex and transgender; individuals with disabilities or who are deaf; and Native Americans.**

- Private/Non-Profit
- Community Housing Development Organization (CHDO) (Must meet HUD definition)
- Governmental Entity
- Corporation
- Limited Liability Corporation (LLC)
- Sole Proprietorship
- By and For Organization (See definition embedded in question above)
- Other (Submit supporting documentation)

**4. What population(s) is to be targeted for the service provided? Check all that apply. (Supports Criteria 1)**

Select all that apply.

- Adults (25 years of age and above)
- Young Adults (19-24 years of age)
- Children (0-18 years of age)
- Senior Citizens (as defined by your program)
- Families with Children
- Veterans
- Other or None (Explain in response to Question 8)

**5. Is this the first year this program will be in operation? If "No", what year did this program start? If "Yes", how long will it take after a contract is issued for the program to start? (Supports Criteria 11)**

*-answer not presented because of the answer to #1-*

**6. Indicate the type(s) of basic needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**7. Indicate the type(s) of Housing needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**8. Why is this program/project needed in our community? (Supports Criteria 1)**

*By and For Organizations should clearly and specifically identify the marginalized community they serve.*

SPSHFH is the only builder of affordable, owner-occupied housing units in Thurston County. Home ownership strengthens communities, their neighborhoods, children, health and economy.

SPSHFH broke ground in March 2023 for the Tâlicn Townhomes development of a 3-acre parcel in Tumwater, WA, that will include 14 duplexes to house 28 families for lower to moderate income (30-80% AMI), first-time homebuyers. The floor plan of the townhouses accommodates four bedrooms including an accessible bedroom on the ground floor, two bathrooms, and a roomy kitchen with an island that serves as a large great room.

Habitat homes are sold to those with an income of less than 80% area median income (AMI) and that are housing cost burdened. In 22 of our last 25 households served, the families were severely cost-burdened with 50% or more of their income going to housing. According to the Thurston Regional Planning Council, the median housing price in the City of Tumwater is \$505,000 with a median household income of \$77,849. Out of the total 9,730 households in Tumwater, over 3,000 (32%) were cost burdened, meaning they spend more than 30 percent of their income on rent, mortgage payments, and other housing expenses. Of these, over 1,500 (16%) are severely cost burdened, spending more than half of their income on housing expenses. The percent of households that are cost burdened increases as income declines.

An investment in affordable homes and a commitment to keeping the price of those homes' equitable pays long term dividends. When homeowners are no longer housing cost burdened, they allocate more than twice as much of their income towards buying healthier food, health care, and insurance. Children of homeowners are 116% more likely to graduate from college and will earn 24% higher income in their lifetime. Home equity is the leading asset households can leverage to start businesses and finance college educations.

**9. Describe the activities and actions your project will undertake and accomplish with this funding. This language may be included as a scope of work in a grant contract and may be adjusted if a grant award is less than the requested amount. (Supports Criteria 1, 2, 3, 4, and 5a)**

SPSHFH expects that a third-party appraiser will value the Tâlicn Townhomes around \$400,000 each. The third-party appraised price is by policy the sales price of a Habitat home. Our homeowners cannot afford a \$400,000 mortgage. SPSHFH is committed to keeping homeowners' monthly PITI (mortgage principle, interest, taxes, and insurance) plus any Homeowners Association fees to 30% of their income. Our homeowners can typically afford the following mortgages:

- 40% AMI household: \$100,000
- 50% AMI household: \$137,000
- 60% AMI household: \$150,000

Some homeowners, depending on their circumstances, can access different pots of down payment assistance that others cannot. Graduates of the Thurston Co. Housing Authority's Self-Sufficiency Program can access \$38,000 in assistance. Those who have taken the Washington Housing Finance Commission's first homebuyer class are eligible for \$10,000 in assistance. Most homeowners are only able to access \$10,000 in assistance.

To help homeowners bridge the gap, SPSHFH provides a second "silent" mortgage. It mirrors the applicants' first mortgage in length and is held by SPSHFH. These silent loans have ranged from \$100,000 to more than \$200,000 depending on the circumstances and income of the homebuyer. No interest is charged, and no payments are due on this silent second, it gets paid back to Habitat if a homeowner sells their home. Homeowners in the Tâlicn Townhomes Development will sign a Shared Equity Model financial agreement. This agreement describes the percent on equity that the homeowner will receive upon sale of their home based on the number of years that they live in their home.

Homeowners that cannot access enough down payment assistance end up having a much larger silent second loan than other homeowners who are able to access support. We want the purchase of Habitat homes to be equitable for all our homeowners regardless of their income level and access to down payment assistance. We do not want some homeowners saddled with more debt than others, simply to access an affordable home.

We propose using \$560,000 in CDBG funding to buy down the purchase price of a Tâlicn Townhomes for 14 homeowners by \$40,000 each, thereby making their second silent loans similar amounts. The county will use CDBG funds to buy down the sales price to reduce the homeowners' second silent loans to an equitable amount. (Due to homebuilding costs skyrocketing, we expect Habitat home values to continue to rise and the homeowners to have even larger silent second loans.)

By having a portion of the sales price of their home bought down, homeowners will begin homeownership with even greater equity in their homes than they would without the buy down. They will begin homeownership on a more stable foundation for their family's future to grow and thrive upon.

**10. If applying for facilitation of the Lived Experience Steering Committee (LESC), please describe your agency's experience centering people with lived experience of homelessness (PLEH) within program development, hiring and support of peer staff, and/or advocacy efforts towards including PLEH voice in the HCRS. (Supports Criteria 1a)**

*-answer not presented because of the answer to #1-*

**11. Indicate the Strategy and Task in the 5 Year Homeless Housing Plan that your project seeks to address. Format Response as Strategy Number, Task. ie "Housing A-3: Task All new Homeless housing units should be focused on Housing First/Low Barrier)" If your project touches on multiple strategies/tasks, list the one that best aligns with your project. (Supports Criteria 1)**

*-answer not presented because of the answer to #1-*

**12. PHSS prioritizes funding for programs adhering to evidence-based and promising practices. For housing and homeless services applicants, how will this program follow a low-barrier/housing first approach? Attach evidence that demonstrates low barrier/housing first approach. (Supports Criteria 2 and 5a)**

*-answer not presented because of the answer to #1-*

**13. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities. Please explain how you will show success or measure your results/ outcomes. If your program**

**has been operational during the past 12 months, please highlight recent key impacts and outcomes. (Supports Criteria 2)**

When the Tâlcñ Townhomes development is complete in 2026, it will provide 28 units of affordable housing for at least 70 low- to moderate-income residents in Thurston County.

The staggered design of Tâlcñ Townhomes duplexes will provide local families with affordable and high-performance homes that meet the rigorous Evergreen Sustainable Development Standard (ESDS). The pragmatic and modern design of these duplex townhouses helps us stretch every dollar in the interest of increasing performance and efficiency. We used an integrative process, green development plan, universal design, and socially sustainable living patterns to develop the project.

Features:

- ESDS - a rigorous building performance standard that contains criteria that safeguard health and safety, increase durability, promote sustainable living, preserve the environment, and increase energy and water efficiency.
- Staggered duplex townhouse design provides visual interest and additional privacy by creating discrete entrances for each home.
- The ground-floor bedroom floor plan creates a 4th bedroom in one half of each townhome.

We insured that the location and layout of the neighborhood allow us to maximize density, preserve and access open space, and create walkable neighborhoods. Site improvements include:

- Environmental remediation
- Erosion and sedimentation control
- Efficient irrigation and surface water management

Within the homes, we use:

- Water-conserving fixtures
- Energy Star appliances
- Efficient lighting
- Low/no VOC paints, primers, adhesives, and sealants
- Exceptional air sealing
- High-performance windows and doors, and energy management

**14. Describe the actions your agency has taken in recent years and intends to take in 2024 and 2025 to decrease disparity amongst identities overrepresented in the Homeless Crisis Response System (such as, Black, Indigenous, People of Color, LGBTQIA2S+, and people living with disabilities), advance or support racial equity and center people with lived experience of homelessness or those unstably housed or eligible under the Housing Choice Voucher program within your organization. Are there people in your leadership team that identify as BIPOC? If yes, please complete the table on the Documents tab. (Supports Criteria 1, 5a and 5b)**

DEI is a guiding principle of our organization. Habitat for Humanity welcome people from all walks of life to partner with us as volunteers, donors, employees and homebuyers. We celebrate and value diversity, welcome differences and leverage the collective strengths of all people.

As 2020 unfolded, the racial disparities brought to light by the COVID-19 pandemic and the continued killing of black people by police officers led our organization into discussions around our guiding principles and how we put them into action. Our organization provided staff with resources and time to continue to individually understand their role in our society and our organization. We also created an agency-wide DEI Committee and hired a Human Resources consulting firm to bring an equity lens to our hiring practices, job descriptions, employee engagement and communication.

SPSHFH understands that historic and persistent discrimination in US housing policy is one of the chief drivers of current racial inequities. Owning a home is the largest source of personal wealth for most families. The gap in homeownership has resulted in the median net wealth of Whites being 10 times greater than that of Black families - \$171,000 vs \$17,600. Black parents have dramatically less wealth to pass on to their children, driving economic, educational, and housing disparities for the next generation as well.

Eliminating disparities in homeownership rates and home equity gain will shrink the racial wealth gap. When homeowners are no longer housing cost-burdened, they allocate more than twice as much of their income towards buying healthier food, health care, and insurance. Children of homeowners are 116% more likely to graduate from college and will earn 24% higher income in their lifetime. Home equity is the leading asset households can leverage to start businesses and finance college educations. SPSHFH builds racially diverse neighborhoods. Over 40% of current SPSHFH homeowners are BIPOC.

**15. Where will the services be provided and how will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial disproportionality and 4) support historically vulnerable and disadvantaged populations? (Supports Criteria 5a)**

1) SPSHFH uses a year-round affirmative marketing plan. The 1st Security Bank Partner Plus Homeownership Coordinator

effectively markets our homeownership program to the Thurston Co. community. To attract potential homeowners, SPSHFH plans several community events, regularly attend other community events and outreach opportunities, and advertise in print and digital media.

2) Tâlicn Townhome units will include the following accessibility features:

- A bedroom on the first floor of all two-story houses.
- All exterior and interior doors are 36-inches wide.
- Bathrooms have five-foot spins so a wheelchair can maneuver without obstruction.
- Community features include wheelchair accessible street corners.

3) SPSHFH builds diverse neighborhoods. The ethnicity of client households served by SPSHFH from 2016-2023:

- Black/African American: 6%
- Asian: 10%
- Multiracial: 14%
- White/Caucasian: 35%
- Native American: 5%
- Hispanic: 30%

4) SPSHFH serves people living with disabilities, racial minorities and lower to moderate income households. All of those SPSHFH serves are cost-burdened with 30% or more of their monthly income going to housing. Beyond income and housing cost-burden, SPSHFH does not specifically designate housing units for particular populations or subgroups. SPSHFH has typically served three groups:

- Single-headed households with children
- Households with family members who have disabilities
- Senior citizens

**16. If requesting set-aside funds for supporting activities (training, technical assistance, compensation for people with lived expertise in consultation roles through stipends) to decrease disparity and advance racial equity within your agency, please describe the specific activities these funds would support. (Supports Criteria 1, 5a, and 5b)**  
*-answer not presented because of the answer to #1-*

**17. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships. If there are other organizations you collaborate with on a less formal basis, describe this collaboration. (Supports Criteria 4)**

SPSHFH partnered with The Cowlitz Indian Tribe as the Neighborhood Sponsor for this project. The Cowlitz Tribe made a \$100,000 donation to the project. The community will be named Tâlicn, which means "to help" in the Lower Cowlitz Coast Salish language.

A formal MOU agreement is in place with NeighborWorks, which provides homeownership curriculum, including homebuyer education and budget/money management counseling to homeowners.

SPSHFH engages volunteers to assist with repairs. We partner with more than 500 volunteers every year in a variety of work from home building to assisting at our ReStores to completing administrative work.

**18. Who will provide the services, supervise the program staff and be responsible for reporting requirements? List the names, titles, responsibilities and length of time with the agency for each identified staff member. If new staff will be hired, briefly describe the qualifications or credentials necessary for the position. (Supports Criteria 2 and 8)**

Elizabeth Walker – CEO, less than one year at SPSHFH. Elizabeth leads SPSHFH to ensure that the mission, strategy, values and goals of the organization are achieved. She develops and drives the organization within the context of the nationwide strategic direction, and drives a collaborative process with the Board, community partners, and staff. Elizabeth cultivates a strong Board of Directors to lead and contribute to the fund development success of the organization.

Greg Laura – COO, 5 years at SPSHFH. Greg manages the Director of Construction, Director of Housing and our two ReStore retail locations. Greg is responsible for the construction team, safety on site, and completing housing projects on time and within budget. He also supports and empowers our two store managers and their teams to grow our retail business and build a loyal following of Habitat shoppers.

**19. How many unduplicated individuals will be served by the program or project? Total project cost per person served. Please show your calculation: Total project budget/number of individuals served = total cost per person. (Supports Criteria 3)**

14 households will receive assistance Total - \$560,000 Amount per household:  $\$560,000/14 = \$40,000$

**20. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. (Supports Criteria 2 and 6)**

SPSHFH has extensive programmatic policies in place to ensure the proper use and safeguarding of public funds. The SPSHFH Homeowner Selection and Mortgage Origination Handbook is attached to this application. The policy handbook



contains a collection of guidelines that apply to homeowner selection and mortgage origination for all homeowner services, including selection, support and committee personnel. The Financial Policy Manual is also attached, which covers the accounting, audit and financial management policies of SPSHFH.

**21. Describe your organization's policies and procedures for financial operations to assure the proper use and safeguarding of public funds. (Describe the organization's fiscal management, including internal controls and risk management, regarding: financial reporting, record keeping, accounting systems, payment approval procedures, and audit requirements and procedures.)(Supports Criteria 6)**

It is the policy of the SPSHFH to create and maintain accounting, billing, and cash control policies, procedures and records which are consistent with Generally Accepted Accounting Principles (GAAP) and which meet the requirements of state and federal statutes and regulations as well as those financial policies provided by Habitat for Humanity International. The accounting, audit, and financial management policies are designed to protect and secure the assets of SPSHFH, ensure the maintenance of accurate records of the organizations financial activities, and ensure compliance with governmental and private funding reporting requirements.

A) The Board of Directors approves financial policies every two years. The policies are reviewed annually by the Internal Committee. In the interim any necessary changes as determined by the Internal Committee will be presented to the Board of Directors for approval.

B) Current job descriptions will be maintained for all employees, indicating financial duties and responsibilities.

C) Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payroll, reconciliation of bank accounts, etc.

D) Employee/volunteer dishonesty insurance will be maintained at an amount not less than \$250,000.

E) Affiliate finance staff will maintain a current and accurate log of the chart of accounts and job accounts.

F) Segregation of duties is implemented to the greatest extent feasible within the limitations of the size of the organization staff.

G) The fiscal year for the SPSHFH is July 1st through June 30th. A copy of SPSHFH's Financial Policy Handbook is attached to this grant application.

**22. Did your most recent financial audit in the past 24 months result in any findings? If yes, have all findings and concerns been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 6 and 10)**

- Audit conducted with NO audit findings
- Yes, audit findings. All findings have been resolved.
- Yes, audit findings. Findings have NOT all been resolved
- No audit conducted in past 24 months.

**23. Did your most recent programmatic monitoring (either County, State, or Federal) in the past 24 months result in any findings? If yes, have all findings been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 10)**

- Monitoring conducted with NO program monitoring findings
- Yes program monitoring findings. All findings have been resolved
- Yes program monitoring findings. Findings have NOT all been resolved
- NA - program has not received program monitoring in past 24 months.
- NA - program is less than 12 months old and no monitoring has been conducted.

**24. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you have identified financial resources other than those in this current request, please identify whether the other funding is committed. What are the plans to ensure that the project is able to be fully and successfully completed? If other funds are committed, please attach a letter of commitment from the identified funding source(s). For Capital and CDBG projects, all required funds must be committed before a written agreement with Thurston County will be executed. (Supports Criteria 3 and 6)**

No other financial resources have been identified for the Buy Down project, other than this current request.

**25. What type of Affordable Housing Project is being proposed? Select all the boxes that apply. (Support eligibility)**

*-answer not presented because of the answer to #1-*

**26. Describe your plan for completing this project on time and on budget. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for Affordable Housing Projects. These forms can be found under the Documents tab and should be uploaded to the same tab after completion. (Supports Criteria 2, 8 and 9)**

*For CDBG-Capital projects a Project Timeline is required, but the provided form is not required. The information provided should include a bid release/closing date, selection of a general contractor, start/end construction date, and other key dates. For the Tâlcin Townhomes development, SPSHFH will construct 28 townhomes for the total project and 14 units for Phase 1*

and Phase 2 each with anticipated completion of all units in March 2026. See attached Project Timeline. The purchase process for Phase 2 will occur approximately November of 2025 to April of 2026 with CDBG funds utilized then. CDBG funds will buy down the purchase price by \$40,000 for each homeowner (14 total).

The townhomes will be constructed to be highly efficient and have low environmental impact. We meet and exceed the conditions and practices set forth by the Evergreen Sustainable Development Standards. The Tâlicn Townhomes development is located in the City of Tumwater and is monitored, inspected, and approved by the city's Dept. of Community Development and Dept. of Public Works. All inspections are conducted with or reported to SPSHFH's Director of Construction.

SPSHFH works with community partners and government entities to reduce or eliminate a substantial portion of the development costs. This is done through discounted or waived permit or impact fees and leveraging community partners to obtain low cost and donated construction materials.

Note: Since this project does not involve rental properties, the 3-year pro-forma is not required

**27. List the name and organization of the person(s) (up to a max of 3 people) who will serve as the project manager or serve in a lead role on the project. Briefly describe their role on the project, experience serving in their assigned role on similar projects and attach their resume reflecting their relevant experience under the Documents tab. (Supports Criteria 8)**

Elizabeth Walker – CEO, less than one year at SPSHFH. Elizabeth leads SPSHFH to ensure that the mission, strategy, values and goals of the organization are achieved. She develops and drives the organization within the context of the nationwide strategic direction, and drives a collaborative process with the Board, community partners, and staff. Elizabeth cultivates a strong Board of Directors to lead and contribute to the fund development success of the organization.

Greg Laura – COO, 5 years at SPSHFH. Greg manages the Director of Construction, Director of Housing , and our two ReStore retail locations. Greg is responsible for the construction team, safety on site, and completing housing projects on time and within budget. He also supports and empowers our two store managers and their teams to grow our retail business and build a loyal following of Habitat shoppers.

**28. Please describe how the project will meet and document income eligibility requirements. Please include your method for ensuring that eligible Thurston County residents will benefit from this project.**

When selecting homeowners, SPSHFH uses the following eligibility criteria:

- 1) Household income must be between 30% and 80% of the area median income (AMI);
- 2) Applicants must be citizens or legal permanent residents of the United States;
- 3) Applicants must have lived or worked in Thurston County for at least one year; and
- 4) Applicants must not have filed bankruptcy in the last year.

Applicants are required to disclose and document six months' worth of their household income and assets, applicant credit and debts, and household monthly bills. Applicants must submit a Form W-2, Wage and Tax Statement during the application phase and at closing to ensure that the household meets the income guidelines.

**29. If this is an Affordable Housing or CDBG-Capital project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in question #26 and uploaded to the Documents tab, Affordable Housing and CDBG-Capital projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.**

The project is not dependent on future funding.

**30. A) Does the applicant organization own the property? B) If not, does it plan to acquire building(s) or land as part of this project? C) Has a legally binding contract to purchase the property been signed prior to your intent to apply for funds? If yes to any of these questions, answer Question 31. If no to all, answer NA for Question 31 and proceed to Question 32. Format response as: A) yes/no; B) yes/no/NA; C) yes/no/NA**

A) Yes, B) N/A, C)N/A

**31. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Antidisplacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents tab. If required, a RARAP must include information regarding how displacement will minimize the number of residents required to move, the type of relocation, notification procedures, and relocation benefits to be provided.**

- Yes  
 No  
 NA

**32. Is your Project currently underway?**

- Yes  
 No

**33. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed**  
 YES, NEPA completed by Thurston County on 5/12/22.

**34. The Risk Assessment Form, located under the Documents tab, has been completed and attached to this application. (Supports eligibility)**

*Note: All applicants must complete a risk assessment form.*

- Yes

**35. Select all options below that describe your proposed program and how it will benefit the residents of the City of Tumwater.**

- Organization is located in Tumwater and will only serve Tumwater residents  
 Organization is located in Tumwater and will serve all county residents  
 Organization is not located in Tumwater and will serve all county residents  
 75% or more of beneficiaries will be Tumwater residents  
 50-74% of beneficiaries will be Tumwater residents  
 25-49% of beneficiaries will be Tumwater residents  
 1-24% of beneficiaries will be Tumwater residents

**36. What type of activity will the project perform? The City of Tumwater has identified affordable housing and public service activities as their top priorities for funding. (Check all that apply)**

- Energy Efficiency Improvements  
 Land Acquisition  
 Affordable Housing Acquisition  
 Affordable Housing Rehabilitation/Preservation  
 Home Buyer Assistance  
 Publicly-Owned Infrastructure/Off-Site Improvements Supporting Affordable Housing  
 Public service

**37. Select the CDBG eligible activity category the project falls under.**

- Affordable housing  
 Public services

**38. What is the service area or operation area (e.g. census tract, neighborhood)? (Supports eligibility)**

City of Tumwater

**39. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons? For Questions 40, 41 and 42, answer the question that applies to your project and indicate NA for the National Objective benefits which do NOT apply to your proposed project.**

- Area Benefit  
 Limited Clientele Benefit  
 Housing Benefit

**40. For Area Benefit, list the boundaries of the service area, state the percentage of LMI persons that reside in the service area and provide the source of this data.**

N/A

**41. For Limited Clientele benefit, indicate whether the project will serve at least 51% low and moderate income (LMI) individuals and whether it will document participant's income, have income eligibility requirements, or serve a presumed LMI category.**

All eligible homeownership applicants must have an income between 30 to 80% AMI. Applicants are required to disclose and document six months' worth of their household income and assets, credit and debts, and household monthly bills.

**42. For Housing benefit, indicate if the project is a one, two or more than two unit structure and the percentage of**

units that will benefit low and moderate income individuals or if you will provide assistance to reduce development costs of new construction.

N/A

43. How many bed nights will you provide?

-answer not presented because of the answer to #1-

44. What is the cost per bed night? Please show your calculation: Project budget/number of bed nights = total cost per bed night

-answer not presented because of the answer to #1-

45. Have you operated an emergency shelter program before and will you be ready to proceed on January 1, 2025?

-answer not presented because of the answer to #1-

46. If you are unable to implement your proposed project without a minimum funding award, list the MINIMUM funding award that you will accept for the proposed project? (This information will be considered only if a potential award is less than the minimum amount listed. The funding body may determine to not make awards for less than the minimum.)

-answer not presented because of the answer to #1-

**Budget** [top](#)

<b>SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET</b>	Grant Request	Applicant's Own Resources	Committed Outside Funding	Uncommitted Outside Funding	TOTAL
Administrative Costs					\$ 0.00
Personnel Costs					\$ 0.00
Facility Costs: Rent/Mortgage					\$ 0.00
Operating Costs:					\$ 0.00
Insurance/Training/Transportation/Utilities/etc					\$ 0.00
Supplies: Phone, printing, copying, and equipment					\$ 0.00
Rapid Rehousing					\$ 0.00
Rental Assistance					\$ 0.00
Diversion Assistance					\$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)					\$ 0.00
Other: Buy Down Funds	\$ 560,000.00				\$ 560,000.00
<b>Total</b>	<b>\$ 560,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 560,000.00</b>

<b>AFFORDABLE HOUSING/CDBG CAPITAL PROJECT BUDGET</b>	Year 1 Grant Request	Applicant's Resources	Other Federal	State/Local Private/Other	TOTAL
Design & Inspection					\$ 0.00
Project Manager/Consultants					\$ 0.00
Relocation Costs (if applicable)					\$ 0.00
Title Insurance					\$ 0.00
Environmental Review					\$ 0.00
Permits & Fees					\$ 0.00
Land/Property Acquisition					\$ 0.00
Site Development & Landscape					\$ 0.00
Construction/Rehabilitation					\$ 0.00
Utilities					\$ 0.00
Other:					\$ 0.00
Other:					\$ 0.00
Other:					\$ 0.00
Other:					\$ 0.00
Other:					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

## Budget Narrative

SPSHFH analyzed the past 15 homes that we sold to determine the trends in sales price, down payment assistance, down payment access, and silent second mortgage amounts. We then used our market study of the Tâlicn Townhomes to project future home sales and costs associated with the housing market.

## Documents [top](#)

### Documents Requested \*

### Required? Attached Documents \*

Verification and Signature <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Verification and Signature</a>
For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 return (or link to electronic version) -For For-Profits: Articles of Incorporation	<input checked="" type="checkbox"/>	<a href="#">IRS Letter</a> <a href="#">990</a>
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)		<a href="#">Board Roster</a> <a href="#">Bylaws</a> <a href="#">Articles of Incorporation</a>
Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	<input checked="" type="checkbox"/>	<a href="#">2023 Audit</a>
Financial Commitment Letters		
Letters of Support or Collaboration Memorandum		
General Liability Insurance Certificate		<a href="#">General Liability Insurance</a>
Risk Assessment <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Risk Assessment</a>
Demographic Composition of Organization (as part of response to Question #14) <a href="#">download template</a>		<a href="#">Demographic Composition</a>
Project Timeline (Required for Affordable Housing and CDBG applicants) <a href="#">download template</a>		<a href="#">Project Timeline</a>
Resumes (Required for Affordable Housing and CDBG applicants)		<a href="#">Resumes</a>
Project Team Summary (Required for Affordable Housing and CDBG Capital applicants) <a href="#">download template</a>		<a href="#">Project Team Summary</a>
Pro Forma. (Required for Affordable Housing and CDBG rental project applicants) <a href="#">download template</a>		
Financing Sources (Required for Affordable Housing applicants) <a href="#">download template</a>		
Rents and AMI (Required for Affordable Housing rental housing applicants) <a href="#">download template</a>		
Development Budget (Required for Affordable Housing applicants) <a href="#">download template</a>		
Purchase or Option Agreement		<a href="#">Purchase Agreement</a>
Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds) <a href="#">download template</a>		<a href="#">Assurances</a>
Environmental Review Documentation		<a href="#">Environmental Review</a>

## Project Map/Service Area

[Project Map](#)

Residential Antidisplacement and Relocation Assistance Plan (RARAP)(Required if answer "yes" to Application Question #31)

Program Policies and Procedures (As part of response to Question #20)

[Employee Handbook](#)[Land Acknowledgement](#)[DEI Strategic Narrative](#)[Financial Policy Handbook](#)[SPSHFH Core Values](#)[Homeowner Selection Manual](#)

Low Barrier/Housing first policies and documents (As part of response to Question #12)

Other

\* ZoomGrants™ is not responsible for the content of uploaded documents.

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## Attachment C5

Thurston County Public Health and Social Services  
 Thurston County, Public Health and Social Services  
**2024 Consolidated Grant Application- Thurston County**  
 Deadline: 4/5/2024

**Boys and Girls Clubs of Thurston County**  
**Tumwater Boys & Girls Club Scholarships for LMI Youth**

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**\$ 55,069.00** Requested

Submitted: 4/5/2024 10:04:48 AM (Pacific)

**Project Contact**

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 Tel: 3609560755

**Additional Contacts**

grants@bgctc.org

**Boys and Girls Clubs of Thurston County**

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 United States

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 Web [www.bgctc.org](http://www.bgctc.org)

**Application Questions** [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

**1. What type of project are you proposing?**

Select one. For more information on each project type, review the RFP Instructions under the Library tab.

- Affordable Housing Projects
- Homeless Services - Cold and Hazardous Weather Projects
- CDBG - Capital Projects (City of Tumwater projects only)
- CDBG - Public Service (City of Tumwater projects only)
- Veterans Emergency Shelter Bed Program (Vets RFP)
- Housing Basic Needs (NOT ACCEPTING APPLICATIONS)
- Basic Needs (NOT ACCEPTING APPLICATIONS)
- Lived Experience Steering Committee Facilitation (NOT ACCEPTING APPLICATIONS)
- Eviction Prevention Rental Assistance (NOT ACCEPTING APPLICATIONS)

**2. Please indicate which of the following is true with regard to the types of funding your organization is willing to receive. (Supports eligibility)**

Select all that apply, or to accept funds from all sources, select "all of the above". Projects that will accept Federal Funds are

Item 8a. required to attach both an Acknowledgement of Required Assurances and a Risk Assessment form (See Documents tab).

- Will accept Federal funds
- Will accept State funds
- Will accept Local funds
- All of the above

**3. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check all boxes that apply. (Supports eligibility). By and For Organizations are those that are operated by and for the marginalized community to be served. By and For organizations have a primary mission and history of serving a specific marginalized community, and are culturally based, directed, and substantially controlled/managed by individuals from the specific marginalized population they serve. At the core of their programs, these agencies embody the central cultural values of the community to be served. Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, two-spirit, intersex and transgender; individuals with disabilities or who are deaf; and Native Americans.**

- Private/Non-Profit
- Community Housing Development Organization (CHDO) (Must meet HUD definition)
- Governmental Entity
- Corporation
- Limited Liability Corporation (LLC)
- Sole Proprietorship
- By and For Organization (See definition embedded in question above)
- Other (Submit supporting documentation)

**4. What population(s) is to be targeted for the service provided? Check all that apply. (Supports Criteria 1)**

Select all that apply.

- Adults (25 years of age and above)
- Young Adults (19-24 years of age)
- Children (0-18 years of age)
- Senior Citizens (as defined by your program)
- Families with Children
- Veterans
- Other or None (Explain in response to Question 8)

**5. Is this the first year this program will be in operation? If "No", what year did this program start? If "Yes", how long will it take after a contract is issued for the program to start? (Supports Criteria 11)**

*-answer not presented because of the answer to #1-*

**6. Indicate the type(s) of basic needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**7. Indicate the type(s) of Housing needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**8. Why is this program/project needed in our community? (Supports Criteria 1)**

*By and For Organizations should clearly and specifically identify the marginalized community they serve.*

We know that the Club offers youth life changing opportunities and a sense of belonging. Cost is never a barrier to joining a Club.

We ask your help to provide scholarships for 70 youth with low-to-moderate family income (LMI) to attend the Tumwater Boys & Girls Club during the 2024-25 school year.

Scholarships are most often offered at levels of 40% and 80% of membership costs and Club fees, depending upon family income. Club membership is always free for youth experiencing homelessness. This grant will allow the Tumwater Club to provide scholarships covering between 40% and 100% of membership and fees based on individual family income for 70 members for one year.

The program will directly and immediately benefit Tumwater youth and families. Research shows that children do better in school when they are engaged in fun and educational after-school activities. Most after school programs are financially out of reach for those who could benefit most from them.



Most of the fundraising we do goes towards providing need-based scholarships. Last year we raised funds from our local community to cover nearly one million dollars' worth of scholarships. Cost is never a barrier to joining the Club.

Because of these scholarships, children and teens will be able to participate in academic tutoring, recreation, and mentoring after school Monday-Friday and during school breaks throughout the year. Members receive wrap-around support at the Club. Our staff communicate with teachers, parents, and members to coordinate behavior and educational strategies.

Clubs typically serve over 1,500 youth each year at our eight branch locations in Olympia, Lacey, Rochester, Tenino, Tumwater, and Yelm.

In 2023, 308 members ages 5-18 attended the Tumwater Club—88% of members were age 12 or younger; 38% were eligible for free-or-reduced-price school lunch; 17% lived in single-parent households; 65% were white, and 35% were people of color.

**9. Describe the activities and actions your project will undertake and accomplish with this funding. This language may be included as a scope of work in a grant contract and may be adjusted if a grant award is less than the requested amount. (Supports Criteria 1, 2, 3, 4, and 5a)**

This project will support scholarship funding for up to 70 eligible youth attending the Tumwater Club during the 2024-25 school year.

At the Club, members connect with friends and caring adult mentors. They join the Club community and take part in activities focused on academic success, character and citizenship, and healthy lifestyles.

**ACADEMIC SUCCESS**

We want every child to graduate with a plan for the future. To help members develop academic tools, we offer:

- Homework help
- Reading and writing clubs
- Hands-on educational experiences and field trips

**CHARACTER & CITIZENSHIP**

Youth develop socially and emotionally through quality connections with peers and mentors. The Club offers:

- Recreational activities with friends
- Mentorship from professional staff
- Participation in service-learning and volunteer projects

**HEALTHY LIFESTYLES**

We want children to live healthy, active lives and practice making positive choices. Each day we provide:

- A nutritious snack
- A wide variety of sports, outdoor play, and activities like running club and dance lessons
- Creative projects in the Arts Room

**10. If applying for facilitation of the Lived Experience Steering Committee (LESC), please describe your agency's experience centering people with lived experience of homelessness (PLEH) within program development, hiring and support of peer staff, and/or advocacy efforts towards including PLEH voice in the HCRS. (Supports Criteria 1a)**

*-answer not presented because of the answer to #1-*

**11. Indicate the Strategy and Task in the 5 Year Homeless Housing Plan that your project seeks to address. Format Response as Strategy Number, Task. ie "Housing A-3: Task All new Homeless housing units should be focused on Housing First/Low Barrier)" If your project touches on multiple strategies/tasks, list the one that best aligns with your project. (Supports Criteria 1)**

*-answer not presented because of the answer to #1-*

**12. PHSS prioritizes funding for programs adhering to evidence-based and promising practices. For housing and homeless services applicants, how will this program follow a low-barrier/housing first approach? Attach evidence that demonstrates low barrier/housing first approach. (Supports Criteria 2 and 5a)**

*-answer not presented because of the answer to #1-*

**13. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities. Please explain how you will show success or measure your results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes. (Supports Criteria 2)**

The objective of the grant program is to provide partial to full scholarships (based on family income) to the Tumwater Boys & Girls Club for 70 youth who meet LMI requirements and attend the Tumwater School District during the 2024-2025 school year.

The grant program aligns with CDBG Public Service priorities by supporting the excellence and brilliance of youth with low-to-moderate family income.

Program outcomes are tracked continuously. Daily attendance is monitored by front desk staff using a system called TraxSolutions. Enrollment is the best tool for evaluating program success. Being a part of the Club opens a world of opportunities and benefits. We collect data to shape our programs. This includes member surveys, parent and guardian feedback forms, teacher assessments, and report cards.

Key outcomes from the last year include hiring a licensed independent clinical social worker as the Director of our Kaila's Kids program. The program offers small-group and one-on-one sessions for members to develop social and emotional skills on-site at their Club.

Last year, a record number of teen members graduated high school, and we were able to award a record 10 college, university and trade school scholarships in the third year of our Betti Foundation Scholarship program.

**14. Describe the actions your agency has taken in recent years and intends to take in 2024 and 2025 to decrease disparity amongst identities overrepresented in the Homeless Crisis Response System (such as, Black, Indigenous, People of Color, LGBTQIA2S+, and people living with disabilities), advance or support racial equity and center people with lived experience of homelessness or those unstably housed or eligible under the Housing Choice Voucher program within your organization. Are there people in your leadership team that identify as BIPOC? If yes, please complete the table on the Documents tab. (Supports Criteria 1, 5a and 5b)**

We are very excited about the work we are doing as an organization to make our Clubs more inclusive, diverse, and equitable. We have a year-long contract with the Equity Institute, funded by a grant from a local foundation.

The project began in January with a staff-wide professional learning session on mental models and cognitive dissonance. These concepts play a pivotal role at the outset of the equity journey, shedding light on the impacts of our socialization, fostering grace, and promoting accountability.

The subsequent phase, led by the equity committee, utilizes the Equity Audit Window. This involves setting measurable indicators within the EAW, initiating a self-assessment through scoring, and providing the entire staff with an opportunity to score the EAW via an online measure over a two-week period.

Results from this phase will inform the development of a work plan, including comprehensive professional learning for the entire staff in May and June. The equity committee will reassess the impact of the plan by re-scoring the EAW in early September and revising the work plan, culminating in a final whole staff module in October. The collaboration concludes with an evaluation and planning for next steps in November.

This is a continuation of work we began in 2020, and will result in a work plan that addresses needs in all parts of our operations, so that Clubs can serve youth in the best ways possible.

**15. Where will the services be provided and how will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial disproportionality and 4) support historically vulnerable and disadvantaged populations? (Supports Criteria 5a)**

All services will be provided at the Tumwater Boys & Girls Club in the Tumwater High School campus at 600 Israel Rd SW, Tumwater WA 9850.

**REACHING THE TARGET POPULATION**

The Tumwater School District provides school bus transportation from elementary schools to the Club so that more children can attend.

**ACCESSIBLE SERVICES**

Staff are trained to support and engage Club members with disabilities and special needs. Clubs work to make reasonable accommodations and meet special access needs. The Club is in a repurposed warehouse building that has been extensively remodeled to serve as a youth program center. Activities take place on the ground floor where there are accessible bathrooms. Activities on the second floor are only accessible by stairs. The building does not have an elevator.

**REDUCING RACIAL DISPARITY, SUPPORTING HISTORICALLY DISADVANTAGED POPULATIONS**

Cost is never a barrier to joining the Club. We fundraise locally to provide scholarships and offer low membership fees to keep Clubs accessible for historically disadvantaged populations.

This grant program provides scholarships to youth who qualify based on income. This lifts a significant financial burden from their families.

In 2023, 308 members ages 5-18 attended the Tumwater Club—88% of members were age 12 or younger; 38% were eligible for free-or-reduced-price school lunch; 17% lived in single-parent households; 65% were white, and 35% were people of color.

**16. If requesting set-aside funds for supporting activities (training, technical assistance, compensation for people with lived expertise in consultation roles through stipends) to decrease disparity and advance racial equity within your agency, please describe the specific activities these funds would support. (Supports Criteria 1, 5a, and 5b)**  
-answer not presented because of the answer to #1-

**17. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships. If there are other organizations you collaborate with on a less formal basis, describe this collaboration. (Supports Criteria 4)**

BGCTC will be the lead agency in this project and will assume all responsibilities for its implementation, tracking, and reporting.

We will continue our partnership with the Tumwater School District to identify and enroll students who can benefit from joining the Club. TSD will continue to offer school bus transportation from schools to the Club and will continue to support communication between caregivers, educators, and Club staff.

We have attached a copy of our longterm lease of the Tumwater Club from TSD. This contract outlines our roles and responsibilities and the terms.

We partner with many community organizations including the Hands-On Children's Museum to offer STEM activities, and the Family Education and Support Center to offer parenting classes for Club families.

**18. Who will provide the services, supervise the program staff and be responsible for reporting requirements? List the names, titles, responsibilities and length of time with the agency for each identified staff member. If new staff will be hired, briefly describe the qualifications or credentials necessary for the position. (Supports Criteria 2 and 8)**

Shellica Trevino, Chief Executive Officer (18 years at BGCTC) is an exceptional resource in our community and a mentor to many staff. Shellica will provide administrative oversight and coordinate needed expense tracking and financial reporting, drawing on the assistance of our Chief Financial Officer.

David Doyle, Chief Financial Officer (4 years at BGCTC) brings to his position 25 years of experience in corporate accounting and financial management. David holds a BBA in Accounting from Temple University (Philadelphia, PA) and an MBA in Finance from Fairleigh Dickinson University (Florham Park, NJ).

Felicia Maae, Area Director (15 years at BGCTC) is an accomplished and recognized leader in youth development within our community. She will manage implementing the program and collecting program data. She will manage all Club-based activities including membership processing and family outreach. She will manage family or school communication, access to Club activities, transportation, and provision of specialized resources as needed by individual families.

**19. How many unduplicated individuals will be served by the program or project? Total project cost per person served. Please show your calculation: Total project budget/number of individuals served = total cost per person. (Supports Criteria 3)**

Total project budget: \$112,386/70 members served = total cost per member \$1,605

**20. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. (Supports Criteria 2 and 6)**

Programmatic operations are overseen jointly by Chief Executive Officer Shellica Trevino and Chief Financial Officer David Doyle. We conduct regular Safety Assessments and a National Youth Outcomes Initiative Assessment (NYOI) every year. These assessments are a requirement and are reported to Boys & Girls Clubs of America in order to maintain our status as a Boys & Girls Club. No significant programmatic issues have been identified. BGCTC operates according to continuous process improvement principles. Our board and staff participate in regular strategic planning.

BGCTC board members serve four primary roles: Governance, Planning, Policy-Setting, and Funding. The board ensures legal, financial, and ethical integrity and sets policies that govern the Club's daily operations and ongoing activities. As the governing body, it serves in a trusteeship role, accountable to the public for all Club actions. Working in partnership with the Chief Executive Officer and senior staff, the board carefully sets its current direction and vision for the future.

**21. Describe your organization's policies and procedures for financial operations to assure the proper use and safeguarding of public funds. (Describe the organization's fiscal management, including internal controls and risk management, regarding: financial reporting, record keeping, accounting systems, payment approval procedures, and audit requirements and procedures.)(Supports Criteria 6)**

BGCTC takes full responsibility to safeguard all funds with necessary stringent controls. We have policies and procedures that outline the safe and accurate management of resources through distinct separation of duties, both staff and board member oversight, monthly board review of profit and loss statements and balance sheets, regular in-depth review and analysis by our finance committee, and an annual audit by an independent auditing firm. We have always maintained a no-findings status with our audits.

Financial tracking for grant reporting is done through our payroll system under the management of the Chief Financial Officer and the Chief Executive Officer. We can determine the proportion of staff time dedicated to different programs and track expenses at our 8 club locations and document this monthly in our accounting system. This documentation is used to develop billing to grant programs. We have used QuickBooks for 22 years, and we also use a payroll system called ADP which tracks employee time.

Our finances are managed daily by the Chief Financial Officer, with oversight by the Chief Executive Officer and Board Treasurer. Monthly reports are reviewed by the CEO, CFO, finance committee, and ultimately the entire board of directors. Record keeping is meticulous and completed under Generally Accepted Accounting Procedures (GAAP). All payments made to vendors and employees are approved by both the Chief Financial Officer and CEO. All checks require two signatures (at least one of which is a board member). An annual audit is performed by an independent auditing firm.

Regarding determining allowable costs in accordance with 2 CFR 200 Subpart E and the terms and conditions of Federal awards: please see the notes of our audited financials for more detail. The notes from the auditor state that BGCTC has policies in place to

hold funds in restricted value until the requirements of the grant have been met. Once all terms and conditions of the award are met, the funds are unrestricted.

The role of the Treasurer on our Board of Directors is also fully outlined in our submitted Board Bylaws in greater detail.

**22. Did your most recent financial audit in the past 24 months result in any findings? If yes, have all findings and concerns been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 6 and 10)**

- Audit conducted with NO audit findings
- Yes, audit findings. All findings have been resolved.
- Yes, audit findings. Findings have NOT all been resolved
- No audit conducted in past 24 months.

**23. Did your most recent programmatic monitoring (either County, State, or Federal) in the past 24 months result in any findings? If yes, have all findings been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 10)**

- Monitoring conducted with NO program monitoring findings
- Yes program monitoring findings. All findings have been resolved
- Yes program monitoring findings. Findings have NOT all been resolved
- NA - program has not received program monitoring in past 24 months.
- NA - program is less than 12 months old and no monitoring has been conducted.

**24. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you have identified financial resources other than those in this current request, please identify whether the other funding is committed. What are the plans to ensure that the project is able to be fully and successfully completed? If other funds are committed, please attach a letter of commitment from the identified funding source(s). For Capital and CDBG projects, all required funds must be committed before a written agreement with Thurston County will be executed. (Supports Criteria 3 and 6)**

This grant proposal includes a request of \$55,069. This is 49% of the total project cost to provide need-based Club scholarships to 70 youth. These are Club members with low-to-moderate family income "LMI." The total direct cost to provide services to 70 members in a school year is \$112,386.62. The remaining 51% of the project funds are committed and will come from our operating budget.

We continually work to identify funding partners and opportunities. Our fundraising includes holding special events, soliciting individual donations, forming relationships with local donors, applying for additional grants, and requesting corporate sponsorships.

**25. What type of Affordable Housing Project is being proposed? Select all the boxes that apply. (Support**

*-answer not presented because of the answer to #1-*

**26. Describe your plan for completing this project on time and on budget. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for Affordable Housing Projects. These forms can be found under the Documents tab and should be uploaded to the same tab after completion. (Supports Criteria 2, 8 and 9)** For CDBG-Capital projects a Project Timeline is required, but the provided form is not required. The information provided should include a bid release/closing date, selection of a general contractor, start/end construction date, and other key dates. We are prepared and will complete this project on time and on budget. Club and organizational leadership will monitor processes closely and will work with school district staff to enroll members at the beginning of the school year in September 2024.

The Area Director and Assistant Branch Director of the Tumwater Club will provide scholarship applications to all parents and guardians during the summer and fall as new members register for the year. They will process and review applications for scholarship eligibility and let families quickly know the level of scholarship they qualify for.

The Chief Executive Officer will ensure program timeliness and quality. Financial and grant reporting will be completed by the Chief Financial Officer and CEO.

The project timeline is aligned with the school year and with our fiscal year. The grant project will run from September 2024 through June 2025.

**27. List the name and organization of the person(s) (up to a max of 3 people) who will serve as the project manager or serve in a lead role on the project. Briefly describe their role on the project, experience serving in their assigned role on similar projects and attach their resume reflecting their relevant experience under the Documents tab. (Supports Criteria 8)**

Shellica Trevino, Chief Operating Officer (18 years at BGCTC) will provide administrative oversight and coordinate needed expense tracking and financial reporting, drawing on the assistance of our Chief Financial Officer. Shellica has successfully managed federal grant programs and CDBG grant projects for each of the past eight years.

David Doyle (4 years with BGCTC) has successfully managed federal, state, and local grant tracking and reimbursement requests for each of the past four years with our organization.

Felicia Maae, Area Director (15 years at BGCTC) will provide staff supervision and be responsible for all Club-based activities including membership processing and family outreach. She will help with family and school communication, access to Club activities, transportation, and access to other resources as needed by individual families.

**28. Please describe how the project will meet and document income eligibility requirements. Please include your method for ensuring that eligible Thurston County residents will benefit from this project.**

The proposed project serves a limited clientele of 70 LMI youth attending the Tumwater Boys & Girls Club.

The grant project is designed to serve only LMI households. To be eligible for a scholarship, each members' parent or guardian must apply through the Boys & Girls Club scholarship application. The application uses HUD income guidelines and asks for financial information to determine the level of scholarship each member may receive.

Applications are reviewed by BGCTC staff. This information is saved in our membership database, a program called TraxSolutions.

**29. If this is an Affordable Housing or CDBG-Capital project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in question #26 and uploaded to the Documents tab, Affordable Housing and CDBG-Capital projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.**

*-answer not presented because of the answer to #1-*

**30. A) Does the applicant organization own the property? B) If not, does it plan to acquire building(s) or land as part of this project? C) Has a legally binding contract to purchase the property been signed prior to your intent to apply for funds? If yes to any of these questions, answer Question 31. If no to all, answer NA for Question 31 and proceed to Question 32. Format response as: A) yes/no; B) yes/no/NA; C) yes/no/NA**

*-answer not presented because of the answer to #1-*

**31. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Antidisplacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents tab. If required, a RARAP must include information regarding how displacement will minimize the number of residents required to move, the type of relocation, notification procedures, and relocation benefits to be provided.**

**32. Is your Project currently underway?**

- Yes  
 No

**33. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed**  
 Not applicable

**34. The Risk Assessment Form, located under the Documents tab, has been completed and attached to this application. (Supports eligibility)**

*Note: All applicants must complete a risk assessment form.*

- Yes

**35. Select all options below that describe your proposed program and how it will benefit the residents of the City of Tumwater.**

- Organization is located in Tumwater and will only serve Tumwater residents  
 Organization is located in Tumwater and will serve all county residents  
 Organization is not located in Tumwater and will serve all county residents  
 75% or more of beneficiaries will be Tumwater residents  
 50-74% of beneficiaries will be Tumwater residents  
 25-49% of beneficiaries will be Tumwater residents  
 1-24% of beneficiaries will be Tumwater residents

**36. What type of activity will the project perform? The City of Tumwater has identified affordable housing and public service activities as their top priorities for funding. (Check all that apply)**

- Energy Efficiency Improvements  
 Land Acquisition  
 Affordable Housing Acquisition  
 Affordable Housing Rehabilitation/Preservation  
 Home Buyer Assistance  
 Publicly-Owned Infrastructure/Off-Site Improvements Supporting Affordable Housing  
 Public service

**37. Select the CDBG eligible activity category the project falls under.**

- Affordable housing  
 Public services

**38. What is the service area or operation area (e.g. census tract, neighborhood)? (Supports eligibility)**

The service area for the Tumwater Club is the entire Tumwater School District.

**39. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons? For Questions 40, 41 and 42, answer the question that applies to your project and indicate NA for the National Objective benefits which do NOT apply to your proposed project.**

- Area Benefit  
 Limited Clientele Benefit  
 Housing Benefit

**40. For Area Benefit, list the boundaries of the service area, state the percentage of LMI persons that reside in the service area and provide the source of this data.**

n/a

**41. For Limited Clientele benefit, indicate whether the project will serve at least 51% low and moderate income (LMI) individuals and whether it will document participant's income, have income eligibility requirements, or serve a presumed LMI category.**

The project will serve 100% LMI individuals. We will document participant income, we have income eligibility requirements in order to receive a scholarship.

42. For Housing benefit, indicate if the project is a one, two or more than two unit structure and the percentage of units that will benefit low and moderate income individuals or if you will provide assistance to reduce development costs of new construction.

n/a

43. How many bed nights will you provide?

-answer not presented because of the answer to #1-

44. What is the cost per bed night? Please show your calculation: Project budget/number of bed nights = total cost per bed night

-answer not presented because of the answer to #1-

45. Have you operated an emergency shelter program before and will you be ready to proceed on January 1, 2025?

-answer not presented because of the answer to #1-

46. If you are unable to implement your proposed project without a minimum funding award, list the MINIMUM funding award that you will accept for the proposed project? (This information will be considered only if a potential award is less than the minimum amount listed. The funding body may determine to not make awards for less than the minimum.)

-answer not presented because of the answer to #1-

## Budget [top](#)

<b>SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET</b>	Grant Request	Applicant's Own Resources	Committed Outside Funding	Uncommitted Outside Funding	TOTAL
Administrative Costs					\$ 0.00
Personnel Costs	\$ 55,069.00	\$ 35,247.72			\$ 90,316.72
Payroll Tax		\$ 17,282.90			\$ 17,282.90
Operating Costs:					\$ 0.00
Insurance/Training/Transportation/Utilities/etc					\$ 0.00
Supplies: Phone, printing, copying, and equipment		\$ 1,817.00			\$ 1,817.00
Rapid Rehousing					\$ 0.00
Rental Assistance					\$ 0.00
Diversion Assistance					\$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)					\$ 0.00
Snacks for Club Members		\$ 2,970.00			\$ 2,970.00
<b>Total</b>	<b>\$ 55,069.00</b>	<b>\$ 57,317.62</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 112,386.62</b>

<b>AFFORDABLE HOUSING/CDBG CAPITAL PROJECT BUDGET</b>	Year 1 Grant Request	Applicant's Resources	Other Federal	State/Local Private/Other	TOTAL
Design & Inspection					\$ 0.00
Project Manager/Consultants					\$ 0.00
Relocation Costs (if applicable)					\$ 0.00
Title Insurance					\$ 0.00
Environmental Review					\$ 0.00
Permits & Fees					\$ 0.00
Land/Property Acquisition					\$ 0.00
Site Development & Landscape					\$ 0.00
Construction/Rehabilitation					\$ 0.00
Utilities					\$ 0.00
Other:					\$ 0.00
Other:					\$ 0.00
Other:					\$ 0.00
Other:					\$ 0.00

**Total**

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00 \$ 0.00

**Budget Narrative**

We ask your help to provide need-based scholarships to 70 of our members for one year. The total cost to provide these 70 scholarships is \$112,386.62.

This grant request is for \$55,069, dedicated entirely to the personnel costs of delivering the full Club program to these 70 members, which is 27% of all members at the Tumwater Club.

We determined the total cost of the program by calculating 27% of the relevant lines in the total Tumwater budget for next year--including staffing, after school snack, and program supplies.

BGCTC will contribute \$57,317.62--the total remaining project costs.

Cost share: CDBG funding would account for 49% of the cost of the program, and the remaining 51% is committed by BGCTC.

BGCTC raises these operating funds through a combination of local philanthropic fundraising, special fundraising events, corporate sponsorships, private and foundation grants, and membership fees.

**Documents** [top](#)**Documents Requested \*****Required? Attached Documents \***

Verification and Signature

[Verification and Signature](#)[download template](#)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 return (or link to electronic version) -For For-Profits: Articles of Incorporation

[IRS Letter of Determination 990](#)

For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)

[Board of Directors Roster](#)  
[Charter](#)  
[Bylaws](#)

Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)

[Audited Financials](#)

Financial Commitment Letters

Letters of Support or Collaboration Memorandum

[Tumwater Club Lease with TSD](#)

General Liability Insurance Certificate

[General Liability Insurance Certificate](#)

Risk Assessment

[Risk Assessment](#)[download template](#)

Demographic Composition of Organization (as part of response to Question #14)

[Demographics Table](#)[download template](#)

Project Timeline (Required for Affordable Housing and CDBG applicants)

[download template](#)

Resumes (Required for Affordable Housing and CDBG applicants)

[Shellica Trevino Resume](#)  
[David Doyle](#)  
[Felicia Maae](#)

Project Team Summary (Required for Affordable Housing and CDBG Capital applicants)

[download template](#)

Pro Forma. (Required for Affordable Housing and CDBG rental project applicants)



[download template](#)

Financing Sources (Required for Affordable Housing applicants)

[download template](#)

Rents and AMI (Required for Affordable Housing rental housing applicants)

[download template](#)

Development Budget (Required for Affordable Housing applicants)

[download template](#)

Purchase or Option Agreement

Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds)

[Acknowledgment of Required Assurances](#)[download template](#)

Environmental Review Documentation

Project Map/Service Area

Residential Antidisplacement and Relocation Assistance Plan (RARAP)(Required if answer "yes" to Application Question #31)

Program Policies and Procedures (As part of response to Question #20)

Low Barrier/Housing first policies and documents (As part of response to Question #12)

Other

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Application ID: 467118

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Attachment C6

Thurston County Public Health and Social Services  
 Thurston County, Public Health and Social Services  
**2024 Consolidated Grant Application- Thurston County**  
 Deadline: 4/5/2024

## Catholic Community Services The Community Kitchen

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**\$ 3,169.40** Requested

Submitted: 4/5/2024 11:59:17 AM (Pacific)

### Project Contact

Kacey Kimmel

[kaceyk@ccsww.org](mailto:kaceyk@ccsww.org)

Tel: 360-753-3340

### Additional Contacts

*none entered*

### Catholic Community Services

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Telephone 253-281-7956  
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 Web

### Director of Operations

Erin York

[eyork@ccsww.org](mailto:eyork@ccsww.org)

## Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

### 1. What type of project are you proposing?

Select one. For more information on each project type, review the RFP Instructions under the Library tab.

- Affordable Housing Projects
- Homeless Services - Cold and Hazardous Weather Projects
- CDBG - Capital Projects (City of Tumwater projects only)
- CDBG - Public Service (City of Tumwater projects only)
- Veterans Emergency Shelter Bed Program (Vets RFP)
- Housing Basic Needs (NOT ACCEPTING APPLICATIONS)
- Basic Needs (NOT ACCEPTING APPLICATIONS)
- Lived Experience Steering Committee Facilitation (NOT ACCEPTING APPLICATIONS)
- Eviction Prevention Rental Assistance (NOT ACCEPTING APPLICATIONS)

### 2. Please indicate which of the following is true with regard to the types of funding your organization is willing to receive. (Supports eligibility)

Select all that apply, or to accept funds from all sources, select "all of the above". Projects that will accept Federal Funds are

Item 8a. required to attach both an Acknowledgement of Required Assurances and a Risk Assessment form (See Documents tab).

- Will accept Federal funds
- Will accept State funds
- Will accept Local funds
- All of the above

**3. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check all boxes that apply. (Supports eligibility). By and For Organizations are those that are operated by and for the marginalized community to be served. By and For organizations have a primary mission and history of serving a specific marginalized community, and are culturally based, directed, and substantially controlled/managed by individuals from the specific marginalized population they serve. At the core of their programs, these agencies embody the central cultural values of the community to be served. Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, two-spirit, intersex and transgender; individuals with disabilities or who are deaf; and Native Americans.**

- Private/Non-Profit
- Community Housing Development Organization (CHDO) (Must meet HUD definition)
- Governmental Entity
- Corporation
- Limited Liability Corporation (LLC)
- Sole Proprietorship
- By and For Organization (See definition embedded in question above)
- Other (Submit supporting documentation)

**4. What population(s) is to be targeted for the service provided? Check all that apply. (Supports Criteria 1)**

Select all that apply.

- Adults (25 years of age and above)
- Young Adults (19-24 years of age)
- Children (0-18 years of age)
- Senior Citizens (as defined by your program)
- Families with Children
- Veterans
- Other or None (Explain in response to Question 8)

**5. Is this the first year this program will be in operation? If "No", what year did this program start? If "Yes", how long will it take after a contract is issued for the program to start? (Supports Criteria 11)**

*-answer not presented because of the answer to #1-*

**6. Indicate the type(s) of basic needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**7. Indicate the type(s) of Housing needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**8. Why is this program/project needed in our community? (Supports Criteria 1)**

*By and For Organizations should clearly and specifically identify the marginalized community they serve.*

The Community Kitchen's purpose is to keep people healthy and hopeful. We keep people healthy by providing nutrient rich meals twice a day, six days a week - Monday through Saturday - year-round. We keep people hopeful by showing up with warm meals, information and referral services, and positive, life affirming greetings.

Ninety-eight percent of the people served by The Kitchen are homeless and the majority of these people are living unsheltered - outdoors, in cars, or under tarps and/or tents. The remaining 2% are living in affordable housing, are working poor (ALICE), have a disability, and/or are no longer working and live on a fixed income.

The Community Kitchen picked up where Bread and Roses left off twenty years ago by sustaining a feeding program that directly benefits people living in South Thurston County and other communities.

According to the 2024 Point-in-Time Count Homeless Census, 864 people were homeless in Thurston County on the night of January 25, 2024. This includes individuals in transitional housing, emergency shelters, and those staying in encampments or other places not meant for human habitation. Access to food is a fundamental right. Food programs like the Community Kitchen ensure that individuals and families have enough to eat, even during challenging circumstances. Poverty and

unemployment rates contribute to food insecurity. Many rely on food assistance to meet their nutritional needs. People without stable housing often lack regular meals. Food programs provide essential sustenance. Proper nutrition is crucial for physical and mental health. Food programs prevent malnutrition. These programs foster community, reduce isolation, and offer a lifeline during difficult times.

**9. Describe the activities and actions your project will undertake and accomplish with this funding. This language may be included as a scope of work in a grant contract and may be adjusted if a grant award is less than the requested amount. (Supports Criteria 1, 2, 3, 4, and 5a)**

The funding provided CCS will be used to purchase food supplies and afford staff to sustain The Community Kitchen efforts in serving homeless people (temporarily sheltered and unsheltered). Funding will be used to provide meal services at least six days a week and potentially seven days a week. The Kitchen will provide both offsite and on-site feeding services to those living unsheltered and in-shelters. Funds will be used to afford the production and distribution of meals. By providing families, veterans, young people, elderly and others with nutrient dense meals, The Kitchen will help students focus at school, help working people be productive at work, and help unsheltered people sustain their health as they work on finding sheltering.

**10. If applying for facilitation of the Lived Experience Steering Committee (LESC), please describe your agency's experience centering people with lived experience of homelessness (PLEH) within program development, hiring and support of peer staff, and/or advocacy efforts towards including PLEH voice in the HCRS. (Supports Criteria 1a)**

*-answer not presented because of the answer to #1-*

**11. Indicate the Strategy and Task in the 5 Year Homeless Housing Plan that your project seeks to address. Format Response as Strategy Number, Task. ie "Housing A-3: Task All new Homeless housing units should be focused on Housing First/Low Barrier)" If your project touches on multiple strategies/tasks, list the one that best aligns with your project. (Supports Criteria 1)**

*-answer not presented because of the answer to #1-*

**12. PHSS prioritizes funding for programs adhering to evidence-based and promising practices. For housing and homeless services applicants, how will this program follow a low-barrier/housing first approach? Attach evidence that demonstrates low barrier/housing first approach. (Supports Criteria 2 and 5a)**

*-answer not presented because of the answer to #1-*

**13. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities. Please explain how you will show success or measure your results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes. (Supports Criteria 2)**

The Community Kitchen provides prepared to-go meals filled with nutrient dense food. Food that meets basic needs for sustained and healthy living. By providing at least two meals a day six days a week throughout the year – The Community Kitchen's shall:

1. Meet the growing demand for nutritious, warm meals by providing meals to those living sheltered and unsheltered.
2. Help children be ready for school and able to concentrate, retain information and be successful in school.
3. Help adults be ready for and able to work, and to have energy to concentrate on the job and on their children.
4. Help reduce illnesses or negative health conditions resulting from poor or lack of nutrition.
5. Ensure people living in South Thurston County have access to warm nutrient rich meals throughout the week.

These results align well with the RFP's priority to benefit vulnerable South County residents and meet their basic needs - including food. Investing in The Community Kitchen's program directly improves lives. Investing in The Community Kitchen helps realize Thurston Thrives Education and Resilience objectives and goals. Investing in The Community Kitchen helps realize Thurston Thrives collective vision for "people to eat healthfully so that individuals are healthy, engaged, and successful". Investing in The Community Kitchen helps homeless and unsheltered people, as well as those living on limited incomes, stay healthy and hopeful.

**14. Describe the actions your agency has taken in recent years and intends to take in 2024 and 2025 to decrease disparity amongst identities overrepresented in the Homeless Crisis Response System (such as, Black, Indigenous, People of Color, LGBTQIA2S+, and people living with disabilities), advance or support racial equity and center people with lived experience of homelessness or those unstably housed or eligible under the Housing Choice Voucher program within your organization. Are there people in your leadership team that identify as BIPOC? If yes, please complete the table on the Documents tab. (Supports Criteria 1, 5a and 5b)**

We encourage employees and clients to discuss racial equity. We provide new hire candidates with CCS's published "Inclusion Statement", and then discover during the interview process how they perceive the challenges and barriers clients

and employees might face because they are a person of color.

During new hire onboarding, new employees receive mandatory diversity training. Ongoing training is provided that addresses how unconscious bias, microaggressions or subtle, exclusionary behavior, and institutional racism present themselves daily, and how to eliminate them from the workplace. This is accomplished through trainings provided throughout the year using our internal, online "CCS University", and by providing annual "Diversity Circles", a 6-month training program for all employees, and "Management Skills Training", a 6-month program for all supervisors, managers and directors.

In recent years, the Kitchen's Program Director and Community Involvement Coordinator completed "Diversity Circles" training, and multiple leadership trainings on addressing microaggressions, institutional discrimination, and unconscious bias in the workplace. The Kitchen's Community Involvement Coordinator also completed United Way's 21 (day) Equity Challenge, and has studied to facilitate Food Solution's, and the University of New Hampshire's "21-Day Racial Equity Habit-Building Challenge."

Throughout fiscal year 2022/23, we plan on the Kitchen's Program Supervisor participating in CCS's Diversity Circles and Management Skills programs - both of which are designed to advance and support racial equity for CCS clients, staff and volunteers. Kitchen staff will also be participating in diversity and racial equity trainings offered by local agencies.

**15. Where will the services be provided and how will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial disproportionality and 4) support historically vulnerable and disadvantaged populations? (Supports Criteria 5a)**

On and off-site meal services benefiting South Thurston County residents will be produced at The Community Kitchen located at 805 5th Ave. SE, Olympia

The Community Kitchen is ADA accessible and is used by people with disabilities and/or special needs. Kitchen staff and volunteers often assist people that have disabilities and/or special needs get to-go meals and drinks.

Everyone is welcome at The Community Kitchen. The Kitchen is located near convenient bus stops and is accessible by barrier free sidewalks. Dedicated parking at The Community Kitchen is always available for those with disabilities or special needs.

Since its founding almost twenty years ago, Catholic Community Services Community Kitchen efforts have focused on ensuring equity and inclusion in order to reduce racial disproportionality and in support of our most vulnerable neighbors.

One of the ways we track our progress in achieving these goals is by conducting an in-person, annual guest survey. Our most recent survey found that: 41% of the population surveyed receive Social Security or SSI benefits; 60% benefit from Food Stamps/EBT; 26% of those getting to-go meals are 55 years old or older; 19% have no medical insurance; 14% are veterans; and 28% were people of color (or not Caucasian) – a higher percentage than reported in the Homeless Census breakdown on "race".

**16. If requesting set-aside funds for supporting activities (training, technical assistance, compensation for people with lived expertise in consultation roles through stipends) to decrease disparity and advance racial equity within your agency, please describe the specific activities these funds would support. (Supports Criteria 1, 5a, and 5b)**

*-answer not presented because of the answer to #1-*

**17. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships. If there are other organizations you collaborate with on a less formal basis, describe this collaboration. (Supports Criteria 4)**

The Community Kitchen has been sustained through collaboration with faith-based and other organizations committed to feeding hungry people. About ten faith-based organizations help provide one or more meals, and the volunteers needed to prepare and serve them. Prior to the pandemic, more than thirty-four meals were led by faith based organizations and others. The Kitchen has rebuilt much of its volunteer base but is still operating with 50% fewer volunteers.

CCS has adapted to a lot of changes during the pandemic including becoming the sole provider of all services at The Community Kitchen. (The Olympia Salvation Army continues to lease its facilities to CCS but no longer provides meals or support services such as security for The Community Kitchen.) Costs for facility use have doubled recently and costs for staffing have increased dramatically - in part due to the pandemic.

This means that CCS staff are now coordinating all meals, responsible for security during meals, and responsible for daily maintenance and cleaning. It also means CCS staff are responsible for all food rescue efforts and the placement of community service workers.

**18. Who will provide the services, supervise the program staff and be responsible for reporting requirements? List the names, titles, responsibilities and length of time with the agency for each identified staff member. If new staff will be hired, briefly describe the qualifications or credentials necessary for the position. (Supports Criteria 2 and**

Terrell Mizell is The Kitchen Program Supervisor. She volunteered for 2 years before being hired 8 years ago. Terrell is one of two employees working in The Kitchen full-time. She oversees daily kitchen activities, purchases food supplies, supports volunteer crews, provides health/safety training, oversees weekday lunches, manages food rescue intake, and leads meals.

Peter Epperson, currently a full-time employee, has been The Kitchen's Community Involvement Coordinator for almost 6 years. He tracks and reports on volunteerism, meal services, and performance indicators, recruits, orients, and places volunteers, leads meals, assists with fundraising, and coordinates Thurston Food Rescue with Thurston Food Bank, Senior Services and Union Gospel Mission, and works on system improvements.

**19. How many unduplicated individuals will be served by the program or project? Total project cost per person served. Please show your calculation: Total project budget/number of individuals served = total cost per person. (Supports Criteria 3)**

1196 from Tumwater. \$2.65 per meal = 3,169.40 cost for people served from Tumwater

**20. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. (Supports Criteria 2 and 6)**

CCS's long history serving the needs of our communities has given us extensive experience building strong relationships with government partners, including building systems that assure the proper use and safeguarding of public funds.

Our financial practices are outlined below, but we are also attentive to the way our programs are managed to ensure the proper use of public funding. CCS has working knowledge of federal and state grant requirements on multiple organizational levels including Mike Curry, Agency Director, Gabriel Ash, Director of Housing and Homeless Services, Beth Lancaster, Director of Finance, and Khulan Tsoodolsenge, Contract Administrator.

Additionally, data keeping is an essential piece of how we measure the effectiveness of our program and track the use of funds. Performance is reviewed at least monthly at multiple levels, including individual and group review at the program level, group review at regional management team meetings, and programmatic and administrative reviews by the agency director, CFO and Director of Operations.

Demographics, including race, ethnicity, gender, sexual orientation, veteran status, and household type are reviewed regularly to identify potential barriers and decrease the impact of systemic discrimination.

**21. Describe your organization's policies and procedures for financial operations to assure the proper use and safeguarding of public funds. (Describe the organization's fiscal management, including internal controls and risk management, regarding: financial reporting, record keeping, accounting systems, payment approval procedures, and audit requirements and procedures.)(Supports Criteria 6)**

CCS has over a century of experience providing human services through Western Washington. We are the largest local private provider of assistance to poor and vulnerable people in the state and maintain strong relationships with many government entities including the state, counties, and cities.

We operate in compliance with GAAP (Generally Accepted Accounting Principles) procedures and the federal OMB (Office of Management & Budget) guidelines for auditing of non-profit organizations receiving government grant funds (Circular Files A-133, A-122, A-110). We use the accrual method of accounting to record all financial transactions. Fiscal management follows written operational procedures addressing internal accounting controls which include: (1) inclusive and descriptive chart of accounts; (2) prompt and accurate recording of revenues and expenses; (3) safeguarding and verification of assets; (4) control over expenditures; and (5) separation of duties to the extent possible. CCS undergoes an annual financial audit conducted by an independent accounting firm.

The CCS CFO works directly with the Board of Trustees to ensure their understanding of all CCS financial matters. In SW Washington, CCSSW Finance Director, Jose Uriarte, works with the CFO and provides support to our Agency Director Mike Curry, who holds a Master's degree in Nonprofit Management with an emphasis in Finance, and also has served as the Affiliate Faculty in the online Master of Nonprofit Management Program for Regis University. Financial performance is reviewed at least monthly at multiple levels, including individual program review at the program level, group review of individual programs, program group review at our regional management team meeting, and administrative reviews of all programs at both the regional and corporate levels.

Statutory requirements are implemented by an internal contract review process that is designed to ensure that managers understand and comply with the requirements of all funding contracts. This includes review and coaching, as needed, by our key finance, legal, and operations leadership to ensure that staff for program operations understand and comply with the requirements of all funding contracts. Established contracts are reviewed on a semi-annual basis to ensure compliance requirements are understood and met.

**22. Did your most recent financial audit in the past 24 months result in any findings? If yes, have all findings and concerns been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 6 and 10)**

- Audit conducted with NO audit findings
- Yes, audit findings. All findings have been resolved.
- Yes, audit findings. Findings have NOT all been resolved
- No audit conducted in past 24 months.

**23. Did your most recent programmatic monitoring (either County, State, or Federal) in the past 24 months result in any findings? If yes, have all findings been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 10)**

- Monitoring conducted with NO program monitoring findings
- Yes program monitoring findings. All findings have been resolved
- Yes program monitoring findings. Findings have NOT all been resolved
- NA - program has not received program monitoring in past 24 months.
- NA - program is less than 12 months old and no monitoring has been conducted.

**24. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you have identified financial resources other than those in this current request, please identify whether the other funding is committed. What are the plans to ensure that the project is able to be fully and successfully completed? If other funds are committed, please attach a letter of commitment from the identified funding source(s). For Capital and CDBG projects, all required funds must be committed before a written agreement with Thurston County will be executed. (Supports Criteria 3 and 6)**

Catholic Community Services has budgeted committed funding for this project from Thurston Counties Basic Needs grant and general contributions. Uncommitted funding sources include: Thurston's Hunger Walk, United Way of Thurston County, The Community Foundation of South Puget Sound, and from the Advocacy and Caring for Children Foundation and Thurston County. Although we have a long history with these funding sources, we have to apply for them each year and they are not committed yet for this upcoming fiscal year due to their regular grant cycle.

**25. What type of Affordable Housing Project is being proposed? Select all the boxes that apply. (Support eligibility)**

*-answer not presented because of the answer to #1-*

**26. Describe your plan for completing this project on time and on budget. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for Affordable Housing Projects. These forms can be found under the Documents tab and should be uploaded to the same tab after completion. (Supports Criteria 2, 8 and 9)**

*For CDBG-Capital projects a Project Timeline is required, but the provided form is not required. The information provided should include a bid release/closing date, selection of a general contractor, start/end construction date, and other key dates.* For over twenty years, Catholic Community Services, with support from its volunteers, partner agencies, committed donors, funders, and professional staff, has sustained the feeding program called The Community Kitchen. CCS has and will continue to plan, coordinate, prepare and serve meals to the most vulnerable in our community year-round. CDBG funding will be used to leverage giving and to support the growing demand for nutrient rich warm meals for South Thurston County residents and others.

**27. List the name and organization of the person(s) (up to a max of 3 people) who will serve as the project manager or serve in a lead role on the project. Briefly describe their role on the project, experience serving in their assigned role on similar projects and attach their resume reflecting their relevant experience under the Documents tab. (Supports Criteria 8)**

Catholic Community Services - Erin York, the Director of Operations is the lead and project manager. Terrell Mizell, The Kitchen's supervisor has been with The Community Kitchen for 10 years. Peter Epperson, The Kitchen's Community Involvement Coordinator has been with The Kitchen for almost eight years. Peter and Turtle are The Kitchen's only full-time employees.

**28. Please describe how the project will meet and document income eligibility requirements. Please include your method for ensuring that eligible Thurston County residents will benefit from this project.**

The Community Kitchen does not have eligibility requirements to receive a warm meal. Beneficiaries of meals served on-site at The Community Kitchen self-identify their residence before they receive a meal. Based on meal counts, which are tracked by municipality, 98% are Thurston County residents. Historically, The Kitchen has served more than 2,850 meals to those living in South Thurston County. We rely on guest surveys which are conducted twice a year to determine income eligibility. Catholic Community Services does not require proof of income to determine eligibility to benefit from a warm meal. Historically, because this is a low-barrier meal program, CCS has reported on number of meals served and cannot report on each individual served.

The Community Kitchen has a history of successfully receiving and effectively managing CDBG funds to impact designated populations in Thurston County. Presumed eligibility has been used as this program primarily serves individuals who are experiencing homelessness.

29. If this is an Affordable Housing or CDBG-Capital project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in question #26 and uploaded to the Documents tab, Affordable Housing and CDBG-Capital projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.

-answer not presented because of the answer to #1-

30. A) Does the applicant organization own the property? B) If not, does it plan to acquire building(s) or land as part of this project? C) Has a legally binding contract to purchase the property been signed prior to your intent to apply for funds? If yes to any of these questions, answer Question 31. If no to all, answer NA for Question 31 and proceed to Question 32. Format response as: A) yes/no; B) yes/no/NA; C) yes/no/NA

-answer not presented because of the answer to #1-

31. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Antidisplacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents tab. If required, a RARAP must include information regarding how displacement will minimize the number of residents required to move, the type of relocation, notification procedures, and relocation benefits to be provided.

-answer not presented because of the answer to #1-

**32. Is your Project currently underway?**

- Yes  
 No

**33. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed**  
 No

**34. The Risk Assessment Form, located under the Documents tab, has been completed and attached to this application. (Supports eligibility)**

Note: All applicants must complete a risk assessment form.

- Yes

**35. Select all options below that describe your proposed program and how it will benefit the residents of the City of Tumwater.**

- Organization is located in Tumwater and will only serve Tumwater residents  
 Organization is located in Tumwater and will serve all county residents  
 Organization is not located in Tumwater and will serve all county residents  
 75% or more of beneficiaries will be Tumwater residents  
 50-74% of beneficiaries will be Tumwater residents  
 25-49% of beneficiaries will be Tumwater residents  
 1-24% of beneficiaries will be Tumwater residents

**36. What type of activity will the project perform? The City of Tumwater has identified affordable housing and public service activities as their top priorities for funding. (Check all that apply)**

- Energy Efficiency Improvements  
 Land Acquisition  
 Affordable Housing Acquisition  
 Affordable Housing Rehabilitation/Preservation  
 Home Buyer Assistance  
 Publicly-Owned Infrastructure/Off-Site Improvements Supporting Affordable Housing  
 Public service

**37. Select the CDBG eligible activity category the project falls under.**

- Affordable housing  
 Public services

**38. What is the service area or operation area (e.g. census tract, neighborhood)? (Supports eligibility)**

All of Thurston County.



**39. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons? For Questions 40, 41 and 42, answer the question that applies to your project and indicate NA for the National Objective benefits which do NOT apply to your proposed project.**

- Area Benefit  
 Limited Clientele Benefit  
 Housing Benefit

**40. For Area Benefit, list the boundaries of the service area, state the percentage of LMI persons that reside in the service area and provide the source of this data.**

N/A

**41. For Limited Clientele benefit, indicate whether the project will serve at least 51% low and moderate income (LMI) individuals and whether it will document participant's income, have income eligibility requirements, or serve a presumed LMI category.**

The Kitchen serves at least 51% low income individuals and participant income is presumed based on annual survey. The majority of those we serve are individuals without homes.

**42. For Housing benefit, indicate if the project is a one, two or more than two unit structure and the percentage of units that will benefit low and moderate income individuals or if you will provide assistance to reduce development costs of new construction.**

The Community Kitchen will leverage all CBDG funds awarded to sustain feeding South Thurston County residents and its overall feeding efforts.

**43. How many bed nights will you provide?**

-answer not presented because of the answer to #1-

**44. What is the cost per bed night? Please show your calculation: Project budget/number of bed nights = total cost per bed night**

-answer not presented because of the answer to #1-

**45. Have you operated an emergency shelter program before and will you be ready to proceed on January 1, 2025?**

-answer not presented because of the answer to #1-

**46. If you are unable to implement your proposed project without a minimum funding award, list the MINIMUM funding award that you will accept for the proposed project? (This information will be considered only if a potential award is less than the minimum amount listed. The funding body may determine to not make awards for less than the minimum.)**

-answer not presented because of the answer to #1-

## Budget [top](#)

<b>SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET</b>	Grant Request	Applicant's Own Resources	Committed Outside Funding	Uncommitted Outside Funding	TOTAL
Administrative Costs			\$ 1,262.00	\$ 33,660.00	\$ 34,922.00
Personnel Costs	\$ 3,169.40		\$ 6,600.00	\$ 202,088.00	\$ 211,857.40
Facility Costs:			\$ 1,716.00	\$ 29,911.00	\$ 31,627.00
Rent/Utilities/Repair/Maintenance/etc					
Operating Costs:				\$ 810.00	\$ 810.00
Transportation/Equipment/Training/etc					
Supplies:			\$ 3,700.00	\$ 70,353.00	\$ 74,053.00
Phone/Printing/Copying/Computer/Food Supply/etc					
Shared Direct - Facility & Tech			\$ 1,300.00	\$ 847.00	\$ 2,147.00
Professional Fees			\$ 1,200.00	\$ 2,248.00	\$ 3,448.00
Depreciation/Amortization		\$ 2,623.00			\$ 2,623.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)					\$ 0.00
In Kind Food Cost		\$ 384,176.00			\$ 384,176.00
<b>Total</b>	<b>3,169.40</b>	<b>\$ 386,799.00</b>	<b>\$ 15,778.00</b>	<b>\$ 339,917.00</b>	<b>\$ 745,663.40</b>

<b>AFFORDABLE HOUSING/CDBG CAPITAL PROJECT BUDGET</b>	<b>Year 1 Grant Request</b>	<b>Applicant's Resources</b>	<b>Other Federal</b>	<b>State/Local</b>	<b>Private/Other</b>	<b>TOTAL</b>
Design & Inspection						\$ 0.00
Project Manager/Consultants						\$ 0.00
Relocation Costs (if applicable)						\$ 0.00
Title Insurance						\$ 0.00
Environmental Review						\$ 0.00
Permits & Fees						\$ 0.00
Land/Property Acquisition						\$ 0.00
Site Development & Landscape						\$ 0.00
Construction/Rehabilitation						\$ 0.00
Utilities						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

## Documents [top](#)

### Documents Requested \*

### Required? Attached Documents \*

Verification and Signature <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Verification Signature</a>
For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 return (or link to electronic version) -For For-Profits: Articles of Incorporation	<input checked="" type="checkbox"/>	<a href="#">IRS Letter 990</a>
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)		
Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	<input checked="" type="checkbox"/>	<a href="#">Audit</a>
Financial Commitment Letters		
Letters of Support or Collaboration Memorandum		
General Liability Insurance Certificate		
Risk Assessment <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Risk Assessment</a>
Demographic Composition of Organization (as part of response to Question #14) <a href="#">download template</a>		
Project Timeline (Required for Affordable Housing and CDBG applicants) <a href="#">download template</a>		
Resumes (Required for Affordable Housing and CDBG applicants)		<a href="#">Erin York Resume</a>
Project Team Summary (Required for Affordable Housing and CDBG Capital applicants) <a href="#">download template</a>		
Pro Forma. (Required for Affordable Housing and CDBG rental project applicants) <a href="#">download template</a>		

Financing Sources (Required for Affordable Housing applicants)

[download template](#)

Rents and AMI (Required for Affordable Housing rental housing applicants)

[download template](#)

Development Budget (Required for Affordable Housing applicants)

[download template](#)

Purchase or Option Agreement

Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds)

[Acknowledgement of Required Assurances](#)

[download template](#)

Environmental Review Documentation

Project Map/Service Area

Residential Antidisplacement and Relocation Assistance Plan (RARAP)(Required if answer "yes" to Application Question #31)

Program Policies and Procedures (As part of response to Question #20)

Low Barrier/Housing first policies and documents (As part of response to Question #12)

Other

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 465483

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## Attachment C7

Thurston County Public Health and Social Services  
 Thurston County, Public Health and Social Services  
**2024 Consolidated Grant Application- Thurston County**  
 Deadline: 4/5/2024

### Family Education and Support Services Peer Recovery Specialist

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**\$ 58,000.00** Requested

Submitted: 4/4/2024 7:27:50 PM (Pacific)

#### Project Contact

Shelly Willis  
[Shelly@FamilyESS.org](mailto:Shelly@FamilyESS.org)  
 Tel: 3607547629

#### Additional Contacts

*none entered*

#### Family Education and Support Services

PO Box 14907  
 Tumwater, WA 98511

#### Executive Director

Shelly Willis  
[Shelly@FamilyESS.org](mailto:Shelly@FamilyESS.org)

Telephone 360-754-7629  
 Fax 360-350-0564  
 Web FamilyESS.org

### Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

#### 1. What type of project are you proposing?

Select one. For more information on each project type, review the RFP Instructions under the Library tab.

- Affordable Housing Projects
- Homeless Services - Cold and Hazardous Weather Projects
- CDBG - Capital Projects (City of Tumwater projects only)
- CDBG - Public Service (City of Tumwater projects only)
- Veterans Emergency Shelter Bed Program (Vets RFP)
- Housing Basic Needs (NOT ACCEPTING APPLICATIONS)
- Basic Needs (NOT ACCEPTING APPLICATIONS)
- Lived Experience Steering Committee Facilitation (NOT ACCEPTING APPLICATIONS)
- Eviction Prevention Rental Assistance (NOT ACCEPTING APPLICATIONS)

#### 2. Please indicate which of the following is true with regard to the types of funding your organization is willing to receive. (Supports eligibility)

Select all that apply, or to accept funds from all sources, select "all of the above". Projects that will accept Federal Funds are

Item 8a. required to attach both an Acknowledgement of Required Assurances and a Risk Assessment form (See Documents tab).

- Will accept Federal funds
- Will accept State funds
- Will accept Local funds
- All of the above

**3. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check all boxes that apply. (Supports eligibility). By and For Organizations are those that are operated by and for the marginalized community to be served. By and For organizations have a primary mission and history of serving a specific marginalized community, and are culturally based, directed, and substantially controlled/managed by individuals from the specific marginalized population they serve. At the core of their programs, these agencies embody the central cultural values of the community to be served. Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, two-spirit, intersex and transgender; individuals with disabilities or who are deaf; and Native Americans.**

- Private/Non-Profit
- Community Housing Development Organization (CHDO) (Must meet HUD definition)
- Governmental Entity
- Corporation
- Limited Liability Corporation (LLC)
- Sole Proprietorship
- By and For Organization (See definition embedded in question above)
- Other (Submit supporting documentation)

**4. What population(s) is to be targeted for the service provided? Check all that apply. (Supports Criteria 1)**

Select all that apply.

- Adults (25 years of age and above)
- Young Adults (19-24 years of age)
- Children (0-18 years of age)
- Senior Citizens (as defined by your program)
- Families with Children
- Veterans
- Other or None (Explain in response to Question 8)

**5. Is this the first year this program will be in operation? If "No", what year did this program start? If "Yes", how long will it take after a contract is issued for the program to start? (Supports Criteria 11)**

*-answer not presented because of the answer to #1-*

**6. Indicate the type(s) of basic needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**7. Indicate the type(s) of Housing needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**8. Why is this program/project needed in our community? (Supports Criteria 1)**

*By and For Organizations should clearly and specifically identify the marginalized community they serve.*

Family Education and Support Services is seeking to sustain our Peer Recovery Specialist position located in Tumwater at our Family Resource Center. This program offers Peer recovery support for low to moderate income parents impacted by substance abuse/mental health challenges .

Thurston Co. has shown a rise in both parental substance and child abuse. The Center for Disease Control indicated as of June 2020, 13% of Americans reported increased substance use as a way of coping with stress or emotions related to Covid-19, and other stressors. While child abuse rose in 2021 in Washington State the numbers decreased by 3% in 2023 with 35.35 victims per 1,000 children. while at the same time Thurston County showed an increase with a child abuse rate of 40.53 victims per 1,000 children (Thurston County Health Dept. Proclamation 2024).

Thurston County is also showing risk factors higher than both our State, and national averages. These include: Adult smoking (Thurston at 15% - WA 12% ), Excessive Drinking (Thurston at 20% WA -18% and USA-19%) , Alcohol-Impaired Driving Deaths (Thurston at 34% WA- 33% and USA- 27%) \*countyhealthrankings.org/Thurston year=2023. Also, the Department of Health reports Thurston County Opioid and Drug Overdose Deaths per 1,000 per population to be at 43.25 while WA is at 33.44 (doh.wa.gov overdose-dashboard), and sadly Fetal and Infant death rates in Thurston County to be at the higher level of 7.7 while WA is at 5.5 (doh.wa.gov/data fetal-infant-deaths-county).

Risk factors impacting healthy child development are at critical levels. Providing a Peer Recovery Specialist enhances our

county's ability to improve protective factors and reduces our risk factors by providing the adults influencing children access to family strengthening resources and supports. Peers leverage the power of lived experience, culturally competent practices, and awareness of our community landscape to promote positive outcomes for adults, and their children.

**9. Describe the activities and actions your project will undertake and accomplish with this funding. This language may be included as a scope of work in a grant contract and may be adjusted if a grant award is less than the requested amount. (Supports Criteria 1, 2, 3, 4, and 5a)**

We are applying for CDBG-Tumwater Public Service funds to sustain our Tumwater based Peer Recovery Specialist program. We will serve over 50 low-moderate income adults (parents/caregivers) impacted by substance abuse and/or mental health concerns. Our goal is to promote healthy child development by providing support, training and concrete goods to the adults who influence child well-being through peer case workers. Our Peer Recovery Specialists or PRS case workers will bring the wisdom of lived experience, the resources of evidence-based programming, concrete goods, and the knowledge of our ever-changing community services landscape to parents/caregivers impacted by substance abuse and/or mental health concerns. PRS case workers will complete an initial screening with participants to evaluate emergent needs and then collaborate to develop and implement a plan that will be re-visited at 3 and six month intervals. PRS case workers will strive to improve access to basic services intended to improve health and well-being across several domains (physical, financial, emotional, familial).

Examples of plans may include assisting participants in accessing: medical coverage, substance abuse treatment, transportation, TANF, food, housing, domestic violence support, or other community resources and more. The PRS case worker is able to enroll participants in parenting classes, help them to build positive social connections by attending weekly support groups, engage with a home visitation program, or explore strategies to work on building fiscal self-sufficiency. The PRS is also able to provide support in accessing immediate concrete goods such as food, clothing, or hygiene items. While there is no one-size-fits-all solution for helping family members facing the complexities of addiction or addressing a mental illness, research has indicated that strategies like our Peer program can play a major role in helping to reduce, and sometimes even prevent, trauma by providing support, training, concrete goods, and strategies for healing. After the initial intake participants meet regularly with the PRS case worker to meet the goals of the plan.

We expect outcomes will show participants will report increased protective factors such as successfully accessing resources and improved over all well-being. We also anticipate overall outcomes will indicate 50 participants engaging with our Peer Recovery Specialist Case workers will report decreased risk factors (parental stress, feelings of isolation) and increased protective factors (increased parenting skills, increased social supports to call on in times of need, increased access to community resources).

**10. If applying for facilitation of the Lived Experience Steering Committee (LESC), please describe your agency's experience centering people with lived experience of homelessness (PLEH) within program development, hiring and support of peer staff, and/or advocacy efforts towards including PLEH voice in the HCRS. (Supports Criteria 1a)**

*-answer not presented because of the answer to #1-*

**11. Indicate the Strategy and Task in the 5 Year Homeless Housing Plan that your project seeks to address. Format Response as Strategy Number, Task. ie "Housing A-3: Task All new Homeless housing units should be focused on Housing First/Low Barrier)" If your project touches on multiple strategies/tasks, list the one that best aligns with your project. (Supports Criteria 1)**

*-answer not presented because of the answer to #1-*

**12. PHSS prioritizes funding for programs adhering to evidence-based and promising practices. For housing and homeless services applicants, how will this program follow a low-barrier/housing first approach? Attach evidence that demonstrates low barrier/housing first approach. (Supports Criteria 2 and 5a)**

*-answer not presented because of the answer to #1-*

**13. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities. Please explain how you will show success or measure your results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes. (Supports Criteria 2)**

Our Peer program has three primary components which include Peer led training, support groups and case management. When we learned that our prior funder, Treatment Sales Tax, would not be funding our agency for the 2024/2025 year we quickly began searching for alternative funds to sustain our service delivery. We were able to secure funding to cover the training and support portions of our Peer service delivery and now we need the support of CDBG Tumwater to help us sustain the final component-Peer Case management.

Enhancing our Peer program to include case management has been a critical step towards supporting families in securing safe and stable environments. Reports from those receiving this service have reflected increased protective factors and decreased risk factors. With CDBG funding we will continue our service to 50 low-moderate income parenting adults impacted by substance abuse/mental health concerns and expect outcomes indicating increased health and well-being. Specific outcomes include: 94% will show improved markers of reduced parental stress, 94% will show they are better off by having improved parenting skills, 80% will share reduced feelings of isolation, and 94% will share increased access to or

awareness of concrete supports.

We will measure outcomes through an initial intake evaluation which will set a baseline for future measurement at the 3 and six month timeline. Our services are offered in Tumwater at 6840 Capitol Blvd. Building #3, Tumwater, WA. We are located next door to the TANF/Welfare office and in the same building as Child Welfare. We are a one-stop-shop for many families. Though our case managers travel across Thurston County- Tumwater is our home. We align with RFP priorities because we are a Family Resource Center providing evidence based public services in Tumwater, and prioritizing services to low-to moderate income level families.

**14. Describe the actions your agency has taken in recent years and intends to take in 2024 and 2025 to decrease disparity amongst identities overrepresented in the Homeless Crisis Response System (such as, Black, Indigenous, People of Color, LGBTQIA2S+, and people living with disabilities), advance or support racial equity and center people with lived experience of homelessness or those unstably housed or eligible under the Housing Choice Voucher program within your organization. Are there people in your leadership team that identify as BIPOC? If yes, please complete the table on the Documents tab. (Supports Criteria 1, 5a and 5b)**

As the Director of Family Education and Support Services, addressing disparities within the homeless crisis response system and advancing racial equity are central to our mission. Over the past few years, we have implemented several initiatives aimed at reducing these disparities and centering the voices of those with lived experience of homelessness. In recent years, we have established partnerships with local organizations serving BIPOC, LGBTQIA2S+, and disabled communities to better understand their unique needs and barriers to accessing housing services. We have implemented culturally competent training programs for our staff to ensure they are equipped to provide support that is sensitive to the diverse identities of those we serve. We have expanded outreach efforts to engage directly with communities disproportionately affected by homelessness, providing resources and support tailored to their specific needs. Looking ahead to 2024 and 2025, we are committed to building on these efforts by:

- \* Increasing the representation of BIPOC, LGBTQIA2S+, and disabled individuals within our leadership team and staff through targeted recruitment and retention strategies.

- \* Elevating the voices of those with lived experience of homelessness by creating opportunities for them to participate in decision-making processes within our organization.

- \* Implementing initiatives to address the root causes of homelessness, such as economic inequality and discrimination, through community partnerships and advocacy efforts.

- \* Continuing to evaluate and adapt our programs and services to ensure they are inclusive and accessible to all members of our community.

Yes, there are individuals who identify as BIPOC within our leadership team. We recognize the importance of diversity and representation at all levels of our organization and are committed to fostering an inclusive environment where everyone feels valued and supported.

**15. Where will the services be provided and how will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial disproportionality and 4) support historically vulnerable and disadvantaged populations? (Supports Criteria 5a)**

Services will be provided from our Tumwater location at 6840 Capitol Blvd. This is a Family Resource Center and as such a one-stop-shop for families seeking support, training and resources. Our Peer's however work across Thurston County and will continue to work closely with our neighbors at Child Welfare and the TANF/Welfare office as well as family court, schools, treatment facilities, Public Defenders, the ARC, and many other community partners serving low /no income parents impacted by mental health or substance abuse issues. We are an ADA facility and prioritize our service to underserved populations. Every program and service offered through our agency was born out of community need. We recognize that BIPOC populations are disproportionately represented in the populations we serve, and we are intentional about culturally respectful and trauma informed service delivery. This is one of the reasons we have embraced Peers into our workforce. Our mission is to ensure healthy child development and we recognize adults have the greatest influence on children. Families come in all shapes, sizes, economic and racial backgrounds and our agency has been intentional about ensuring our service delivery mirrors our values to provide unconditional positive regard to those we serve. At FESS we build relationships, foster hope and promote resilience for vulnerable and disadvantaged populations.

**16. If requesting set-aside funds for supporting activities (training, technical assistance, compensation for people with lived expertise in consultation roles through stipends) to decrease disparity and advance racial equity within your agency, please describe the specific activities these funds would support. (Supports Criteria 1, 5a, and 5b)**

*-answer not presented because of the answer to #1-*

**17. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships. If there are other organizations you collaborate with on a less formal basis, describe this collaboration. (Supports Criteria 4)**

Family Education and Support Services (FESS) works with Children's Home Society (now known as AKIN) for the implementation of one of three components of our Peer Service delivery. This agency funds our ability to provide monthly training at family court called Dependency 101 and weekly support peer led services. We offer an evidence based parenting program called Parenting in Recovery that has a sliding fee scale and is supplemented by the HORIZONS foundation and

allows us to provide scholarships. In addition DCYF Child Welfare also contracts with FESS to engage parents in this training. For the past year we had funding from Treatment Sales Tax to cover the Case Management enhancement we had added to the Peer program. When we learned we were not funded for the 2024/25 year we recognized the need to apply for CDBG Tumwater Public Service assistance in order to sustain this unique and valuable service for our community. These funds braid together to ensure PEERS are able to meet parents where they are and provide comprehensive supports inclusive of case management. When parents enter into a "system" be it Court, Child Welfare or even applying for TANF or Housing it can be a humiliating, scary and overwhelming experience. Peers bring their lived experience to the table and let parents know they are not alone, that they too have walked in this path and had found success.

Our Peers work with our Justice system and serve on the Family Recovery Court, Drug court, Dependency, and Safe Baby Court teams. They work closely with Child Welfare Social workers, guardian ad litem, the System of Care hub of mental health professionals to ensure parents have access to available resources and supports. We also work closely with Medicaid providers such as Molina, Coordinated Care and Amerigroup as well as Catholic Community Services- all in the best interest of supporting adults in their ability to influence healthy child development.

**18. Who will provide the services, supervise the program staff and be responsible for reporting requirements? List the names, titles, responsibilities and length of time with the agency for each identified staff member. If new staff will be hired, briefly describe the qualifications or credentials necessary for the position. (Supports Criteria 2 and 8)**

Executive Director and agency Founder Shelly Willis is responsible for overall contract compliance and has been with the agency for 25 years. Deputy Director and Chief Finance Officer Karin Oceguela provides fiscal oversight and has been with FESS for five years. Clinical Director Scott Hanauer has worked for FESS for six years. These three individuals comprise the Senior Leadership team and will support Natalya Kinder Director of our Peer service delivery in the successful implementation of this work. Natalya supervises a team of Peers who have been with our agency from 2 months to 7 years. She will also be supported by Jacob Tillet our Data management lead who has worked for us for six years, Nate Gomez our Marketing Lead in his second year, and Jody Smetak our Education Director in her 3rd year. Natalya will collect and assimilate data (with support) and be responsible for the reporting requirements.

FESS works with a wide array of non profit, government, faith, tribal, school, and community partners to support the 20,000 individuals we served last year. We believe in collaboration over duplication of effort, and we are intentional to be good stewards of our funds and resources. While there are other Peer programs in our community there are no services that directly serves this population, with Peers, and the evidence-based strategies we are able to provide. The Peers in this program must have lived experience with parenting, a dependency (child welfare engagement) and navigated substance abuse and/or mental health supportive services. The Peers must be able to serve vulnerable populations (background check confirmed) and be able to certify as a Peer Recovery Coach, motivational interviewing, trauma informed training, and culturally respectful service delivery. In addition, peers must participate in weekly clinical staffing, weekly supervision, and on-going training.

**19. How many unduplicated individuals will be served by the program or project? Total project cost per person served. Please show your calculation: Total project budget/number of individuals served = total cost per person. (Supports Criteria 3)**

50 individuals will be served averaging \$1,160 per person (\$58K/ 50 people served). While the Peers will be full time worker only 1/3 of the budget

**20. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. (Supports Criteria 2 and 6)**

With oversight from the Board, FESS has a stellar Fiscal management system. Our Executive Director supervises the Chief Financial Officer who is responsible for the preparation of financial statements in accordance with generally accepted accounting principles. We also host a Senior Leadership Team (Executive Director, Chief Finance Officer, and Clinical Director) who review and steer agency operations. We employ Quick Books/non profit and operate on accrual basis. Internal Controls established by the Board are followed by the CFO with checks in place by the Exec. Director to assure all payments are timely and in accordance with all purchase orders and contracts. Both accounts payable and receivable have established protocols to ensure that duplicate payments are not made, documentation is attached, and signed by the Executive Director prior to distribution. Monthly financial statements are reviewed by the board, while additional transaction details are also reviewed by our Board Treasurer and Exec. Director. The agency manages four Bank accounts including two restricted accounts, a reserve account, and primary account. A line of credit is in place, but has no owed balance. Payroll is completed by Genie Payroll and reviewed monthly by the CFO. Controls include a second signature for checks exceeding \$5,000. Segregation of duties are strictly adhered to with specific FESS employee handling all incoming cash, checks and purchase orders, and our CFO handling all accounts .

**21. Describe your organization's policies and procedures for financial operations to assure the proper use and safeguarding of public funds. (Describe the organization's fiscal management, including internal controls and risk management, regarding: financial reporting, record keeping, accounting systems, payment approval procedures, and audit requirements and procedures.)(Supports Criteria 6)**

We have a strong Board of Directors who supervise our Executive Director. A three person Senior Leadership team oversees mission and our 34 employees, three offices (Thurston, Lewis and Mason), and last year served to over 20,000 individuals. Our Board of a Directors oversees and approves our budget and policy directives. On our Board is an Executive team, with a treasurer who works closely with our Executive Director and Senior leadership team to ensure internal controls. Deputy



Director and CFO Karin Ocegüera oversees our fiscal well-being. We employ Quick Books/nonprofit and operate on accrual basis. Internal Controls established by the Board are followed by the CFO to assure all payments are timely and in accordance with all purchase orders and contracts. Both accounts payable and receivable have established protocols to ensure that duplicate payments are not made, documentation is attached. Monthly financial statements are reviewed by the board, while additional transaction details are also reviewed by our Board Treasurer and Exec. Director. The agency manages four Bank accounts including two restricted accounts, a reserve account, and primary account. A line of credit is in place but has no owed balance. Payroll is completed by GUSTO, and reviewed bi-monthly by the CFO. Controls include a second signature for checks exceeding \$5,000. Segregation of duties are strictly adhered to with specific FESS employee handling all incoming cash, checks and purchase orders, and our CFO handling all accounts payable. Distributions are made by check or card and are reviewed and signed by the Executive Director prior to delivery. All blank warrants/checks are kept in a locked storage container under the control of the ED. All deposits and AP are reviewed by the Exec. Director, and Board Treasurer monthly. Contract compliance ensures we have encryption software, several layers of locked records, and we keep all documents for a minimum of 7 years. We are audited annually by an independent accounting firm and have nearly reached 25 years of successful audits. Additional audits are conducted by state agencies such as DCYF, AL TSA Our Service delivery is overseen by our Clinical Director who works with our 7 agency Directors to ensure fidelity to the programs and to agency policies. We have systems in place to interview staff, review program fidelity, and sustain quality service delivery.

**22. Did your most recent financial audit in the past 24 months result in any findings? If yes, have all findings and concerns been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 6 and 10)**

- Audit conducted with NO audit findings
- Yes, audit findings. All findings have been resolved.
- Yes, audit findings. Findings have NOT all been resolved
- No audit conducted in past 24 months.

**23. Did your most recent programmatic monitoring (either County, State, or Federal) in the past 24 months result in any findings? If yes, have all findings been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 10)**

- Monitoring conducted with NO program monitoring findings
- Yes program monitoring findings. All findings have been resolved
- Yes program monitoring findings. Findings have NOT all been resolved
- NA - program has not received program monitoring in past 24 months.
- NA - program is less than 12 months old and no monitoring has been conducted.

**24. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you have identified financial resources other than those in this current request, please identify whether the other funding is committed. What are the plans to ensure that the project is able to be fully and successfully completed? If other funds are committed, please attach a letter of commitment from the identified funding source(s). For Capital and CDBG projects, all required funds must be committed before a written agreement with Thurston County will be executed. (Supports Criteria 3 and 6)**

The Peer Case Management component of Peer outreach is dependent on this funding. We have a sustainability plan for next year that includes requests at the state (Health Care Authority) and Federal (Health and Human Services) levels. We also plan to submit a funding requests to Samhsa in hopes of fully supporting our Peer service delivery for the 25/26 fiscal year. Our agency is well supported in this community and if we are unfunded, we will continue to reach out and explore other opportunities. We will not give up as we see this approach as effective and the outcomes show impact. We recognize Peer led case management as a highly effective approach to engaging what can sometimes be a reluctant and highly stigmatized service area. We will continue to advocate to sustain this service for this underserved population.

**25. What type of Affordable Housing Project is being proposed? Select all the boxes that apply. (Support eligibility)**

*-answer not presented because of the answer to #1-*

**26. Describe your plan for completing this project on time and on budget. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for Affordable Housing Projects. These forms can be found under the Documents tab and should be uploaded to the same tab after completion. (Supports Criteria 2, 8 and 9)**

*For CDBG-Capital projects a Project Timeline is required, but the provided form is not required. The information provided should include a bid release/closing date, selection of a general contractor, start/end construction date, and other key dates.* Director/CFO will review budget and internal protocols, and Clinical Director would review supervisions, trainings and program implementation.

July 2024: Service delivery is initiated and engagement strategies are implemented. Staff training calendar is confirmed and supervisions scheduled. Peer team initiates community engagement plan. Technology is loaded onto tablets for remote data collection and tested. Calendars are set for clinical supervisions and trainings are defined and scheduled along with quarterly report dates. Future sustainable funding streams are explored and applied for this month- and everyone that follows.

August 2024: Program Director follows up and checks in with key community partners, and key stakeholders. Supervisor meets with the Peer team to review status and successful implementation Trends and themes are considered, brainstormed and discussed. Intake form is reviewed and confirmed to be working well to capture data. First training should be completed. September 2024: Quarterly report for Senior Team who checks in with Director on all three areas Adjustments made if needed. Check in on first 3 month check in. Celebrate successes.

January 2025: 2nd quarter check in with Senior Team. Also included is the first 6 month check in first co-hort. Report to interest parties. Sustainability seeking continues.

April 2025: 3rd Quarter check in with Senior Team. Follow up on check ins. Data review. Suggestions for future approaches. Report to interested parties. Should be at a minimum of 40 served.

June 2025: Collect and assemble the final report and submit to interested parties. Take next steps in sustainability. Final appreciation to those who contributed.

**27. List the name and organization of the person(s) (up to a max of 3 people) who will serve as the project manager or serve in a lead role on the project. Briefly describe their role on the project, experience serving in their assigned role on similar projects and attach their resume reflecting their relevant experience under the Documents tab. (Supports Criteria 8)**

Natalya Kinder is our Director of Peer Services and will serve as the Project Manager and will supervise the Peer team, engage with key stakeholders, and oversee engagement and data collection.

Shelly Willis is the Executive Director, and she will support Natalya in reviewing contractual obligations, aligning resources to support her team and review strategies to ensure successful contract completion.

Karin Ocegueda will work with Natalya to understand her budget, expenditures and allocations and will develop and monitor invoices providing oversight on internal controls.

Scott Hanauer, Clinical Director will support Natalya in providing clinical support, assist in the provision of training for staff and problem solve service to our constituents.

Jacob Tillet is our Data Collection Director and will ensure Natalya and her team have tools to collect survey information and other documentation (such as demographics and proof of income)

**28. Please describe how the project will meet and document income eligibility requirements. Please include your method for ensuring that eligible Thurston County residents will benefit from this project.**

Initial intake survey will collect demographics from each individual served whether they are engaging in services. The demographic form will be delivered in multiple ways in order to ensure collection- English/Spanish, electronic, oral interview, and printed survey format and on a tablet. Verification will be requested to confirm income eligibility including TANF and/or Medicaid documentation, pay stubs and other forms of revenue confirmation. Because over 70% of those we serve will also be engaged in a Dependency with DCYF Children's services we are confident in our ability to capture information.

**29. If this is an Affordable Housing or CDBG-Capital project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in question #26 and uploaded to the Documents tab, Affordable Housing and CDBG-Capital projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.**

*-answer not presented because of the answer to #1-*

**30. A) Does the applicant organization own the property? B) If not, does it plan to acquire building(s) or land as part of this project? C) Has a legally binding contract to purchase the property been signed prior to your intent to apply for funds? If yes to any of these questions, answer Question 31. If no to all, answer NA for Question 31 and proceed to Question 32. Format response as: A) yes/no; B) yes/no/NA; C) yes/no/NA**

*-answer not presented because of the answer to #1-*

**31. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Antidisplacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents tab. If required, a RARAP must include information regarding how displacement will minimize the number of residents required to move, the type of relocation, notification procedures, and relocation benefits to be provided.**

*-answer not presented because of the answer to #1-*

**32. Is your Project currently underway?**

Yes

No

**33. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed no not applicable to our service delivery**

**34. The Risk Assessment Form, located under the Documents tab, has been completed and attached to this application. (Supports eligibility)**

*Note: All applicants must complete a risk assessment form.*

Yes

**35. Select all options below that describe your proposed program and how it will benefit the residents of the City of Tumwater.**

- Organization is located in Tumwater and will only serve Tumwater residents
- Organization is located in Tumwater and will serve all county residents
- Organization is not located in Tumwater and will serve all county residents
- 75% or more of beneficiaries will be Tumwater residents
- 50-74% of beneficiaries will be Tumwater residents
- 25-49% of beneficiaries will be Tumwater residents
- 1-24% of beneficiaries will be Tumwater residents

**36. What type of activity will the project perform? The City of Tumwater has identified affordable housing and public service activities as their top priorities for funding. (Check all that apply)**

- Energy Efficiency Improvements
- Land Acquisition
- Affordable Housing Acquisition
- Affordable Housing Rehabilitation/Preservation
- Home Buyer Assistance
- Publicly-Owned Infrastructure/Off-Site Improvements Supporting Affordable Housing
- Public service

**37. Select the CDBG eligible activity category the project falls under.**

- Affordable housing
- Public services

**38. What is the service area or operation area (e.g. census tract, neighborhood)? (Supports eligibility)**

We serve all parents and caregivers in Thurston County as an agency and in the Peer program we are seeking funding for we narrow service down to the parents and caregivers impacted by substance abuse and/or mental health challenges.

**39. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons? For Questions 40, 41 and 42, answer the question that applies to your project and indicate NA for the National Objective benefits which do NOT apply to your proposed project.**

- Area Benefit
- Limited Clientele Benefit
- Housing Benefit

**40. For Area Benefit, list the boundaries of the service area, state the percentage of LMI persons that reside in the service area and provide the source of this data.**

We will engage families residing in Thurston County with a proof of address.

**41. For Limited Clientele benefit, indicate whether the project will serve at least 51% low and moderate income (LMI) individuals and whether it will document participant's income, have income eligibility requirements, or serve a presumed LMI category.**

We expect over 70% of our participants will be low and moderate incomes and will confirm through TANF verification and/or medical coverage.

**42. For Housing benefit, indicate if the project is a one, two or more than two unit structure and the percentage of units that will benefit low and moderate income individuals or if you will provide assistance to reduce development costs of new construction.**

not applicable

**43. How many bed nights will you provide?**

*-answer not presented because of the answer to #1-*

**44. What is the cost per bed night? Please show your calculation: Project budget/number of bed nights = total cost per bed night**

*-answer not presented because of the answer to #1-*

45. Have you operated an emergency shelter program before and will you be ready to proceed on January 1, 2025?

-answer not presented because of the answer to #1-

46. If you are unable to implement your proposed project without a minimum funding award, list the MINIMUM funding award that you will accept for the proposed project? (This information will be considered only if a potential award is less than the minimum amount listed. The funding body may determine to not make awards for less than the minimum.)

-answer not presented because of the answer to #1-

**Budget** [top](#)

<b>SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET</b>	Grant Request	Applicant's Own Resources	Committed Outside Funding	Uncommitted Outside Funding	TOTAL
Administrative Costs	\$ 5,800.00	\$ 14,000.00	\$ 8,812.00		\$ 28,612.00
Personnel Costs	\$ 36,000.00	\$ 14,745.00	\$ 44,280.00		\$ 95,025.00
Facility Costs: Rent/Mortgage	\$ 12,000.00	\$ 152,975.00			\$ 164,975.00
Operating Costs:					
Insurance/Training/Transportation/Utilities/etc	\$ 2,200.00	\$ 8,050.00	\$ 5,500.00		\$ 15,750.00
Supplies: Phone, printing, copying, and equipment	\$ 2,000.00	\$ 0.00			\$ 2,000.00
Rapid Rehousing					\$ 0.00
Rental Assistance					\$ 0.00
Diversion Assistance					\$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)	\$ 0.00				\$ 0.00
Other:	\$ 0.00				\$ 0.00
<b>Total</b>	<b>\$ 58,000.00</b>	<b>\$ 189,770.00</b>	<b>\$ 58,592.00</b>	<b>\$ 0.00</b>	<b>\$ 306,362.00</b>

<b>AFFORDABLE HOUSING/CDBG CAPITAL PROJECT BUDGET</b>	Year 1 Grant Request	Applicant's Resources	Other Federal	State/Local	Private/Other	TOTAL
Design & Inspection						\$ 0.00
Project Manager/Consultants						\$ 0.00
Relocation Costs (if applicable)						\$ 0.00
Title Insurance						\$ 0.00
Environmental Review						\$ 0.00
Permits & Fees						\$ 0.00
Land/Property Acquisition						\$ 0.00
Site Development & Landscape						\$ 0.00
Construction/Rehabilitation						\$ 0.00
Utilities						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**Documents** [top](#)

**Documents Requested \***

Verification and Signature  
[download template](#)

**Required? Attached Documents \***

[fess verification](#)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 return (or link to electronic version) -For For-Profits: Articles of Incorporation	<input checked="" type="checkbox"/>	<a href="#">501 c 3 updated</a> <a href="#">board policies conduct</a>
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)		<a href="#">Board list</a> <a href="#">FESS Board Signed Bylaws</a> <a href="#">Signed Bylaws</a>
Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	<input checked="" type="checkbox"/>	<a href="#">Audit</a>
Financial Commitment Letters		
Letters of Support or Collaboration Memorandum		<a href="#">Nick a dads letter of support</a> <a href="#">updated p4p contract</a>
General Liability Insurance Certificate		<a href="#">Insurance</a>
Risk Assessment <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Risk</a>
Demographic Composition of Organization (as part of response to Question #14) <a href="#">download template</a>		<a href="#">Demographics</a>
Project Timeline (Required for Affordable Housing and CDBG applicants) <a href="#">download template</a>		
Resumes (Required for Affordable Housing and CDBG applicants)		<a href="#">Scott Resume</a> <a href="#">Karin REsume</a>
Project Team Summary (Required for Affordable Housing and CDBG Capital applicants) <a href="#">download template</a>		
Pro Forma. (Required for Affordable Housing and CDBG rental project applicants) <a href="#">download template</a>		
Financing Sources (Required for Affordable Housing applicants) <a href="#">download template</a>		
Rents and AMI (Required for Affordable Housing rental housing applicants) <a href="#">download template</a>		
Development Budget (Required for Affordable Housing applicants) <a href="#">download template</a>		
Purchase or Option Agreement		
Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds) <a href="#">download template</a>		<a href="#">Acknowledgement of</a>
Environmental Review Documenation		
Project Map/Service Area		
Residential Antidisplacement and Relocation Assistance Plan (RARAP)(Required if answer "yes" to Application Question #31)		
Program Policies and Procedures (As part of response to Question #20)		
Low Barrier/Housing first policies and documents (As part of response to Question #12)		
Other		

Application ID: 468745

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Attachment C8

Thurston County Public Health and Social Services  
 Thurston County, Public Health and Social Services  
**2024 Consolidated Grant Application- Thurston County**  
 Deadline: 4/5/2024

## Senior Services for South Sound Home Share Program

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**\$ 23,000.00** Requested

Submitted: 3/29/2024 2:26:30 PM (Pacific)

### Project Contact

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## Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

### 1. What type of project are you proposing?

Select one. For more information on each project type, review the RFP Instructions under the Library tab.

- Affordable Housing Projects
- Homeless Services - Cold and Hazardous Weather Projects
- CDBG - Capital Projects (City of Tumwater projects only)
- CDBG - Public Service (City of Tumwater projects only)
- Veterans Emergency Shelter Bed Program (Vets RFP)
- Housing Basic Needs (NOT ACCEPTING APPLICATIONS)
- Basic Needs (NOT ACCEPTING APPLICATIONS)
- Lived Experience Steering Committee Facilitation (NOT ACCEPTING APPLICATIONS)
- Eviction Prevention Rental Assistance (NOT ACCEPTING APPLICATIONS)

### 2. Please indicate which of the following is true with regard to the types of funding your organization is willing to receive. (Supports eligibility)

Select all that apply, or to accept funds from all sources, select "all of the above". Projects that will accept Federal Funds are

Item 8a. required to attach both an Acknowledgement of Required Assurances and a Risk Assessment form (See Documents tab).

- Will accept Federal funds
- Will accept State funds
- Will accept Local funds
- All of the above

**3. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check all boxes that apply. (Supports eligibility). By and For Organizations are those that are operated by and for the marginalized community to be served. By and For organizations have a primary mission and history of serving a specific marginalized community, and are culturally based, directed, and substantially controlled/managed by individuals from the specific marginalized population they serve. At the core of their programs, these agencies embody the central cultural values of the community to be served. Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, two-spirit, intersex and transgender; individuals with disabilities or who are deaf; and Native Americans.**

- Private/Non-Profit
- Community Housing Development Organization (CHDO) (Must meet HUD definition)
- Governmental Entity
- Corporation
- Limited Liability Corporation (LLC)
- Sole Proprietorship
- By and For Organization (See definition embedded in question above)
- Other (Submit supporting documentation)

**4. What population(s) is to be targeted for the service provided? Check all that apply. (Supports Criteria 1)**

Select all that apply.

- Adults (25 years of age and above)
- Young Adults (19-24 years of age)
- Children (0-18 years of age)
- Senior Citizens (as defined by your program)
- Families with Children
- Veterans
- Other or None (Explain in response to Question 8)

**5. Is this the first year this program will be in operation? If "No", what year did this program start? If "Yes", how long will it take after a contract is issued for the program to start? (Supports Criteria 11)**

*-answer not presented because of the answer to #1-*

**6. Indicate the type(s) of basic needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**7. Indicate the type(s) of Housing needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**8. Why is this program/project needed in our community? (Supports Criteria 1)**

*By and For Organizations should clearly and specifically identify the marginalized community they serve.*

Home Share is essentially a match-making service, where home providers who have an extra room in their home are matched with home seekers needing affordable housing. Both home providers and home seekers are interviewed and given criminal background checks. Matches are made after careful consideration of the needs and interests of both parties.

It is estimated that 30% of seniors in Thurston County rely solely on Social Security for their income, and this averages \$1,693 a month. So while a senior may have a home that is paid off, they may not be able to afford other costs of living. In addition, many seniors may need help with chores or companionship and are willing to offer accommodations to Seekers for little to no rent. For the home seeker, these arrangements are by far the most affordable option in Thurston County. Even the most subsidized senior housing costs \$1,099 a month, and average rent in Thurston County in 2023 was \$1,595 while the average Home Share rent is just \$509 a month.

The expenses of the Home Share program are incredibly small compared with capital projects. Unlike capital projects, Home Share takes advantage of already existing homes and resources, and tackles more than housing insecurity as it addresses the epidemic of loneliness and isolation that seniors experience. Given that the total Home Share 2024 budget expenses are \$167,893 and an estimated 18 total placements during the year (1.5 per month x 12), cost per placement is just under



\$9,327. Home Share, while not solving the overall housing crisis in our County, helps not only those needing housing, but those who have housing who are at risk of losing their homes from unpaid bills or fears of isolation and injury.

Home Share meets an urgent community housing need in a cost-effective manner, and goes further by helping seniors age in place and avoid serious loss of independence. The Home Share model exists all over the United States, and is a proven approach to a national problem.

**9. Describe the activities and actions your project will undertake and accomplish with this funding. This language may be included as a scope of work in a grant contract and may be adjusted if a grant award is less than the requested amount. (Supports Criteria 1, 2, 3, 4, and 5a)**

Home Share staff will field all program inquiries, process new applications including background checks and reference calls, conduct entrance interviews, in-person meetings and home visits, and do matchmaking work to bring together a compatible duo for a Home Share living arrangement. Further, Home Share staff will work diligently on marketing and outreach efforts to ensure that Home Share continues to be a trusted resource in our community.

After initial placements occur, the Program Manager remains in touch with both the home provider and home seeker to ensure that the parties are managing well. We remain available to mediate any challenges, and if needed, intervene to protect the participants from continued negative experiences. A fundamental goal of the program is to ensure the safety of seniors, so great lengths are taken to do so.

Home Share staff is also in partnership with Homes First, vetting and filling their senior dedicated home with two residents and maintaining a relationship with them to ensure their living arrangement remains stable. If one or both residents leaves the home, Home Share staff is responsible for finding the new resident(s) to occupy the home.

As we continue to serve our community, we anticipate that we will reach an average of 1.5 matches per month now that Home Share is outside of the pilot period. Since each match actually benefits two people, Home Share intends to house or assist in maintaining housing for at least 36 people.

**10. If applying for facilitation of the Lived Experience Steering Committee (LESC), please describe your agency's experience centering people with lived experience of homelessness (PLEH) within program development, hiring and support of peer staff, and/or advocacy efforts towards including PLEH voice in the HCRS. (Supports Criteria 1a)**

*-answer not presented because of the answer to #1-*

**11. Indicate the Strategy and Task in the 5 Year Homeless Housing Plan that your project seeks to address. Format Response as Strategy Number, Task. ie "Housing A-3: Task All new Homeless housing units should be focused on Housing First/Low Barrier)" If your project touches on multiple strategies/tasks, list the one that best aligns with your project. (Supports Criteria 1)**

*-answer not presented because of the answer to #1-*

**12. PHSS prioritizes funding for programs adhering to evidence-based and promising practices. For housing and homeless services applicants, how will this program follow a low-barrier/housing first approach? Attach evidence that demonstrates low barrier/housing first approach. (Supports Criteria 2 and 5a)**

*-answer not presented because of the answer to #1-*

**13. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities. Please explain how you will show success or measure your results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes. (Supports Criteria 2)**

Home Share matches home providers with home seekers for long-term placements. Primary objectives for this program are quantitative in nature.

Key Impacts and Outcomes from program year 2023:

\*Made 15 matches. This means 30 people were able to either maintain or secure safe and affordable housing.

\*Average of 7 new applications per month.

\*Average home share rent paid by Seeker of \$509 per month.

Objectives include:

\*Implement best practices of Home Share using Home Share Resource Guide, and network effectively with State, Regional and National Home Share programs for best practices.

\*Soliciting and cultivating a list of home providers so that one to two new homes per month is added as a potential match for Home Share.

\*Soliciting and cultivating a list of home seekers so that one to two long-term placements per month is provided.

\*Within each year of Home Share operation, there will be a minimum of 18 long-term placements.

\*Solicit marketing and outreach opportunities and secure one advertisement per month.

Meeting these objectives will be easily measurable, and will clearly address the HCRP Objective 3-Strategy 12: Increase diversion activities for all sub populations of people experiencing homelessness. Home Share prevents homelessness by helping current owners remain in their homes with both financial assistance from rent and lifestyle support from an extra pair of hands and eyes around the house. Home Share also diverts people from homelessness by providing a far more affordable long-term housing option than exists elsewhere in the County. Even the most subsidized senior housing at Boardwalk Apartments costs \$1,099 a month, and average rent in Thurston County in 2023 was \$1,595. This is greatly more than the average rent paid for rooms in the Home Share program of \$509 a month. Some Home Share placements are at low or no cost, as the arrangement may include helping with household chores and providing a safety net in case of deteriorating health.

**14. Describe the actions your agency has taken in recent years and intends to take in 2024 and 2025 to decrease disparity amongst identities overrepresented in the Homeless Crisis Response System (such as, Black, Indigenous, People of Color, LGBTQIA2S+, and people living with disabilities), advance or support racial equity and center people with lived experience of homelessness or those unstably housed or eligible under the Housing Choice Voucher program within your organization. Are there people in your leadership team that identify as BIPOC? If yes, please complete the table on the Documents tab. (Supports Criteria 1, 5a and 5b)**

We have tackled issues of inclusion & equity through readings & discussions. We would self-assess as being near the beginning of our work on these urgent topics. Our programs and centers serve all populations of seniors with equal & representative participation from our diverse community. Our Executive Director provided copies of the book Blind Spot to all managers, to initiate a conversation around implicit bias & the ways it shapes our thoughts & actions. We recognize there is work for us to do here which is why our new strategic plan has a strong emphasis on diversity, equity, & inclusion work.

Our Executive Director created a strategic plan for our organization in which a major keystone is Diversity, Equity, & Inclusion. The keystone statement is as follows: Develop & implement a vision with specific goals to improve the diversity, equity, & inclusion of our clients, staff, & board. We are working to develop & implement a diversity, equity, & inclusion task force, reflecting broad community & organizational input that includes specific goals from which annual objectives are created by staff. Further, we hope that eventually, seniors in our programs are representative of the demographics of our service area & are useful to seniors from diverse racial, cultural, sexual orientation, gender identity, linguistic & other groupings.

Our Board of Directors embraces our organizational value to welcome & respect people of diverse backgrounds, believing in the dignity of every human being. As we fill Board appointments, we have specific goals to ensure our Board represents the ethnic, economic & gender characteristics of the communities we serve.

The summary is that Senior Services for South Sound has a mission and values that are blind to everything except age. Yet we recognize we have work to do for our services to be enjoyed by all distinct sub-populations in our region.

**15. Where will the services be provided and how will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial disproportionality and 4) support historically vulnerable and disadvantaged populations? (Supports Criteria 5a)**

Administration of Home Share will take place in our main offices at 222 Columbia Street, Olympia, WA. Placements for Home Share will take place all over Thurston County. Outreach for potential home providers will happen County wide. Through our own County wide program offerings like Meals on Wheels and other services, along with our community partners like United Way and Homes First, we will canvas the entire County for potential home providers. Our existing close relationships with Yelm, Tenino, Rainier and Rochester senior centers helps us with rural outreach in the County.

There is a policy against discrimination along any ethnic, economic or disability lines. Because this program matches home providers with home seekers, it is not rare for some of the home providers to be elderly with disabilities. This may be precisely why they seek a housemate to share in duties and provide some company and safety. By nature, this program addresses the historically vulnerable population of elderly seniors and we would actively partner with historically black churches, Cielo and other entities that specialize with historically disadvantaged populations.

Finally, we provide applications to our program in a variety of different ways in order to accommodate differing levels of ability. We work hard to ensure that there are little to no barriers to becoming a participant in our program through client assistance, minimal eligibility requirements, and maintaining low application fees.

**16. If requesting set-aside funds for supporting activities (training, technical assistance, compensation for people with lived expertise in consultation roles through stipends) to decrease disparity and advance racial equity within your agency, please describe the specific activities these funds would support. (Supports Criteria 1, 5a, and 5b)**

*-answer not presented because of the answer to #1-*

**17. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships. If there are other organizations you collaborate with on a less formal basis, describe this collaboration. (Supports Criteria 4)**

Senior Services for South Sound exists in a web of partnerships and relationships.

\*We partner contractually with the Lewis Mason Thurston Area Agency on Aging, as our federal partner for funding and programs. They will help us with outreach to seniors and identification of potential home providers and home seekers. We do not have a formal partnership with them for Home Share, and one would not be needed as it fits within the scope of our existing relationship.

\*Contractual partnership with Homes First; Home Share places two residents in their senior-dedicated home and ensures the arrangement remains stable.

We maintain close informal partnerships with:

\*Thurston County United Way, who would help with outreach and soliciting of home providers and home seekers.

\*Thurston County Food Bank, who would help with outreach and soliciting of home providers and home seekers.

\*Thurston Cities and County, have staff and programs serving home insecure and homeless populations and will provide referrals for home providers and home seekers.

\*Yelm, Rainier, Tenino, Tumwater and Rochester senior centers are active partners and will help with outreach and soliciting of home providers and home seekers.

\*Catholic Community Services is a close partner for nutrition and transportation, and would help with outreach and solicitation of home providers and home seekers.

\*Quixote communities have contact with veterans and others who are seeking housing and would help with outreach and solicitation of potential home seekers for Home Share.

\*Community Action Council has a similar client base and often refers Seekers to our program; sometimes covering the cost of their application fee.

\*Coordinated Entry is an emergency housing services in our community and we often trade referrals to our respective programs.

The nature of Home Share is that it is a unique and valuable community resource that many nonprofit and governmental entities promote as it does not compete with other efforts.

**18. Who will provide the services, supervise the program staff and be responsible for reporting requirements? List the names, titles, responsibilities and length of time with the agency for each identified staff member. If new staff will be hired, briefly describe the qualifications or credentials necessary for the position. (Supports Criteria 2 and 8)**

\*Brian Windrope is the Executive Director of Senior Services for South Sound and holds overall responsibility for the organization and all programming, including the Home Share program. Brian has been with Senior Services for four years and comes to Senior Services with over 20 years of non-profit leadership experience.

\*Bryan Hildebrand is the Client Services Director of Senior Services for South Sound. Bryan has responsibility for our wide range of direct client services, including Brighter Days, Transportation, Care Connection and Resource Advocates. He will provide direct supervision of the Home Share Program Manager. Bryan has been with the organization for four years.

\*Rebecca Hutchinson is the Home Share Program Manager of Senior Services for South Sound. Rebecca has direct management responsibility for the program including hiring and supervising the Program Assistant, outreach and promotional activities with community partners, recruitment and interviewing of potential home providers and seekers, conducting criminal background checks on all participants, and properly matching home providers with home seekers for maximum long term success. Rebecca has been with the organization for two years and brings with her over ten years of professional senior advocacy experience.

\*Emily Lopez is the Home Share Program Assistant. Her responsibilities include fielding program inquiries, processing new applications, follow up outreach to community partners, proper maintenance of files on all participants, home visits to improve knowledge of situations, and email and phone communication with home providers and home seekers. Emily has been with the organization for six months.

**19. How many unduplicated individuals will be served by the program or project? Total project cost per person served. Please show your calculation: Total project budget/number of individuals served = total cost per person. (Supports Criteria 3)**

We estimate that Home Share, in the third year of operation, will serve 36 individuals with a matching program between home providers and home seekers. Projected cost per person served is  $\$167,893/36 = \$9,327$ .

**20. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. (Supports Criteria 2 and 6)**

Yes, we have a policies and procedures guide that was produced as part of the pilot operation of the Home Share Program. It is attached.

**21. Describe your organization's policies and procedures for financial operations to assure the proper use and safeguarding of public funds. (Describe the organization's fiscal management, including internal controls and risk management, regarding: financial reporting, record keeping, accounting systems, payment approval procedures, and audit requirements and procedures.)(Supports Criteria 6)**

The Home Share program would be financially administered by our internal Finance team, consisting of a Finance Manager and Fiscal Assistant. All financial policies and procedures are overseen by a Board Finance Committee comprised of professional finance members, and follow GAAP. The policies and procedures also receive an annual independent audit every year, where any findings are immediately addressed. Our organization maintains complex financial government contracts with

the Lewis Mason Thurston Area Agency on Aging, and conducts annual audits of our financial accounting for those government contracts.

Home Share funding would be administered with the same systems that have successfully managed complex government grants for other programs. Our accounting software is Quickbooks, we have monthly reconciling of the entire organizational finances, and monthly meetings with the Board Finance Committee to review financial statements, policies and procedures.

All records are kept as appropriate, all invoices and payments require two signatures, and authority for use of funds is restricted. The Executive Director reviews monthly reports for all outgoing payments. Home Share funding would fit easily within our current systems of financial management, which have consistently been performed to a high level as reported by our annual audits.

**22. Did your most recent financial audit in the past 24 months result in any findings? If yes, have all findings and concerns been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 6 and 10)**

- Audit conducted with NO audit findings
- Yes, audit findings. All findings have been resolved.
- Yes, audit findings. Findings have NOT all been resolved
- No audit conducted in past 24 months.

**23. Did your most recent programmatic monitoring (either County, State, or Federal) in the past 24 months result in any findings? If yes, have all findings been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 10)**

- Monitoring conducted with NO program monitoring findings
- Yes program monitoring findings. All findings have been resolved
- Yes program monitoring findings. Findings have NOT all been resolved
- NA - program has not received program monitoring in past 24 months.
- NA - program is less than 12 months old and no monitoring has been conducted.

**24. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you have identified financial resources other than those in this current request, please identify whether the other funding is committed. What are the plans to ensure that the project is able to be fully and successfully completed? If other funds are committed, please attach a letter of commitment from the identified funding source(s). For Capital and CDBG projects, all required funds must be committed before a written agreement with Thurston County will be executed. (Supports Criteria 3 and 6)**

The following are the funding sources that are committed and the dates in which those contracts expire. With the below financial commitments and upon securing this funding, the Home Share Program will be fully funded and operational. Our current contracts are attached.

\*The City of Olympia has committed \$54,000 with a contract end date of 12/31/2024

\*City of Lacey committed CDBG funding of \$21,000 with a contract end date of 8/31/2024

\*The City of Lacey committed \$95,000 with a contract end date of 12/31/2024

\*The Regional Housing Council committed \$105,000 with a contract end date of 8/31/2024

If funding through Tumwater CDBG is not awarded, we will be able to conduct the program, but with less funding for personnel and marketing/outreach.

**25. What type of Affordable Housing Project is being proposed? Select all the boxes that apply. (Support eligibility)**

*-answer not presented because of the answer to #1-*

**26. Describe your plan for completing this project on time and on budget. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for Affordable Housing Projects. These forms can be found under the Documents tab and should be uploaded to the same tab after completion. (Supports Criteria 2, 8 and 9)**

*For CDBG-Capital projects a Project Timeline is required, but the provided form is not required. The information provided should include a bid release/closing date, selection of a general contractor, start/end construction date, and other key dates.* Home Share was launched March 7th upon hiring the Home Share Manager and will conduct operations as long as funding persists. Because the program is not capital in nature, the bulk of expenses are in staffing to implement the program. And because the bulk of expenses are with staffing and we have previously run a pilot program on Home Share, there is confidence the budget will be maintained as there are few expense variables to control.

**27. List the name and organization of the person(s) (up to a max of 3 people) who will serve as the project**

**manager or serve in a lead role on the project. Briefly describe their role on the project, experience serving in their assigned role on similar projects and attach their resume reflecting their relevant experience under the Documents tab. (Supports Criteria 8)**

\*Bryan Hildebrand is the Client Services Director of Senior Services for South Sound. Bryan has responsibility for our wide range of direct client services, including the Brighter Days Adult Day Program, Senior Transportation, Care Connection's independent provider care registry, and SHIBA (Statewide Health Insurance Benefits Advisors through OIC). He will provide direct supervision of the Home Share Program Manager. Bryan has been with the organization for three years.

\*Rebecca Hutchinson is the Home Share Program Manager of Senior Services for South Sound. Rebecca has direct management responsibility for the program including hiring and supervising the Program Assistant, outreach and promotional activities with community partners, recruitment and interviewing of potential home providers and seekers, conducting criminal background checks on all participants, and properly matching home providers with home seekers for maximum long term success. Rebecca has been with the organization for two years and brings with her over ten years of professional senior advocacy experience.

\*Emily Lopez is the Home Share Program Assistant. Her responsibilities include fielding program inquiries, processing new applications, follow up outreach to community partners, proper maintenance of files on all participants, home visits to improve knowledge of situations, and email and phone communication with home providers and home seekers. Emily has been with the organization for six months.

**28. Please describe how the project will meet and document income eligibility requirements. Please include your method for ensuring that eligible Thurston County residents will benefit from this project.**

The Senior Services for South Sound Home Share program meets the Presumed Benefit of HUD's National Objective by serving seniors as the primary clientele, which are presumed to be at least 51% LMI. Because the program matches home providers with home seekers, we are able to easily identify the geographic location of participants. In this case, within the limits of the City of Tumwater. We can verify by address whether the home provider residence is in Tumwater, or the home seeker is a Tumwater resident. Verifying age comes from normal criminal background checks. The program requires at least one member of the match to be a senior, and though this is most often the home provider, that is not required.

**29. If this is an Affordable Housing or CDBG-Capital project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in question #26 and uploaded to the Documents tab, Affordable Housing and CDBG-Capital projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.**

*-answer not presented because of the answer to #1-*

**30. A) Does the applicant organization own the property? B) If not, does it plan to acquire building(s) or land as part of this project? C) Has a legally binding contract to purchase the property been signed prior to your intent to apply for funds? If yes to any of these questions, answer Question 31. If no to all, answer NA for Question 31 and proceed to Question 32. Format response as: A) yes/no; B) yes/no/NA; C) yes/no/NA**

*-answer not presented because of the answer to #1-*

**31. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Antidisplacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents tab. If required, a RARAP must include information regarding how displacement will minimize the number of residents required to move, the type of relocation, notification procedures, and relocation benefits to be provided.**

*-answer not presented because of the answer to #1-*

**32. Is your Project currently underway?**

- Yes  
 No

**33. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed**  
 NA

**34. The Risk Assessment Form, located under the Documents tab, has been completed and attached to this application. (Supports eligibility)**

*Note: All applicants must complete a risk assessment form.*

- Yes

**35. Select all options below that describe your proposed program and how it will benefit the residents of the City of Tumwater.**

- Organization is located in Tumwater and will only serve Tumwater residents

- Organization is located in Tumwater and will serve all county residents
- Organization is not located in Tumwater and will serve all county residents
- 75% or more of beneficiaries will be Tumwater residents
- 50-74% of beneficiaries will be Tumwater residents
- 25-49% of beneficiaries will be Tumwater residents
- 1-24% of beneficiaries will be Tumwater residents

**36. What type of activity will the project perform? The City of Tumwater has identified affordable housing and public service activities as their top priorities for funding. (Check all that apply)**

- Energy Efficiency Improvements
- Land Acquisition
- Affordable Housing Acquisition
- Affordable Housing Rehabilitation/Preservation
- Home Buyer Assistance
- Publicly-Owned Infrastructure/Off-Site Improvements Supporting Affordable Housing
- Public service

**37. Select the CDBG eligible activity category the project falls under.**

- Affordable housing
- Public services

**38. What is the service area or operation area (e.g. census tract, neighborhood)? (Supports eligibility)**

Thurston County, Washington

**39. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons? For Questions 40, 41 and 42, answer the question that applies to your project and indicate NA for the National Objective benefits which do NOT apply to your proposed project.**

- Area Benefit
- Limited Clientele Benefit
- Housing Benefit

**40. For Area Benefit, list the boundaries of the service area, state the percentage of LMI persons that reside in the service area and provide the source of this data.**

NA

**41. For Limited Clientele benefit, indicate whether the project will serve at least 51% low and moderate income (LMI) individuals and whether it will document participant's income, have income eligibility requirements, or serve a presumed LMI category.**

This project will serve 51% LMI. We do document client income but do not ask for proof of income & have no income eligibility requirements since seniors are a presumed LMI category.

**42. For Housing benefit, indicate if the project is a one, two or more than two unit structure and the percentage of units that will benefit low and moderate income individuals or if you will provide assistance to reduce development costs of new construction.**

NA

**43. How many bed nights will you provide?**

*-answer not presented because of the answer to #1-*

**44. What is the cost per bed night? Please show your calculation: Project budget/number of bed nights = total cost per bed night**

*-answer not presented because of the answer to #1-*

**45. Have you operated an emergency shelter program before and will you be ready to proceed on January 1, 2025?**

*-answer not presented because of the answer to #1-*

**46. If you are unable to implement your proposed project without a minimum funding award, list the MINIMUM funding award that you will accept for the proposed project? (This information will be considered only if a potential award is less than the minimum amount listed. The funding body may determine to not make awards for less than the minimum.)**

**Budget** [top](#)

**SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET**

	Grant Request	Applicant's Own Resources	Committed Outside Funding	Uncommitted Outside Funding	TOTAL
Administrative Costs	\$ 2,425.82			\$ 20,117.00	\$ 22,542.82
Personnel Costs	\$ 13,603.46			\$ 129,552.00	\$ 143,155.46
Facility Costs: Rent/Mortgage	\$ 0.00			\$ 0.00	\$ 0.00
Operating Costs:					
Insurance/Training/Transportation/Utilities/etc	\$ 826.36			\$ 4,924.00	\$ 5,750.36
Supplies: Phone, printing, copying, and equipment	\$ 1,226.36			\$ 3,700.00	\$ 4,926.36
Rapid Rehousing	\$ 0.00			\$ 0.00	\$ 0.00
Rental Assistance	\$ 0.00			\$ 0.00	\$ 0.00
Diversion Assistance	\$ 0.00			\$ 0.00	\$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)	\$ 0.00			\$ 0.00	\$ 0.00
Marketing/Outreach	\$ 4,918.00			\$ 9,600.00	\$ 14,518.00
<b>Total</b>	<b>\$ 23,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 167,893.00</b>	<b>\$ 190,893.00</b>

**AFFORDABLE HOUSING/CDBG CAPITAL PROJECT BUDGET**

	Year 1 Grant Request	Applicant's Resources	Other Federal	State/Local	Private/Other	TOTAL
Design & Inspection						\$ 0.00
Project Manager/Consultants						\$ 0.00
Relocation Costs (if applicable)						\$ 0.00
Title Insurance						\$ 0.00
Environmental Review						\$ 0.00
Permits & Fees						\$ 0.00
Land/Property Acquisition						\$ 0.00
Site Development & Landscape						\$ 0.00
Construction/Rehabilitation						\$ 0.00
Utilities						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**Budget Narrative**

This budget derives from past experience running the pilot version of Home Share. We know our staffing needs for Home Share, which make up the vast majority of expenses for this cost-effective program. We also know our administrative overhead rates from many other state and federal grants including past CDBG awards. We have assigned funds to marketing and outreach targeted to residents in the City of Tumwater to continue educating the community on our program and the impactful service we provide in order to continue recruiting new Providers and Seekers.

**Documents** [top](#)

**Documents Requested \***

**Required? Attached Documents \***

Verification and Signature <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Verification</a>
For Non-Profits: Your IRS Letter of Determination of	<input checked="" type="checkbox"/>	<a href="#">990</a>

Tax Exempt Status AND your most recent IRS Form 990 return (or link to electronic version) -For For-Profits: Articles of Incorporation	<input type="checkbox"/>	<a href="#">Letter of Determination</a>
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)	<input type="checkbox"/>	<a href="#">By-laws</a> <a href="#">Charter</a> <a href="#">Board Members</a>
Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	<input checked="" type="checkbox"/>	<a href="#">Audit Report</a>
Financial Commitment Letters	<input type="checkbox"/>	<a href="#">City of Lacey Contract</a> <a href="#">Regional Housing Council 2163 Contract</a> <a href="#">Lacey CDBG</a> <a href="#">City of Olympia Contract</a>
Letters of Support or Collaboration Memorandum	<input type="checkbox"/>	
General Liability Insurance Certificate	<input type="checkbox"/>	<a href="#">Liability Insurance</a>
Risk Assessment <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Risk Assessment</a>
Demographic Composition of Organization (as part of response to Question #14) <a href="#">download template</a>	<input type="checkbox"/>	
Project Timeline (Required for Affordable Housing and CDBG applicants) <a href="#">download template</a>	<input type="checkbox"/>	
Resumes (Required for Affordable Housing and CDBG applicants)	<input type="checkbox"/>	<a href="#">ED Resume</a> <a href="#">CSD Resume</a> <a href="#">PM Resume</a> <a href="#">PA Resume</a>
Project Team Summary (Required for Affordable Housing and CDBG Capital applicants) <a href="#">download template</a>	<input type="checkbox"/>	
Pro Forma. (Required for Affordable Housing and CDBG rental project applicants) <a href="#">download template</a>	<input type="checkbox"/>	
Financing Sources (Required for Affordable Housing applicants) <a href="#">download template</a>	<input type="checkbox"/>	
Rents and AMI (Required for Affordable Housing rental housing applicants) <a href="#">download template</a>	<input type="checkbox"/>	
Development Budget (Required for Affordable Housing applicants) <a href="#">download template</a>	<input type="checkbox"/>	
Purchase or Option Agreement	<input type="checkbox"/>	
Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds) <a href="#">download template</a>	<input type="checkbox"/>	<a href="#">Acknowledgement</a>
Environmental Review Documentation	<input type="checkbox"/>	
Project Map/Service Area	<input type="checkbox"/>	<a href="#">Map of Thurston County</a>
Residential Antidisplacement and Relocation Assistance Plan (RARAP)(Required if answer "yes" to Application Question #31)	<input type="checkbox"/>	
Program Policies and Procedures (As part of response to Question #20)	<input type="checkbox"/>	<a href="#">Home Share Guide</a>



Low Barrier/Housing first policies and documents (As part of response to Question #12)

Other

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 468089

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## Attachment C9



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Thurston County Public Health and Social Services  
 Thurston County, Public Health and Social Services  
**2024 Consolidated Grant Application- Thurston County**  
 Deadline: 4/5/2024

## Thurston County Food Bank TCFB Home Delivery and Other Bank

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**\$ 100,000.00** Requested

Submitted: 4/5/2024 11:04:25 AM (Pacific)

### Project Contact

Amanda Munoz

[amandam@tcfb.org](mailto:amandam@tcfb.org)

Tel: 3603528597

### Additional Contacts

*none entered*

### Thurston County Food Bank

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Fax

Web [tcfb.org](http://tcfb.org)

### Development Director

Amanda Munoz

[amandam@tcfb.org](mailto:amandam@tcfb.org)

## Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

### 1. What type of project are you proposing?

Select one. For more information on each project type, review the RFP Instructions under the Library tab.

- Affordable Housing Projects
- Homeless Services - Cold and Hazardous Weather Projects
- CDBG - Capital Projects (City of Tumwater projects only)
- CDBG - Public Service (City of Tumwater projects only)
- Veterans Emergency Shelter Bed Program (Vets RFP)
- Housing Basic Needs (NOT ACCEPTING APPLICATIONS)
- Basic Needs (NOT ACCEPTING APPLICATIONS)
- Lived Experience Steering Committee Facilitation (NOT ACCEPTING APPLICATIONS)
- Eviction Prevention Rental Assistance (NOT ACCEPTING APPLICATIONS)

### 2. Please indicate which of the following is true with regard to the types of funding your organization is willing to receive. (Supports eligibility)

Select all that apply, or to accept funds from all sources, select "all of the above". Projects that will accept Federal Funds are

Item 8a. required to attach both an Acknowledgement of Required Assurances and a Risk Assessment form (See Documents tab).

- Will accept Federal funds
- Will accept State funds
- Will accept Local funds
- All of the above

**3. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check all boxes that apply. (Supports eligibility). By and For Organizations are those that are operated by and for the marginalized community to be served. By and For organizations have a primary mission and history of serving a specific marginalized community, and are culturally based, directed, and substantially controlled/managed by individuals from the specific marginalized population they serve. At the core of their programs, these agencies embody the central cultural values of the community to be served. Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, two-spirit, intersex and transgender; individuals with disabilities or who are deaf; and Native Americans.**

- Private/Non-Profit
- Community Housing Development Organization (CHDO) (Must meet HUD definition)
- Governmental Entity
- Corporation
- Limited Liability Corporation (LLC)
- Sole Proprietorship
- By and For Organization (See definition embedded in question above)
- Other (Submit supporting documentation)

**4. What population(s) is to be targeted for the service provided? Check all that apply. (Supports Criteria 1)**

Select all that apply.

- Adults (25 years of age and above)
- Young Adults (19-24 years of age)
- Children (0-18 years of age)
- Senior Citizens (as defined by your program)
- Families with Children
- Veterans
- Other or None (Explain in response to Question 8)

**5. Is this the first year this program will be in operation? If "No", what year did this program start? If "Yes", how long will it take after a contract is issued for the program to start? (Supports Criteria 11)**

*-answer not presented because of the answer to #1-*

**6. Indicate the type(s) of basic needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**7. Indicate the type(s) of Housing needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**8. Why is this program/project needed in our community? (Supports Criteria 1)**

*By and For Organizations should clearly and specifically identify the marginalized community they serve.*

Thurston County Food Bank (TCFB) serves a vital role within the community and provides services to individuals facing food insecurity. One of the key priorities of TCFB is eliminating access barriers, which is supported through our network of satellite locations and home delivery services.

The proposed program will enable TCFB to work with community partners and enhance our services, focusing primarily on vulnerable populations, including seniors and individuals with disabilities. Enhancing our home delivery service ensures that seniors and individuals facing mobility issues can still benefit from the services provided by TCFB. Our program provides a "wellness system" for individuals, which is often the only outside connection they have. Our program ensures a layer of safety and security and fosters a sense of trust and familiarity. Many seniors receive support from volunteers, staff, or community partners they are already familiar with, creating trust and continuity of care. Furthermore, seniors often have unique dietary needs and preferences due to health and age-related factors. Our home delivery tailors food packages to meet the specific needs of seniors, including options that are easier to prepare or better suited to their nutritional requirements. The program offers both a tailored approach and also ensures convenience and comfort for seniors who may find it challenging to navigate transportation or a visit to a satellite location.

Additionally, we have incorporated hygiene and home cleaning supplies into our services, which we believe is essential for comprehensive support. By incorporating hygiene and other health-related essentials, the project not only addresses immediate food needs but also promotes health and hygiene, reduces financial burdens, enhances quality of life, and supports individuals in managing their health effectively. This comprehensive approach ensures that individuals receive the holistic support they need to live comfortably.

**9. Describe the activities and actions your project will undertake and accomplish with this funding. This language may be included as a scope of work in a grant contract and may be adjusted if a grant award is less than the requested amount. (Supports Criteria 1, 2, 3, 4, and 5a)**

The scope of work for this project will focus on three key activities, which include the enhancement of home delivery services, developing strategic partnerships with businesses and organizations within the City of Tumwater, and providing cleaning and personal care products.

Key activities for enhancing home delivery services for seniors within Tumwater include:

- Increasing the frequency and coverage of home deliveries to reach a larger number of seniors in need.
- Recruiting additional volunteers and community partners to facilitate the packing and delivery of food and supplies to seniors' homes.
- Implementing/enhancing a tracking system to monitor delivery schedules and ensure timely and efficient service.

Key activities for developing strategic partnerships with local businesses, community organizations, and volunteers to support the project's objectives include:

- Engaging with community organizations and volunteers to provide additional support services and food pick-up locations.
- Enhancing current partnerships through evaluation of current services offered and determining the need for additional support.
- Establishing formal agreements with partner organizations to outline roles, responsibilities, and expectations for collaboration.

Key activities for providing cleaning and personal care products include:

- Procuring essential hygiene products such as soap, toothpaste, shampoo, and sanitary items, as well as home cleaning supplies like disinfectants and detergents.
- Packaging cleaning and personal care supplies alongside food items in each delivery package to ensure comprehensive support for seniors' health and well-being.
- Monitoring the utilization of cleaning and personal care supplies and replenishing stocks as needed to meet ongoing demand.

These activities and actions align with Criteria 1 by directly addressing the critical needs of low-income seniors through expanded home delivery services and the provision of essential supplies. Furthermore, these activities promote connection and support through enhanced partnerships and improved health outcomes among vulnerable populations.

Our ability to meet and maintain compliance with applicable regulations is ensured through careful oversight and adherence to grant requirements. TCFB has a proven track record with this both within the community and region alike. This project demonstrates a clear plan for utilizing grant funding to achieve the project's objective and deliver measurable outcomes.

**10. If applying for facilitation of the Lived Experience Steering Committee (LESC), please describe your agency's experience centering people with lived experience of homelessness (PLEH) within program development, hiring and support of peer staff, and/or advocacy efforts towards including PLEH voice in the HCRS. (Supports Criteria 1a)**

*-answer not presented because of the answer to #1-*

**11. Indicate the Strategy and Task in the 5 Year Homeless Housing Plan that your project seeks to address. Format Response as Strategy Number, Task. ie "Housing A-3: Task All new Homeless housing units should be focused on Housing First/Low Barrier)" If your project touches on multiple strategies/tasks, list the one that best aligns with your project. (Supports Criteria 1)**

*-answer not presented because of the answer to #1-*

**12. PHSS prioritizes funding for programs adhering to evidence-based and promising practices. For housing and homeless services applicants, how will this program follow a low-barrier/housing first approach? Attach evidence that demonstrates low barrier/housing first approach. (Supports Criteria 2 and 5a)**

*-answer not presented because of the answer to #1-*

**13. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities. Please explain how you will show success or measure your results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes. (Supports Criteria 2)**

The primary goal is to enhance our home services in the City of Tumwater. Project objectives address three critical needs: (1) food insecurity for LMI populations with a focus on vulnerable populations, (2) access barriers for obtaining food and other essentials, (3) and access to cleaning and personal care supplies.

Objective 1: Expand home delivery services to reach low-income seniors in the City of Tumwater within the first six months of implementation. By increasing the reach of our home delivery services, we aim to ensure that more low-income seniors have access to nutritious food and essential supplies, directly addressing food insecurity within the community.

Objective 2: Establish and enhance partnerships with local businesses and community organizations to secure in-kind donations and volunteer support for the program. Through strategically leveraged community partnerships and in-kind donations, we aim to enhance the sustainability and effectiveness of our program while reducing operational costs.

Objective 3: Include hygiene and health-related items, such as soap, toothpaste, and basic medical supplies, in each home delivery package. By providing essential hygiene and health-related items, we aim to promote better health practices and reduce the risk of illness among participating seniors.

The specific objectives and planned results/outcomes of the proposed project directly align with the RFP priorities of addressing food insecurity, promoting social connection and support, and improving health outcomes, while also ensuring financial sustainability. Success will be measured through quantitative and qualitative indicators, including the number of seniors served, utilization of hygiene and health-related items, number of satellites serving the community, value of in-kind donations received, and feedback from participants.

**14. Describe the actions your agency has taken in recent years and intends to take in 2024 and 2025 to decrease disparity amongst identities overrepresented in the Homeless Crisis Response System (such as, Black, Indigenous, People of Color, LGBTQIA2S+, and people living with disabilities), advance or support racial equity and center people with lived experience of homelessness or those unstably housed or eligible under the Housing Choice Voucher program within your organization. Are there people in your leadership team that identify as BIPOC? If yes, please complete the table on the Documents tab. (Supports Criteria 1, 5a and 5b)**

In recent years, TCFB has implemented various initiatives aimed at decreasing disparity among overrepresented identities in the Homeless Crisis Response System and advancing racial equity. We have begun this work through community engagement and outreach, collaboration with community partners, and programmatic changes.

We actively engage with communities disproportionately affected by homelessness, including Black, Indigenous, People of Color (BIPOC), LGBTQIA2S+ individuals, and people living with disabilities. Through targeted outreach efforts, we have sought input from these communities to better understand their needs and experiences.

Additionally, we have reviewed and revised our programs and services to ensure they are accessible and responsive to the needs of marginalized communities. This includes implementing policies and practices that prioritize equity and inclusion, such as offering language interpretations services and providing accommodations for individuals with disabilities.

Moving forward, TCFB intends to build upon our existing efforts and implement additional strategies to further decrease disparity and advance racial equity. The planned actions for this include continued community engagement, capacity building, and continuous programmatic updates (as determined based on growing needs).

We will continue to review and revise our various programs to ensure they are culturally relevant and inclusive for all individuals. We plan to review programs and develop and refine policies and practices that address growing needs. Additionally, we plan to invest in staff training and professional development focused on racial equity, trauma-informed care, and culturally responsive practices. By equipping our team with the necessary knowledge and skills, we can better serve individuals from diverse backgrounds and create a more inclusive organizational culture.

**15. Where will the services be provided and how will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial disproportionality and 4) support historically vulnerable and disadvantaged populations? (Supports Criteria 5a)**

The services will primarily be provided within the City of Tumwater, with a focus on reaching the target population of low-income seniors and individuals experiencing homelessness or housing instability. We intend to reach the target population through our home delivery services and outreach and engagement. We will utilize home delivery services to reach low-income seniors and disabled individuals who have difficulty accessing traditional food distribution sites. By bringing the services directly to their homes, we can ensure that seniors and disabled individuals receive the support they need, regardless of their ability to travel. Additionally, our outreach efforts will specifically target areas with high concentrations of low-income individuals and those experiencing homelessness or housing instability.

Our program is tailored to ensure that individuals with disabilities or special needs can access and benefit from our services. This includes offering alternative communication methods, which as language translation services, and providing assistance with filling out forms and navigating the application process. We strive to provide culturally responsive services that are sensitive to the unique needs and experiences of racially diverse communities. This includes offering culturally appropriate food options, engaging with community leads and advocates from diverse backgrounds, and incorporating culturally relevant outreach materials and messaging.

**16. If requesting set-aside funds for supporting activities (training, technical assistance, compensation for people with lived expertise in consultation roles through stipends) to decrease disparity and advance racial equity within**

your agency, please describe the specific activities these funds would support. (Supports Criteria 1, 5a, and 5b)  
 -answer not presented because of the answer to #1-

**17. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships. If there are other organizations you collaborate with on a less formal basis, describe this collaboration. (Supports Criteria 4)**

TCFB has formal partnership agreements with the following organizations:

- South Puget Sound Community College (SPSCC)
- Tumwater United Methodist
- Mountain View Church
- Tumwater Senior Center
- Northstar Church of God

**18. Who will provide the services, supervise the program staff and be responsible for reporting requirements? List the names, titles, responsibilities and length of time with the agency for each identified staff member. If new staff will be hired, briefly describe the qualifications or credentials necessary for the position. (Supports Criteria 2 and 8)**

TCFB partners with organizations based in the community to provide services. The programs are supervised and overseen by a team of experienced TCFB staff members. Below is a list of key staff members, their titles, responsibilities, and length of time with the organization.

Judy Jones

14 years

Sr. Director of Operations

Oversight and management of all operational programs, including strategic planning, program development, and budget management. Ensures compliance with grant requirements and oversees reporting activities

Dean Crabapple

5 years

Operations Manager

Overall oversight and management of the program, including strategic planning, program development, and budget management. Ensures compliance with grant requirements and oversees reporting activities.

Rebekah Graham

2 years

Program Coordinator

Day-to-day coordination of program activities, including scheduling deliveries, managing volunteer teams, and coordinating outreach efforts. Acts as a liaison between program staff, participants, and community partners.

Joe Riehle

1 year

Volunteer Coordinator

Recruits, trains, and manages volunteer teams to support program operations. Coordinates volunteer schedules, provides ongoing support and supervision, and ensures adherence to program protocols and guidelines.

**19. How many unduplicated individuals will be served by the program or project? Total project cost per person served. Please show your calculation: Total project budget/number of individuals served = total cost per person. (Supports Criteria 3)**

The total number of unduplicated individuals to be served is 500 individuals. The project cost is \$100,000, which equates the cost to \$200 per person.

**20. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. (Supports Criteria 2 and 6)**

TCFB maintains comprehensive policies and procedures for programmatic operations to ensure compliance with federal, state, and local guidelines. These policies and procedures cover various aspects of our operations, which include legal compliance, financial management, confidentiality and privacy, staff training, and risk management.

Our organization is committed to upholding the highest standards of ethical conduct, legal compliance, and programmatic integrity in all aspects of our operations. Our policies and procedures are regularly reviewed and updated to reflect changes in regulations, best practices, and organizational needs, ensuring we continue to meet and exceed the expectations of our

stakeholders.

**21. Describe your organization's policies and procedures for financial operations to assure the proper use and safeguarding of public funds. (Describe the organization's fiscal management, including internal controls and risk management, regarding: financial reporting, record keeping, accounting systems, payment approval procedures, and audit requirements and procedures.)(Supports Criteria 6)**

TCFB maintains robust policies and procedures for financial operations to ensure the proper use and safeguarding of public funds. These policies and procedures are designed to uphold fiscal management standards, internal controls, and risk management practices.

We adhere to strict guidelines for financial reporting, ensuring accuracy, transparency, and compliance with regulatory requirements. Our finance team prepares regular financial reports that provide detailed insights into the organization's financial well-being, including income, expenses, and budget variances. Furthermore, our finance team maintains meticulous records of all financial transactions, including invoices, receipts, contracts, and other supporting documentation. These records are stored securely and organized according to established protocols to facilitate accountability, auditing, and regulatory compliance. Additionally, our organization implements electronic systems for record-keeping to enhance efficiency and accessibility.

We use accounting software (QuickBooks) to streamline financial operations and ensure accuracy in financial record-keeping and reporting. We undergo regular internal and external audits to assess the effectiveness of our financial operations, internal controls, and compliance with regulatory requirements. Our finance team collaborates closely with auditors to facilitate the audit process and address any findings or recommendations for improvement.

**22. Did your most recent financial audit in the past 24 months result in any findings? If yes, have all findings and concerns been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 6 and 10)**

- Audit conducted with NO audit findings
- Yes, audit findings. All findings have been resolved.
- Yes, audit findings. Findings have NOT all been resolved
- No audit conducted in past 24 months.

**23. Did your most recent programmatic monitoring (either County, State, or Federal) in the past 24 months result in any findings? If yes, have all findings been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 10)**

- Monitoring conducted with NO program monitoring findings
- Yes program monitoring findings. All findings have been resolved
- Yes program monitoring findings. Findings have NOT all been resolved
- NA - program has not received program monitoring in past 24 months.
- NA - program is less than 12 months old and no monitoring has been conducted.

**24. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you have identified financial resources other than those in this current request, please identify whether the other funding is committed. What are the plans to ensure that the project is able to be fully and successfully completed? If other funds are committed, please attach a letter of commitment from the identified funding source(s). For Capital and CDBG projects, all required funds must be committed before a written agreement with Thurston County will be executed. (Supports Criteria 3 and 6)**

The sustainability funding plan for this program includes a combination of sources to ensure its long-term viability beyond the current grant award. While the program greatly benefits from this award, we have also identified additional financial resources to support its ongoing operation. The program is not solely dependent on this award.

The current grant award provides essential funding to support the enhancement and expansion of the program, and these funds will be allocated towards staffing, programmatic expenses, and service delivery to the target population. We also receive a large amount of community donations and in-kind support for both our home delivery and "Other Bank" (hygiene and home cleaning supplies), which has been an ongoing source of support that we anticipate will continue, though it can often be unpredictable.

We have developed a fundraising plan to solicit financial support from foundations, corporate sponsors, and individual donors to sustain the program beyond the grant period as well. This includes hosting fundraising events, online campaigns, and cultivating relationships with potential donors to secure financial contributions.

Finally, our program's sustainability is bolstered by its strategic partnerships and contractual agreements with The

Emergency Food Assistance Program (TEFAP) and Commodity Supplemental Food Program (CSFP). These contracts not only provide essential resources during the current funding period, but also lay a sturdy groundwork for continued operation in the long term. This strategic alignment with established federal programs underscores our commitment to program sustainability, enabling us to fulfill our mission of combating food insecurity with resilience and longevity.

**25. What type of Affordable Housing Project is being proposed? Select all the boxes that apply. (Support eligibility)**

*-answer not presented because of the answer to #1-*

**26. Describe your plan for completing this project on time and on budget. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for Affordable Housing Projects. These forms can be found under the Documents tab and should be uploaded to the same tab after completion. (Supports Criteria 2, 8 and 9)**

*For CDBG-Capital projects a Project Timeline is required, but the provided form is not required. The information provided should include a bid release/closing date, selection of a general contractor, start/end construction date, and other key dates.* To complete this project on time and on budget, we have developed a comprehensive, multi-tiered approach. We have a dedicated program team responsible for overseeing all aspects of the program, including scheduling, budgeting, and resource allocation. The program manager will work closely with key stakeholders to develop a detailed plan and method for monitoring progress against established milestones and deadlines. Our program timeline outlines the key tasks, milestones, and deliverables associated with the program. This timeline serves as a roadmap for program implementation and will be regularly updated to reflect any changes or adjustments to the schedule.

We carefully allocate resources, including personnel, funding, and materials, to ensure that all program activities are completed efficiently and effectively. This involves prioritizing tasks, identifying potential resource constraints, and proactively addressing any issues that may arise. Additionally, our detailed program budget accurately reflects the costs associated with each aspect of the program. The budget will be monitored closely throughout the award period to ensure that expenditures remain within approved limits and that any variances are promptly addressed.

**27. List the name and organization of the person(s) (up to a max of 3 people) who will serve as the project manager or serve in a lead role on the project. Briefly describe their role on the project, experience serving in their assigned role on similar projects and attach their resume reflecting their relevant experience under the Documents tab. (Supports Criteria 8)**

The three people who will serve in lead roles for this program are Judy Jones, Dean Crabapple, and Rebekah Graham.

Judy Jones has been with TCFB for the past 14 years and is currently the Sr. Director of Operations. Judy is responsible for the oversight and management of all operational and program activities at TCFB. This includes strategic planning, program development, and budget management. Judy ensures compliance with grant requirements and will oversee reporting activities as necessary.

Dean Crabapple is the Warehouse and Distribution Center Operations Manager at TCFB and has been with the organization for 5 years. In his role, Dean manages the program, including strategic planning, program development, and budget management. Additionally, Dean ensures compliance with grant requirements and oversees reporting activities.

Rebekah Graham is the Program Coordinator and is responsible for the day-to-day coordination of program activities, including scheduling deliveries, managing volunteer teams, and coordinating outreach efforts. She acts as a liaison between program staff, participants, and community partners. She has been with TCFB for 2 years.

**28. Please describe how the project will meet and document income eligibility requirements. Please include your method for ensuring that eligible Thurston County residents will benefit from this project.**

The project will meet and document income eligibility requirements through a two-step approach.

For clients receiving services directly from TCFB, data is collected from clients upon intake. The self-reported income information will be documented and verified by project staff to determine eligibility for participation in the program.

Satellite partners will also report income information for clients they provide our services to. These partners are trained on the documentation requirements and procedures to accurately report data to ensure consistency and reliability.

All information is collected and stored in Link2Feed, a Case Management software that allows us to collect, monitor, and report outcomes. We will continue to monitor data collection to ensure proper reporting and tracking.

**29. If this is an Affordable Housing or CDBG-Capital project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in question #26 and uploaded to the Documents tab, Affordable Housing and CDBG-Capital projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.**

*-answer not presented because of the answer to #1-*



30. A) Does the applicant organization own the property? B) If not, does it plan to acquire building(s) or land as part of this project? C) Has a legally binding contract to purchase the property been signed prior to your intent to apply for funds? If yes to any of these questions, answer Question 31. If no to all, answer NA for Question 31 and proceed to Question 32. Format response as: A) yes/no; B) yes/no/NA; C) yes/no/NA

*-answer not presented because of the answer to #1-*

31. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Antidisplacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents tab. If required, a RARAP must include information regarding how displacement will minimize the number of residents required to move, the type of relocation, notification procedures, and relocation benefits to be provided.

*-answer not presented because of the answer to #1-*

**32. Is your Project currently underway?**

- Yes  
 No

**33. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed**  
 Not at this time.

**34. The Risk Assessment Form, located under the Documents tab, has been completed and attached to this application. (Supports eligibility)**

*Note: All applicants must complete a risk assessment form.*

- Yes

**35. Select all options below that describe your proposed program and how it will benefit the residents of the City of Tumwater.**

- Organization is located in Tumwater and will only serve Tumwater residents  
 Organization is located in Tumwater and will serve all county residents  
 Organization is not located in Tumwater and will serve all county residents  
 75% or more of beneficiaries will be Tumwater residents  
 50-74% of beneficiaries will be Tumwater residents  
 25-49% of beneficiaries will be Tumwater residents  
 1-24% of beneficiaries will be Tumwater residents

**36. What type of activity will the project perform? The City of Tumwater has identified affordable housing and public service activities as their top priorities for funding. (Check all that apply)**

- Energy Efficiency Improvements  
 Land Acquisition  
 Affordable Housing Acquisition  
 Affordable Housing Rehabilitation/Preservation  
 Home Buyer Assistance  
 Publicly-Owned Infrastructure/Off-Site Improvements Supporting Affordable Housing  
 Public service

**37. Select the CDBG eligible activity category the project falls under.**

- Affordable housing  
 Public services

**38. What is the service area or operation area (e.g. census tract, neighborhood)? (Supports eligibility)**

The service area of the program is the City of Tumwater.

**39. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons? For Questions 40, 41 and 42, answer the question that applies to your project and indicate NA for the National Objective benefits which do NOT apply to your proposed project.**

- Area Benefit

- Limited Clientele Benefit  
 Housing Benefit

**40. For Area Benefit, list the boundaries of the service area, state the percentage of LMI persons that reside in the service area and provide the source of this data.**

N/A

**41. For Limited Clientele benefit, indicate whether the project will serve at least 51% low and moderate income (LMI) individuals and whether it will document participant's income, have income eligibility requirements, or serve a presumed LMI category.**

Yes, the program will serve at least 51% of low- and moderate-income individuals. We document this during our intake process, which is self-reported by clients.

**42. For Housing benefit, indicate if the project is a one, two or more than two unit structure and the percentage of units that will benefit low and moderate income individuals or if you will provide assistance to reduce development costs of new construction.**

N/A

**43. How many bed nights will you provide?**

-answer not presented because of the answer to #1-

**44. What is the cost per bed night? Please show your calculation: Project budget/number of bed nights = total cost per bed night**

-answer not presented because of the answer to #1-

**45. Have you operated an emergency shelter program before and will you be ready to proceed on January 1, 2025?**

-answer not presented because of the answer to #1-

**46. If you are unable to implement your proposed project without a minimum funding award, list the MINIMUM funding award that you will accept for the proposed project? (This information will be considered only if a potential award is less than the minimum amount listed. The funding body may determine to not make awards for less than the minimum.)**

-answer not presented because of the answer to #1-

## Budget [top](#)

<b>SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET</b>	Grant Request	Applicant's Own Resources	Committed Outside Funding	Uncommitted Outside Funding	TOTAL
Administrative Costs	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30,000.00
Personnel Costs	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30,000.00
Facility Costs: Rent/Mortgage	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Operating Costs:					
Insurance/Training/Transportation/Utilities/etc	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30,000.00
Supplies: Phone, printing, copying, and equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rapid Rehousing	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rental Assistance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Diversion Assistance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other:	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00
<b>Total</b>	<b>\$ 100,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 100,000.00</b>

<b>AFFORDABLE HOUSING/CDBG CAPITAL PROJECT BUDGET</b>	Year 1 Grant Request	Applicant's Resources	Other Federal	State/Local Private/Other	TOTAL
Design & Inspection					\$ 0.00
Project Manager/Consultants					\$ 0.00
Relocation Costs (if applicable)					\$ 0.00

Title Insurance						\$ 0.00
Environmental Review						\$ 0.00
Permits & Fees						\$ 0.00
Land/Property Acquisition						\$ 0.00
Site Development & Landscape						\$ 0.00
Construction/Rehabilitation						\$ 0.00
Utilities						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

### Budget Narrative

In determining the costs for our budget, we engaged in a meticulous analysis of the diverse needs essential for the successful implementation of our project. This involved a comprehensive examination of personnel, programmatic expenses, and supplies required to ensure the project's efficacy and sustainability. Our budgeting process meticulously addressed each facet of our operations, resulting in a well-structured allocation of resources:

Administrative costs, constituting 30% of the project budget, encompass vital expenses pertinent to the smooth functioning of our administrative infrastructure. These costs cover overhead, management, and general administrative functions, including salaries for administrative personnel, utilities, insurance premiums, and other administrative expenditures crucial for maintaining operational efficiency.

Personnel costs, also allotted 30% of the project budget, are pivotal for the engagement and coordination of individuals directly involved in project execution. This encompasses the compensation, including salaries, wages, and benefits, for essential staff members such as program and volunteer coordinators, support personnel, and other individuals integral to the seamless delivery of program services.

Operating costs, comprising 30% of the project budget, are indispensable for sustaining the day-to-day operations and activities of the project. These costs encompass a wide array of expenses, including outreach and engagement initiatives, procurement of program materials, transportation arrangements, conducting training sessions, acquiring necessary supplies, and other operational expenditures essential for the effective delivery of program services.

Indirect costs, representing 10% of the project budget, address expenses that are not directly attributed to specific program activities but are indispensable for overall project management and administration. These costs include overhead expenses, such as administrative support, facilities maintenance, vehicle upkeep, and other shared expenditures that contribute to the seamless functioning of the project.

By strategically allocating funds according to this breakdown, we ensure that resources are purposefully distributed to meet the diverse needs of our project while also accounting for indirect costs associated with project management and administration. This balanced approach not only optimizes the utilization of resources but also enhances the efficiency and sustainability of our project, enabling us to achieve our objectives with precision and efficacy.

### Documents [top](#)

#### Documents Requested \*

Verification and Signature  
[download template](#)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 return (or link to electronic version) -For For-Profits: Articles of Incorporation

For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)

#### Required? Attached Documents \*

[Verification and Signature](#)

[501C3](#)

[Board Members](#)  
[By-Laws](#)

Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	<input checked="" type="checkbox"/>	<a href="#">Fiscal Year Audit</a>
Financial Commitment Letters		
Letters of Support or Collaboration Memorandum		<a href="#">Letter of Support-LMTAAA</a> <a href="#">Northstar MOU</a>
General Liability Insurance Certificate		<a href="#">General Liability Insurance Certificate</a>
Risk Assessment <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Risk Assessment</a>
Demographic Composition of Organization (as part of response to Question #14) <a href="#">download template</a>		<a href="#">Demographic Information</a>
Project Timeline (Required for Affordable Housing and CDBG applicants) <a href="#">download template</a>		<a href="#">Project Timeline</a>
Resumes (Required for Affordable Housing and CDBG applicants)		<a href="#">R. Graham Resume</a> <a href="#">J. Jones Resume</a> <a href="#">T. Hegge Resume</a> <a href="#">J. Riehle Resume</a> <a href="#">D. Crabapple Resume</a>
Project Team Summary (Required for Affordable Housing and CDBG Capital applicants) <a href="#">download template</a>		
Pro Forma. (Required for Affordable Housing and CDBG rental project applicants) <a href="#">download template</a>		
Financing Sources (Required for Affordable Housing applicants) <a href="#">download template</a>		
Rents and AMI (Required for Affordable Housing rental housing applicants) <a href="#">download template</a>		
Development Budget (Required for Affordable Housing applicants) <a href="#">download template</a>		
Purchase or Option Agreement		
Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds) <a href="#">download template</a>		<a href="#">Assurances</a>
Environmental Review Documentation		
Project Map/Service Area		<a href="#">Service Area Map</a>
Residential Antidisplacement and Relocation Assistance Plan (RARAP)(Required if answer "yes" to Application Question #31)		
Program Policies and Procedures (As part of response to Question #20)		<a href="#">Program Policies and Procedures</a>
Low Barrier/Housing first policies and documents (As part of response to Question #12)		<a href="#">Low Barriers/Housing</a>
Other		

\* ZoomGrants™ is not responsible for the content of uploaded documents.



## Attachment C10



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Thurston County Public Health and Social Services  
 Thurston County, Public Health and Social Services  
**2024 Consolidated Grant Application- Thurston County**  
 Deadline: 4/5/2024

## TOGETHER! Tumwater Community Schools

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**\$ 100,000.00** Requested

Submitted: 4/3/2024 1:56:21 PM (Pacific)

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**Co-Executive Director**

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### Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

**1. What type of project are you proposing?**

Select one. For more information on each project type, review the RFP Instructions under the Library tab.

- Affordable Housing Projects
- Homeless Services - Cold and Hazardous Weather Projects
- CDBG - Capital Projects (City of Tumwater projects only)
- CDBG - Public Service (City of Tumwater projects only)
- Veterans Emergency Shelter Bed Program (Vets RFP)
- Housing Basic Needs (NOT ACCEPTING APPLICATIONS)
- Basic Needs (NOT ACCEPTING APPLICATIONS)
- Lived Experience Steering Committee Facilitation (NOT ACCEPTING APPLICATIONS)
- Eviction Prevention Rental Assistance (NOT ACCEPTING APPLICATIONS)

**2. Please indicate which of the following is true with regard to the types of funding your organization is willing to receive. (Supports eligibility)**

Select all that apply, or to accept funds from all sources, select "all of the above". Projects that will accept Federal Funds are required to attach both an Acknowledgement of Required Assurances and a Risk Assessment form (See Documents tab).

- Will accept Federal funds
- Will accept State funds
- Will accept Local funds
- All of the above

**3. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check all boxes that apply. (Supports eligibility). By and For Organizations are those that are operated by and for the marginalized community to be served. By and For organizations have a primary mission and history of serving a specific marginalized community, and are culturally based, directed, and substantially controlled/managed by individuals from the specific marginalized**

population they serve. At the core of their programs, these agencies embody the central cultural values of the community to be served. Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, two-spirit, intersex and transgender; individuals with disabilities or who are deaf; and Native Americans.

- Private/Non-Profit
- Community Housing Development Organization (CHDO) (Must meet HUD definition)
- Governmental Entity
- Corporation
- Limited Liability Corporation (LLC)
- Sole Proprietorship
- By and For Organization (See definition embedded in question above)
- Other (Submit supporting documentation)

**4. What population(s) is to be targeted for the service provided? Check all that apply. (Supports Criteria 1)**

Select all that apply.

- Adults (25 years of age and above)
- Young Adults (19-24 years of age)
- Children (0-18 years of age)
- Senior Citizens (as defined by your program)
- Families with Children
- Veterans
- Other or None (Explain in response to Question 8)

**5. Is this the first year this program will be in operation? If "No", what year did this program start? If "Yes", how long will it take after a contract is issued for the program to start? (Supports Criteria 11)**

-answer not presented because of the answer to #1-

**6. Indicate the type(s) of basic needs that your program will support. Select all that apply. (Supports eligibility)**

-answer not presented because of the answer to #1-

**7. Indicate the type(s) of Housing needs that your program will support. Select all that apply. (Supports eligibility)**

-answer not presented because of the answer to #1-

**8. Why is this program/project needed in our community? (Supports Criteria 1)**

*By and For Organizations should clearly and specifically identify the marginalized community they serve.*

A persistent opportunity gap—observed across multiple measures (enrollment in quality preschool, reading level, graduation rate)—exists between groups of students, especially groups defined by socioeconomic status, race/ethnicity and gender. As a By and For Organization, TOGETHER! focuses on low-income, homeless, and those facing barriers to educational success based on their race/ethnicity and gender. In Tumwater School District (TSD), 91% (2022-23) of students graduated on time, however, only 82% of low-income students graduated on time while 96% of students who are not low income graduated on-time. Low-income students face many barriers to academic success, including increased rates of adverse childhood experiences, childhood trauma, food & housing insecurity, negative health outcomes and more. These youth also demonstrate chronic absenteeism and experience more exclusionary discipline incidents. High school and post-secondary credentials are so vital to our collective success that improving on-time high school graduation rates—a leading indicator of the nation's health—is a top priority in our community and State. High school completion affects opportunities for employment and income.

A growing number of TSD students (176 as of 4/1/24) are experiencing houselessness (McKinney-Vento federal definition). Houselessness creates barriers for students getting to, engaging in, and achieving at school. Students facing houselessness also experience other stressors that leave them feeling disconnected and hopeless. The 2022-23 homeless student dropout rate was 17% (graduation rate 77%).

Closing the opportunity gap between limited resource students and their higher income peers takes an integrated, place-based, community schools partnership model. Our communities have many programs and services for children and families, but no single agency coordinating efforts and aligning services to collectively impact the well-being and success of students and families.

**9. Describe the activities and actions your project will undertake and accomplish with this funding. This language may be included as a scope of work in a grant contract and may be adjusted if a grant award is less than the requested amount. (Supports Criteria 1, 2, 3, 4, and 5a)**

By aligning school and community partners' resources and expertise, every child can access academic, developmental, health and social supports to graduate on time. In partnership with Tumwater School District, TOGETHER! has operated the Tumwater Community Schools program for 10 years, and plans to continue the evidence-based Community Schools (CS) model to close the opportunity gap for students experiencing poverty & homelessness (or other significant barriers). We plan to employ 5 Community Schools Managers (CSMs) serving 8 schools: Tumwater, Cascadia, & Black Hills High; Tumwater Middle; and Peter G. Schmidt, Michael T. Simmons, East Olympia, & Tumwater Hill elementary schools.

CSM's primarily case manage (1:1) at-risk students as identified by early warning school data indicators such as housing status, academic struggle, attendance, behavior and/or income status. Students receive: connection with a caring adult; basic need supports including housing, transportation, physical/mental health services and more. The most transformative offering is homelessness prevention for families at risk of losing housing. CSMs identify students and offer support, saving students from hardship and trauma, and saving the community the hardship of re-housing. CSMs meet with every homeless student at target schools to ensure they receive every support, including re-housing support. Each CSM directly manages 60 students/year.

We also operate year-round Community Resource Centers at the sites. Working with service and faith-based groups, we stock basic needs items such as food; clothing; small denomination gift cards for groceries, clothing, and gas to meet needs immediately.

Item 8a. Further, CSMs leverage key partnerships to serve the needs of the whole child, e.g.:

SeaMar—on school campus mental health services for middle and high school students

Homelessness Prevention—Leverage federal, state, local, and donor funds to prevent family homelessness, providing direct financial support to families to cover expenses to keep families housed.

CS is wildly successful. The initiative is one of 9 school districts initiative recognized nationally for innovation and collaboration to needs of the whole child. During our 10 years, the initiative has served thousands of students. More impressive is the impact.

26% decrease (sustained) in school absences

Increase in on time graduation from 74% to 91.3% (2014, 2023)

8% increase in students reporting they have a supportive adult at school

Over \$500,000 in rental assistance, re-housing support & bill pay for 284 families in Tumwater

100% success rate in KEEPING families housed who've accessed our funding

**10. If applying for facilitation of the Lived Experience Steering Committee (LESC), please describe your agency's experience centering people with lived experience of homelessness (PLEH) within program development, hiring and support of peer staff, and/or advocacy efforts towards including PLEH voice in the HCRS. (Supports Criteria 1a)**

*-answer not presented because of the answer to #1-*

**11. Indicate the Strategy and Task in the 5 Year Homeless Housing Plan that your project seeks to address. Format Response as Strategy Number, Task. ie "Housing A-3: Task All new Homeless housing units should be focused on Housing First/Low Barrier)" If your project touches on multiple strategies/tasks, list the one that best aligns with your project. (Supports Criteria 1)**

*-answer not presented because of the answer to #1-*

**12. PHSS prioritizes funding for programs adhering to evidence-based and promising practices. For housing and homeless services applicants, how will this program follow a low-barrier/housing first approach? Attach evidence that demonstrates low barrier/housing first approach. (Supports Criteria 2 and 5a)**

*-answer not presented because of the answer to #1-*

**13. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities. Please explain how you will show success or measure your results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes. (Supports Criteria 2)**

Project outcomes co-created with TSD Strategic Plan.

Outputs

# students served (% low-income)  
# families provided rental assistance/bill pay  
# families engaged in community & family building events  
Resources leveraged to support students & families  
Support offered to students and families & # served  
# of students case managed

Short Term

Outcome: Students access services & supports inside & outside school

# served @ Community Resource Centers  
# students referred to health/dental services  
# students accessing mental health services

Outcome: Students attend school regularly & stay in school

Attendance; # days missed  
Long Term (not measured w/ 1 year grant)  
Outcome: Students graduate  
% change in 4-year graduation rate (all students, low-income students, other groups experiencing opportunity gap)

This project aligns with the RFP by providing social services and supports to Tumwater community members most vulnerable and in need by serving majority low-income households and/or other target groups presumed low income such as families at-risk for homelessness and students suffering trauma from other life experiences (e.g. abuse or neglect). We align with CDBG objectives of crime prevention, health services, and services for homeless people and education programs.

TOGETHER! collects myriad data to measure impact. CSMs log data through Apricot, a nationally recognized case-management software at intake and throughout case management. We collect demographics, needs, strengths & log supports provided to each client. We track client assistance spent pay bills for each client. We also use school data at the 18-month mark to look at key outcomes for students who have received services.

12-month outcomes:



Item 8a. In FY 2023, TOGETHER! distributed \$110,000 to Tumwater families to prevent housing loss & case-managed 237 families.

So far in FY 2024, we've distributed \$50,000 & case managed 190 families.

**14. Describe the actions your agency has taken in recent years and intends to take in 2024 and 2025 to decrease disparity amongst identities overrepresented in the Homeless Crisis Response System (such as, Black, Indigenous, People of Color, LGBTQIA2S+, and people living with disabilities), advance or support racial equity and center people with lived experience of homelessness or those unstably housed or eligible under the Housing Choice Voucher program within your organization. Are there people in your leadership team that identify as BIPOC? If yes, please complete the table on the Documents tab. (Supports Criteria 1, 5a and 5b)**

10 years ago, TOGETHER! partnered with the YWCA of Olympia to use the Intercultural Development Inventory (IDI), a cross-culturally validated assessment. All new staff & Board complete the IDI with a professional facilitator, receive confidential feedback, and make Development Plans. All are engaged in training tailored to our group's developmental orientation.

Our Racial Justice work is focused on 3 key domains:

Administration: In 2024 50% of the Leadership Team, & OVER 50% of All Staff, is Black, Indigenous, or a Person of Color (BIPOC) & 50% of the Leadership Team & 40% of All Staff are bilingual in Spanish & English. Hiring practices prioritize & compensate lived experience & bilingualism. Racial justice & LGBTQIA2S+ solidarity is incorporated into our onboarding and continuing internal All Staff trainings that we hold twice/year. We use identity-based affinity groups to further our racial justice solidarity internally and externally.

Program: Since 2020, TOGETHER! has operated 1 fully dual language Spanish after school program. TOGETHER! provides flexible financial assistance to families most impacted by systemic oppression. We hold and nurture trusting relationships with BIPOC communities including Spanish-speaking communities & convene cultural safe spaces for BIPOC and LGBTQIA2S+ students at all our school sites.

Strategic plan: In 2020, TOGETHER!'s staff & board authored a Strategic Plan 2020-2025. Racial Justice is a key area of focus with the following goals for 2020 & beyond:

\*Increase proportion of students of color & English Language Learners served

\*Leadership advocate on behalf of legislative issues that enhance Racial & Social Equity

\*Increase the racial diversity of the Board & Staff

\*Launch a Community Accountability Board with BIPOC staff & community members

\*Rebuild relationship with local Tribal Nations

\*Increase number of staff who are bilingual (Spanish & English)

**15. Where will the services be provided and how will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial disproportionality and 4) support historically vulnerable and disadvantaged populations? (Supports Criteria 5a)**

The primary location of services provided are in the 8 target school buildings in Tumwater Schools District. The buildings include Tumwater High, Black Hills High, Cascadia High, Tumwater Middle, Peter G. Schmidt Elementary, Michael T. Simmons Elementary, Tumwater Hill Elementary & East Olympia Elementary. Because of the nature of social services, our staff work both in the school buildings with office hours & meet families & students in the community when needed.

We reach our target population of low-income, homeless, & those facing barriers to educational success based on their race/ethnicity and gender, through direct referrals from school counselors, other agency partners (Family Support Center, CYS, SafePlace, etc.) and Tumwater School District's McKinney-Vento Liaison.

Our services are offered to all students regardless of ability. Many students we serve qualify for special education services and/or have behavioral plans as these students disproportionately experience barriers to services inside and outside of the classroom. In addition, some of our collective services are geared toward students with disabilities or special needs such as our partnership with SeaMar to offer onsite mental health counseling. We work closely with the TSD's Community Liaisons', whose focus is families of color in Tumwater. Additionally, most of our CS staff are bilingual in Spanish & English so we can best serve students & families who face language barriers in accessing education.

**16. If requesting set-aside funds for supporting activities (training, technical assistance, compensation for people with lived expertise in consultation roles through stipends) to decrease disparity and advance racial equity within your agency, please describe the specific activities these funds would support. (Supports Criteria 1, 5a, and 5b)**

*-answer not presented because of the answer to #1-*

**17. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships. If there are other organizations you collaborate with on a less formal basis, describe this collaboration. (Supports Criteria 4)**

TOGETHER! is the sole Thurston County implementer of the evidence-based Community Schools model. As the CS lead partner with school districts, we provide staff and organizational expertise, leverage partnerships and funds, coordinate data and track outcomes to ensure students' equitable access supports. We help schools identify partners and programs based on needs data, and create systems so partnerships are effective. The following details key partner roles:

TOGETHER! – Lead; manages CSMs, tracks progress, leverages additional \$, & aligns partners around mutual goals and measures

TSD – contributes \$ & leveraged resources; maintains shared vision; engages in shared fundraising; shares data

Tumwater Education Fdtn. – provides \$ to meet students' & families' basic needs

Family Support Center – provides family navigation resources, basic need essentials, case management, housing assistance, shelter placement, parent & child educational classes, & support through Family Justice Center

CYS – collaborating partner with the Anchor Community Initiative, working to end youth & young adult homelessness

SeaMar - provides school-based mental health services

Help Us Move In Fdtn. – provide 1:1 \$ match for move-in and rent assistance

4 The Love Fdtn. – provides \$ to meet students' & families' basic needs

Olympia Firefighters Fdtn. – provides \$ to meet students' & families' basic needs, & regularly restocks school pantries

Thurston County Food Bank – provides fresh weekend food; assists families in applying for SNAP benefits

All Kids Win – provides 100s of food bags/week year round

Other important partners include; Family Education & Support Services, Providence Medical Group, Thurston County Public Health, Teacher Parent Organizations, Lions Club, Tumwater Rotary, local faith-based organizations, Olympia Motors, Tumwater HOPES coalition, Partners in Prevention Education and more!

**18. Who will provide the services, supervise the program staff and be responsible for reporting requirements? List the names, titles, responsibilities and length of time with the agency for each identified staff member. If new staff will be hired, briefly describe the qualifications or credentials necessary for the position. (Supports Criteria 2 and 8)**

Community School Managers (5) will provide services to kids & families at their target buildings. They receive referrals, perform intakes, determine eligibility for CDBG funded services & collect required documentation of service. The following are the CSM:

- Paulette Perez (she/her) – Black Hills High School (3 years at TOGETHER!)
- Diana Perez (she/her) – Peter G. Schmidt & East Olympia Elementary Schools (2 years at TOGETHER!)
- Courtney Prothero (she/her) – Tumwater Middle School, Michael T. Simmons & Tumwater Hill Elementary Schools (5 years at TOGETHER!)
- Tate Dahl (she/her) – Cascadia High School (1 month at TOGETHER!)
- Brianna Smith (she/her)- Tumwater High School (2 months at TOGETHER!)

Stephanie Lopez (she/her) – TOGETHER! Community School Director (3 years at TOGETHER!)

Stephanie will oversee all program operations including managing staff. She will monitor data collection & student/family eligibility requirements.

Sierra Abrams (she/her) – TOGETHER! Co-Executive Director (3 years at TOGETHER!)

Sierra will ensure the project meets Federal requirements, collaborates with the Superintendent, and directly manages the Community Schools Director.

**19. How many unduplicated individuals will be served by the program or project? Total project cost per person served. Please show your calculation: Total project budget/number of individuals served = total cost per person. (Supports Criteria 3)**

250 unduplicated households or individuals will be served by the program. The total cost per household average will be  $\$376,279/250 = \$1,505$  per household average.

**20. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. (Supports Criteria 2 and 6)**

TOGETHER! Co-Executives, Finance Director, and Program Directors create a budget annually for board approval. Managers are authorized to purchase needed supplies and equipment approved in the annual budget. Staff receive training following procurement policies. Food purchases for a federal program must include documentation that indicates what the food was used for, how many students/families were fed, and what program activity occurred to warrant the purchase of food. Manager purchases are reviewed and approved by the employee's immediate supervisor then sent to Finance for payment. Director purchases are approved by a Co-Executive Director.

All contracts for services are reviewed by finance and a Co-Executive and signed by a Co-Executive Director or designee. All staff hiring is approved by a Co-Executive Director. Staff timesheets are approved by immediate supervisor prior to processing payroll. One Co-Executive approves all Direct Deposits online.

Our Homelessness Prevention Client Funding procedure (attached) is followed to determine eligibility for rental assistance and emergency needs funds. Cases meet specific requirements, have appropriate documentation, and follow specific rules.

For expenses outside of Federal rules, TOGETHER! leverages significant flexible funds to ensure flexibility to support families as they need. Staff are trained each year on available funding sources & how best to leverage each as not to misuse Federal Funding.

**21. Describe your organization's policies and procedures for financial operations to assure the proper use and safeguarding of public funds. (Describe the organization's fiscal management, including internal controls and risk management, regarding: financial reporting, record keeping, accounting systems, payment approval procedures, and audit requirements and procedures.) (Supports Criteria 6)**

TOGETHER! board approved fiscal policies and procedures are reviewed by the board every 2 years and have been audited by the federal government. This document is attached.

TOGETHER!'s financial statements are prepared according to GAAP and are audited annually by a local CPA firm. Since their inception in 1989 there have been no audit findings or weaknesses.

TOGETHER! Finance Director along with Program Directors and Co-Executive Directors create the annual budget. The budget is approved by the board annually. Manager level staff are authorized to purchase the necessary supplies and equipment that have been approved in the annual budget. TOGETHER! staff follow the procurement policy when purchasing higher cost items or executing higher cost contracts. Food purchases for a federal program must include documentation that indicates, what the food was used for, how many students/families were feed, and what

program activity occurred to warrant the purchase of food. All manager level purchases are reviewed and approved by the employee's immediate supervisor and then sent to Finance for payment. Program Director level purchases are approved by one of the Co-Executive Directors. All contracts for services are reviewed by finance and one of the Co-Executive Directors and signed by the Co-Executive Director or designee. The hiring of staff is approved by one of the Co-Executive Directors, staff timesheets are approved by immediate supervisor prior to the processing of payroll. One of the Co-Executive Directors approves the Direct Deposit file online. TOGETHER! has a degreed Accountant on staff that has been with the agency for 2 years who trained with our over 20-year-long employee before her retirement, along with a Finance Assistant. Our Finance assistant provides support to the Finance Director and manages the donor database software system. Upon approval from TOGETHER! staff the fiscal staff prepare accounts payable checks and payroll vouchers, all checks are signed by 2 authorized bank signers. TOGETHER! fiscal staff also record and make deposits, prepare billings, assist with grant applications, lead the development of the annual budget and prepare monthly financial statements. Financial statements are prepared using MIP Fund Accounting software. TOGETHER! contracts with a CPA firm to complete an annual financial audit. TOGETHER! has had A133 federal audits, yellow book state audits and financial audits.

**22. Did your most recent financial audit in the past 24 months result in any findings? If yes, have all findings and concerns been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 6 and 10)**

- Audit conducted with NO audit findings  
 Yes, audit findings. All findings have been resolved.  
 Yes, audit findings. Findings have NOT all been resolved  
 No audit conducted in past 24 months.

**23. Did your most recent programmatic monitoring (either County, State, or Federal) in the past 24 months result in any findings? If yes, have all findings been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 10)**

- Monitoring conducted with NO program monitoring findings  
 Yes program monitoring findings. All findings have been resolved  
 Yes program monitoring findings. Findings have NOT all been resolved  
 NA - program has not received program monitoring in past 24 months.  
 NA - program is less than 12 months old and no monitoring has been conducted.

**24. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you have identified financial resources other than those in this current request, please identify whether the other funding is committed. What are the plans to ensure that the project is able to be fully and successfully completed? If other funds are committed, please attach a letter of commitment from the identified funding source(s). For Capital and CDBG projects, all required funds must be committed before a written agreement with Thurston County will be executed. (Supports Criteria 3 and 6)**

For 10 years, TOGETHER! has utilized a responsive braided funding approach to resource Community Schools; following best practices for funding Community Schools model work, Tumwater Community Schools services are supported by three primary financial pillars:

\*school district,

\*local government, &

\*nonprofit-leveraged community support.

TOGETHER! has secured the following committed resources:

\*2023 TOGETHER Fore Kids Golf Tournament proceeds

\*Anonymous donor

\*Department of Commerce Office of Homeless Youth grant

\*Discuren Foundation grant

\*Tumwater School District contract 2024, &

\*Office of the Superintendent of Public Instruction grant

Uncommitted outside funding includes:

\*current contract negotiation with Tumwater School District for expanded 2025 support to help sustain staffing increases initiated in the past year,

\*funds we anticipate receiving from 2 key program fundraising events/campaigns (6th Annual TOGETHER Fore Kids Golf Tournament August '24 and our Community Foundation of South Puget Sound Give Local 'Swift Fund' campaign November '24), &

\*funds anticipated from renewed Help Us Move In Foundation matching grants enabling us to leverage additional community support for homelessness prevention direct assistance purposes. While the program is clearly not solely dependent upon this award, awarding of CDBG funds to TOGETHER!'s Tumwater Community Schools work will make a significant impact for and with Tumwater students and families, and is an integral part of our comprehensive plan for adequately resourcing the program in the year ahead. Further, we are confident with the budget presented that we can execute all of our objectives. We have an excellent track record with this project meeting or exceeding planned objectives in a one-year period as well as over the longer term. Finally, we have a realistic project timeline, clear objectives, a strong staffing structure and management systems to ensure successful, on time completi

**25. What type of Affordable Housing Project is being proposed? Select all the boxes that apply. (Support eligibility)**

*-answer not presented because of the answer to #1-*

**26. Describe your plan for completing this project on time and on budget. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for Affordable Housing Projects. These forms can be found under the Documents tab and should be uploaded to the same tab after completion. (Supports Criteria 2, 8 and 9)**

*For CDBG-Capital projects a Project Timeline is required, but the provided form is not required. The information provided should include a bid release/closing date, selection of a general contractor, start/end construction date, and other key dates.*

TOGETHER! will manage the project successfully with the following components:

Administrative Management – manage budget through monthly review of program financial statements; contract adherence through regular review of data collection, execute monthly billings and subcontracts, ensure reporting is completed on time and in adherence to requirements. Quarterly

meetings with TSD leadership to ensure excellence in services and to monitor progress and challenges of the initiative. Additionally, ensure proper background checks, data security and management and policy and procedures are adhered to. Project Management – manage project timeline through monthly meetings with all project staff, delegate activities on the timeline, manage data system through weekly data monitoring, quarterly report writing, partnership management through quarterly meetings with CS initiative partners. Partner with TSD to pull additional data on students served quarterly. Hold quarterly staff trainings. Program Management - 5 CSMs are employed to support the project within each target school. The staff all report to the CS Director and Co-Executive Director. TOGETHER! will manage the employees and their administrative needs. The managers have workstations within each of their buildings and will continue to work hand in hand with school leadership as members of the school teams at their service locations. They are responsible for building relationships with school staff and community partners, engaging the students and families, and coordinating an efficient delivery of supports to students both inside and outside of the classroom. Best-practice interventions, supports and learning opportunities drive their work. The managers use a nationally recognized case management data system (Apricot) to track all pertinent data.

**27. List the name and organization of the person(s) (up to a max of 3 people) who will serve as the project manager or serve in a lead role on the project. Briefly describe their role on the project, experience serving in their assigned role on similar projects and attach their resume reflecting their relevant experience under the Documents tab. (Supports Criteria 8)**

Sierra Abrams (she/her) – TOGETHER! Co-Executive Director

Sierra has served as the Co-Executive Director of TOGETHER! for 5 months and has been with TOGETHER! for 3 years. She worked previously as the Community Schools Director and was responsible for previous CDBG reporting and monitoring. Sierra will ensure the project meets Federal requirements, collaborates with the Superintendent, and directly manages the Community Schools Director.

Stephanie Lopez (she/her) – TOGETHER! Community School Director

Stephanie has worked for TOGETHER! for 3 years, serving first as a Community Schools Manager in Tumwater and now serving as the Community Schools Director for the past 3 months. Stephanie will oversee all program operations including managing staff. She will monitor data collection & student/family eligibility requirements.

**28. Please describe how the project will meet and document income eligibility requirements. Please include your method for ensuring that eligible Thurston County residents will benefit from this project.**

Our project falls under the limited clientele activities requirement of CDBG. We will document eligibility in the following ways:

1. Tumwater Residents – to ensure our project benefits Tumwater residents, all of the services are provided in TSD school buildings and accessible primarily for Tumwater School District students and their families. Our marketing for services goes to TSD students and families through school district marketing tools that only target Tumwater residents. We track addresses of case managed students through our data system.
2. Limited Income – to ensure our project benefits limited income families, we track case managed students in our data system and include free and reduced lunch status, the school proxy for limited income and McKinney-Vento Status (proxy for Homelessness in schools). TOGETHER! staff have full access to the Tumwater School District student data management system, Skyward, which gives access to eligibility requirements – free & reduced lunch status & McKinney-Vento enrollment. We verify eligibility through this data. In addition, for families who seek rental assistance or bill pay, staff use the TOGETHER! Homelessness Prevention Funding policies & procedures to verify eligibility for families supported through CDBG funding.

**29. If this is an Affordable Housing or CDBG-Capital project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in question #26 and uploaded to the Documents tab, Affordable Housing and CDBG-Capital projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.**

*-answer not presented because of the answer to #1-*

**30. A) Does the applicant organization own the property? B) If not, does it plan to acquire building(s) or land as part of this project? C) Has a legally binding contract to purchase the property been signed prior to your intent to apply for funds? If yes to any of these questions, answer Question 31. If no to all, answer NA for Question 31 and proceed to Question 32. Format response as: A) yes/no; B) yes/no/NA; C) yes/no/NA**

*-answer not presented because of the answer to #1-*

**31. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Antidisplacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents tab. If required, a RARAP must include information regarding how displacement will minimize the number of residents required to move, the type of relocation, notification procedures, and relocation benefits to be provided.**

*-answer not presented because of the answer to #1-*

**32. Is your Project currently underway?**

Yes

No

**33. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed**

N/A

**34. The Risk Assessment Form, located under the Documents tab, has been completed and attached to this application. (Supports eligibility)**

*Note: All applicants must complete a risk assessment form.*

Yes

**35. Select all options below that describe your proposed program and how it will benefit the residents of the City of Tumwater.**

Item 8a.

- Organization is located in Tumwater and will only serve Tumwater residents
- Organization is located in Tumwater and will serve all county residents
- Organization is not located in Tumwater and will serve all county residents
- 75% or more of beneficiaries will be Tumwater residents
- 50-74% of beneficiaries will be Tumwater residents
- 25-49% of beneficiaries will be Tumwater residents
- 1-24% of beneficiaries will be Tumwater residents

**36. What type of activity will the project perform? The City of Tumwater has identified affordable housing and public service activities as their top priorities for funding. (Check all that apply)**

- Energy Efficiency Improvements
- Land Acquisition
- Affordable Housing Acquisition
- Affordable Housing Rehabilitation/Preservation
- Home Buyer Assistance
- Publicly-Owned Infrastructure/Off-Site Improvements Supporting Affordable Housing
- Public service

**37. Select the CDBG eligible activity category the project falls under.**

- Affordable housing
- Public services

**38. What is the service area or operation area (e.g. census tract, neighborhood)? (Supports eligibility)**

Tumwater School District (boundary map attached)

**39. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons? For Questions 40, 41 and 42, answer the question that applies to your project and indicate NA for the National Objective benefits which do NOT apply to your proposed project.**

- Area Benefit
- Limited Clientele Benefit
- Housing Benefit

**40. For Area Benefit, list the boundaries of the service area, state the percentage of LMI persons that reside in the service area and provide the source of this data.**

N/A

**41. For Limited Clientele benefit, indicate whether the project will serve at least 51% low and moderate income (LMI) individuals and whether it will document participant's income, have income eligibility requirements, or serve a presumed LMI category.**

Yes. TOGETHER! collects data on client income and already serves more than 51% low & moderate income individuals.

**42. For Housing benefit, indicate if the project is a one, two or more than two unit structure and the percentage of units that will benefit low and moderate income individuals or if you will provide assistance to reduce development costs of new construction.**

N/A

**43. How many bed nights will you provide?**

-answer not presented because of the answer to #1-

**44. What is the cost per bed night? Please show your calculation: Project budget/number of bed nights = total cost per bed night**

-answer not presented because of the answer to #1-

**45. Have you operated an emergency shelter program before and will you be ready to proceed on January 1, 2025?**

-answer not presented because of the answer to #1-

**46. If you are unable to implement your proposed project without a minimum funding award, list the MINIMUM funding award that you will accept for the proposed project? (This information will be considered only if a potential award is less than the minimum amount listed. The funding body may determine to not make awards for less than the minimum.)**

-answer not presented because of the answer to #1-

**Budget [top](#)**

<b>SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET</b>	Grant Request	Applicant's Own Resources	Committed Outside Funding	Uncommitted Outside Funding	TOTAL
Administrative Costs	\$ 20,000.00	\$ 35,681.00	\$ 57,600.00	\$ 15,000.00	\$ 128,281.00
Personnel Costs	\$ 80,000.00		\$ 360,825.00	\$ 85,000.00	\$ 525,825.00
Facility Costs: Rent/Mortgage		\$ 21,425.00			\$ 21,425.00
Operating Costs: Insurance/Training/Transportation/Utilities/etc		\$ 38,100.00			\$ 38,100.00

Item 8a.	Supplies: Phone, printing, copying, and equipment	\$ 4,400.00			\$ 4,400.00
	Rapid Rehousing	\$ 0.00	\$ 7,500.00		\$ 7,500.00
	Rental Assistance		\$ 42,500.00	\$ 27,500.00	\$ 70,000.00
	Diversion Assistance			\$ 4,500.00	\$ 4,500.00
	Diversity, Equity & Inclusion Organizational Activities (max of \$5k)	\$ 3,500.00		\$ 0.00	\$ 3,500.00
	Other:			\$ 1,780.00	\$ 1,780.00
	<b>Total</b>	<b>\$ 100,000.00</b>	<b>\$ 103,106.00</b>	<b>\$ 468,425.00</b>	<b>\$ 133,780.00</b>

<b>AFFORDABLE HOUSING/CDBG CAPITAL PROJECT BUDGET</b>	Year 1 Grant Request	Applicant's Resources	Other Federal	State/Local	Private/Other	TOTAL
Design & Inspection						\$ 0.00
Project Manager/Consultants						\$ 0.00
Relocation Costs (if applicable)						\$ 0.00
Title Insurance						\$ 0.00
Environmental Review						\$ 0.00
Permits & Fees						\$ 0.00
Land/Property Acquisition						\$ 0.00
Site Development & Landscape						\$ 0.00
Construction/Rehabilitation						\$ 0.00
Utilities						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**Budget Narrative**

Cost Determination: Staffing is 7 1.0 FTE including 6 community schools coordinators and a program director. Personnel taxes and benefits are approximately 20% of payroll. TOGETHER! admin is 16% of total agency budget (19% of program cost). Facility rent costs are determined by offices dedicated to Community Schools program staff at agency headquarters. Other shared facility costs such as telephone/information systems and technology services are determined by number of staff and devices allocated to staff. Operating costs include training \$8,200, local travel mileage for staff @ avg \$38/month @ 7staff @ federal mileage rate = \$3200, outreach and professional services \$2900, IT services \$9,000, printing & copying \$600, proportionate share of general liability insurance \$3,000, cell phone costs \$3,000, case management system subscription and other app subscriptions \$4260, non-capitalized staff equipment based on 3-5 year retirement schedule for laptops and cell phones \$3,500, recruitment and onboarding costs including background checks \$440. Funding Commitments: Major secured funding commitments include a Commerce Office of Homeless Youth Street Outreach Services Grant, Thurston County Housing & Basic Needs funding two year grant (next year is Year 2), long-term support from Tumwater School District, and a portion of funding from a five year (next year is Year 2) US Department of Education grant that funds our North Thurston staff member. Uncommitted outside funding includes current negotiation with Tumwater School District to expand their support to accommodate staff added to 2 schools in the past year (\$100,000 request), as well as funds we have been receiving on average from two key program fundraising events (Golf Tournament and Swift Campaign with Community Foundation of South Puget Sound Give Local platform), and funds anticipated from Help Us Move In that matches and leverages fund development work of TOGETHER! for its homeless prevention direct assistance funds.

**Documents [top](#)**

<b>Documents Requested *</b>	<b>Required?</b>	<b>Attached Documents *</b>
Verification and Signature <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">TOGETHER! CDBG Verification</a>
For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 return (or link to electronic version) -For For-Profits: Articles of Incorporation	<input checked="" type="checkbox"/>	<a href="#">IRS Determination Letter 990 2021</a>
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)		<a href="#">Bylaws</a> <a href="#">Articles of Incorporation</a> <a href="#">Board Roster 2024</a>
Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	<input checked="" type="checkbox"/>	<a href="#">Audit FY22</a>
Financial Commitment Letters		<a href="#">Discuren Commitment</a>
Letters of Support or Collaboration Memorandum		<a href="#">HUMI MOU 2024</a> <a href="#">TSD LOS</a> <a href="#">TSD Contract 23-24</a>

General Liability Insurance Certificate		<a href="#">Insurance Certificate GL</a>
Risk Assessment <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Risk Assessment TOGETHER!</a>
Demographic Composition of Organization (as part of response to Question #14) <a href="#">download template</a>		<a href="#">Demographics Table CDBG</a>
Project Timeline (Required for Affordable Housing and CDBG applicants) <a href="#">download template</a>		
Resumes (Required for Affordable Housing and CDBG applicants)		
Project Team Summary (Required for Affordable Housing and CDBG Capital applicants) <a href="#">download template</a>		
Pro Forma. (Required for Affordable Housing and CDBG rental project applicants) <a href="#">download template</a>		
Financing Sources (Required for Affordable Housing applicants) <a href="#">download template</a>		
Rents and AMI (Required for Affordable Housing rental housing applicants) <a href="#">download template</a>		
Development Budget (Required for Affordable Housing applicants) <a href="#">download template</a>		
Purchase or Option Agreement		
Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds) <a href="#">download template</a>		<a href="#">Assurances 2024</a>
Environmental Review Documentation		
Project Map/Service Area		<a href="#">Tumwater SD Map</a>
Residential Antidisplacement and Relocation Assistance Plan (RARAP)(Required if answer "yes" to Application Question #31)		
Program Policies and Procedures (As part of response to Question #20)		<a href="#">TOGETHER! Financial Policies</a> <a href="#">TOGETHER! Client Assistance Process &amp; Procedure</a> <a href="#">Client Assistance Form</a> <a href="#">TOGETHER! Youth Program Procedures</a>
Low Barrier/Housing first policies and documents (As part of response to Question #12)		<a href="#">TOGETHER! Client Assistance Process &amp; Procedure</a>
Other		<a href="#">Tumwater Community Schools 1-Pager</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 468309

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## CDBG Timeliness Risk Assessment - PY24 - City of Tumwater

	Project Name	Agency	Funding Request	Agency CDBG Performance	Outside Funding	Type of NEPA Review	Nature of project	Proposed Timeline Completion	Timeliness Risk (Project may take longer than 2 years to complete)
1	Tumwater Scholarships for LMI	Boys & Girls Club	\$ 55,069.00	Current Project Timely	No Outside Funding Needed	Exempt	Public service	Completed in 1 year	Low
2	Community Kitchen	Catholic Community	\$ 3,169.40	Current Project Timely	Outside Funding Needed	Exempt	Public service	Completed in 1 year	Low
3	Peer Recovery Specialist	Family Education and Support Services	\$ 58,000.00	No Past Projects Delayed	No Outside Funding Needed	Exempt	Public service	Completed in 1 year	Low
4	Critical Home Repair	Habitat for Humanity	\$ 45,000.00	Current Project Untimely	Outside Funding Needed	CEST	Housing - Rehabilitation	Completed in 1 year	Low
5	Tálicn Townhomes Buy Down	Habitat for Humanity	\$ 560,000.00	Current Project Over 2 Years	No Outside Funding Needed	CENST	Housing - Buy Down Asst.	Completed within 2 years	Medium
6	Major Rehabilitation - Low Income Clean and Sober Housing	Homes First	\$ 375,000.00	Current Project Over 2 Years	No Outside Funding Needed	CEST	Housing - Rehabilitation	Not Specified/No Info Provided	Medium
7	Critical Home Rehabilitation Program	Rebuilding Together of Thurston County	\$ 75,000.00	Current Project Timely	Outside Funding Needed	CEST	Housing - Rehabilitation	Completed in 1 year	Low
8	Home Share Program	Senior Services for South Sound	\$ 23,000.00	Current Project Timely	Outside Funding Secured	Exempt	Public service	Completed in 1 year	Low
9	Home Delivery and Other Bank	Thurston County Food Bank	\$ 100,000.00	No Past Projects Delayed	Outside Funding Secured	Exempt	Public service	Completed in 1 year	Low
10	Tumwater Community Schools	Together!	\$ 100,000.00	No Past Projects Delayed	Outside Funding Needed	Exempt	Public service	Completed in 1 year	Low

Factors that may increase the risk that a project would not be completed in 2 years:

- Agency has a current project or a past CDBG project that was delayed or slow to spend down
- Agency need to obtain additional funding for the project to proceed
- Project requires an Environmental Assessment level NEPA review
- Project is a construction project or acquisition project, if the property is not identified



## CDBG Timeliness Risk Assessment Tool - Overview

In 2023, Thurston County failed to meet the “timeliness test” for its Community Development Block Grant (CDBG) program. As a result, Thurston County was required to develop a Workout Plan, detailing how the County would return to and maintain CDBG timeliness. Thurston’s Workout Plan, states that the County will develop a tool for elected officials to utilize when making CDBG funding awards that helps them consider timeliness as part of the decision-making process.

Timeliness is a CDBG requirement that addresses the expenditure of CDBG funds. On June 30<sup>th</sup> of each year, 60 days before the end of the CDBG program year, HUD will determine the total amount of available CDBG funds that have not been drawn down by Thurston County. If the amount of undrawn funds is greater than 1.5 times the most recent grant award, Thurston County is considered out of compliance with CDBG program requirements and is at risk of having its CDBG award amount reduced in future program years.

To maintain timeliness of spend down, it is desirable for projects to be completed within 2 program years. However, we recognize that some projects may take longer than 2 years to complete. To accommodate for this eventuality, Thurston County encourages decision-makers to make awards while considering the following targets:

- At least 50% of award funds should be scheduled for spend down in the first Program Year
- Up to 50% of remaining award funds should be scheduled for spend down by the end of the second Program Year.
- If funds are awarded to a project that is at high risk of taking longer than 2 years to complete, the total award amount going to these projects should not be more than 25% of the total CDBG grant for that program year.
- Projects at high risk of not being completed within three years should not be awarded funds without careful consideration to the overall risk to the CDBG program.

Thurston County staff will provide elected officials with information necessary to make informed decisions about CDBG project awards in regard to timeliness. Factors that will be taken into consideration will include:

- Past performance in timely expenditures of CDBG funds;
- Whether outside funding is required for the project and the status of commitment for such funds;
- The size and nature of the project;
- The type of National Environmental Policy Act (NEPA) review the project requires, and
- The project’s proposed timeline.

This assessment is not intended to reflect on the quality of the applicant agency or the importance of the project. It is a reflection of the risk of the project being completed within a two-year timeframe.

TO: City Council  
FROM: Michael Matlock, Community Development Director  
DATE: May 7, 2024  
SUBJECT: Service Provider Agreement with Haley and Aldrich for the Brownfield Assessment EPA Grant.

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1) Recommended Action:

Authorize the Mayor to sign the Service Provider Agreement with Haley and Aldrich.

The City Council recommended this item be placed on council considerations at its Work Session on April 23, 2024.

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2) Background:

The City has been awarded a Community-Wide Assessment Grant from the EPA to help catalyze redevelopment in the Capitol Boulevard Corridor and Brewery District.

These nationally competitive grants provide funding to inventory, characterize, assess, conduct a range of planning activities, develop site-specific cleanup plans, and conduct community engagement related to brownfield sites. The City will focus this funding on two target areas, the Capitol Boulevard Corridor and the Brewery District. The priority sites identified are the Brewery Knoll, Brewery Warehouse Valley, and the former WSDOT Regional headquarters.

On March 5, 2024 the City Council approved Resolution No. R2024-005 approving the terms and conditions of an Environmental Protection Agency (EPA) Cooperative Agreement and accepted a \$500,000 Brownfield Community-Wide Assessment Grant.

Approval of the Service Provider Agreement will allow the City to start this work.

---

3) Policy Support:

Strategic Goal and Priorities:

- Facilitate Capitol Boulevard Corridor and Brewery Redevelopment
- Pursue Targeted Community Development Opportunities
- Work with partner organizations and jurisdictions to implement our goals to be a more inclusive community

Economic Development Plan Goal #8:

- Encourage economic development that strengthens the Tumwater community
- 

4) Alternatives:

None

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5) Fiscal Notes:

There is no match requirement for this grant.

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6) Attachments:

A. Service Provider Agreement

**CITY OF TUMWATER  
SERVICE PROVIDER AGREEMENT  
PROFESSIONAL ENVIRONMENTAL SERVICES**

THIS AGREEMENT is made and entered into in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the CITY OF TUMWATER, a Washington municipal corporation, hereinafter referred to as the "CITY", and Haley & Aldrich, Inc., (Haley and Aldrich) a Washington corporation, hereinafter referred to as the "SERVICE PROVIDER".

**WITNESSETH:**

WHEREAS, the CITY desires to have certain services and/or tasks performed as set forth below requiring professional skills and other supportive capabilities; and

WHEREAS, sufficient CITY resources are not available to provide such services; and

WHEREAS, the SERVICE PROVIDER represents that the SERVICE PROVIDER is qualified and possesses sufficient skills and the necessary capabilities, including technical expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

**1. SCOPE OF SERVICES.**

The SERVICE PROVIDER shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as SERVICE PROVIDER responsibilities throughout this Agreement and as detailed in Exhibit "A" Scope of Services attached hereto and incorporated herein (the "Project"). SERVICE PROVIDER will perform in accordance with generally accepted practices of engineers and/or scientists providing similar services at the same time, in the same locale, and under like circumstances ("Standard of Care").

**2. TERM.**

The Project shall begin no earlier than May 8<sup>th</sup>, 2024, and shall be completed no later than September 30<sup>th</sup>, 2027. This Agreement may be extended for additional periods of time upon mutual written agreement of the parties.

3. TERMINATION.

Prior to the expiration of the Term, this Agreement may be terminated immediately, with or without cause, by the CITY. Upon Termination, SERVICE PROVIDER shall be paid in accordance with Article 4, below, for all Services appropriately rendered up to the date of Termination.

4. COMPENSATION AND METHOD OF PAYMENT.

A. Payments for services provided hereunder shall be made following the performance of such services, unless otherwise permitted by law and approved in writing by the CITY.

B. No payment shall be made for any service rendered by the SERVICE PROVIDER except for services identified and set forth in this Agreement.

C. The CITY shall pay the SERVICE PROVIDER for work performed under this Agreement a total sum not to exceed Four Hundred Seventy Six Thousand Five Hundred Dollars (\$476,500.00) as reflected in Exhibit A.

D. Upon execution of this Agreement, the SERVICE PROVIDER must submit IRS Form W-9 Request for Taxpayer Identification Number (TIN) and Certification unless a current Form W-9 is already on file with the CITY.

E. The SERVICE PROVIDER shall submit an invoice to the CITY for services rendered during the contract period. The CITY shall initiate authorization for payment after receipt of said invoice and shall make payment to the SERVICE PROVIDER within approximately thirty (30) days thereafter.

F. When subcontracting services or purchasing goods from third parties, as identified and approved in this Agreement, the SERVICE PROVIDER must submit written documentation establishing that the goods have been provided and the third party has been paid within fifteen (15) days of payment for those goods or services by the CITY.

G. Invoices may be submitted immediately following performance of services, but in no event shall an invoice be submitted more than twenty (20) business days following the end of the contract term or the end of the calendar year, whichever is earlier.

## 5. INDEPENDENT CONTRACTOR RELATIONSHIP.

A. The parties intend that an independent contractor relationship will be created by this Agreement. Subject to paragraphs herein, the implementation of services pursuant to this Agreement will lie solely within the discretion of the SERVICE PROVIDER. No agent, employee, servant or representative of the SERVICE PROVIDER shall be deemed to be an employee, agent, servant or representative of the CITY for any purpose, and the employees of the SERVICE PROVIDER are not entitled to any of the benefits the CITY provides for its employees. The SERVICE PROVIDER will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.

B. In the performance of the services herein contemplated the SERVICE PROVIDER is an independent contractor with the authority to control and direct the performance of the details of the work; however, the results of the work contemplated herein must meet the approval of the CITY and shall be subject to the CITY'S general rights of inspection and review to secure the satisfactory completion thereof.

C. As an independent contractor, the SERVICE PROVIDER shall be responsible for the reporting and payment of all applicable local, state, and federal taxes.

D. It is recognized that the SERVICE PROVIDER may or will be performing services during the Term for other parties; provided, however, that such performance of other services shall not conflict with or interfere with the SERVICE PROVIDER'S ability to perform the services. The SERVICE PROVIDER agrees to resolve any such conflicts of interest in favor of the CITY.

E. 2008 Early Retirement Factor Retirees. Washington State law requires reporting of any contractor, independent contractor or personal service contractor that has retired from the State of Washington using the 2008 Early Retirement Factor (ERF). Stricter return-to-work restrictions apply to a retiree under the 2008 ERF. The SERVICE PROVIDER must verify retirement status by completing a Service Provider Retirement Status Form, attached as Exhibit "B", for each of the SERVICE PROVIDER'S owners and for each person providing service under this Agreement.

## 6. SERVICE PROVIDER EMPLOYEES/AGENTS.

The CITY may at its sole discretion require the SERVICE PROVIDER to remove an employee, agent or servant from employment on this Project. The SERVICE PROVIDER may however employ that individual on other non-CITY

related projects.

7. HOLD HARMLESS INDEMNIFICATION.

A. SERVICE PROVIDER Indemnification. The SERVICE PROVIDER agrees to indemnify, defend and hold the CITY, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors or omissions of the SERVICE PROVIDER, its partners, shareholders, agents, employees in the performance of professional Services under this Agreement, or by the SERVICE PROVIDER'S breach of this Agreement. The SERVICE PROVIDER expressly waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW. The SERVICE PROVIDER'S indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefit acts or programs. This waiver has been mutually negotiated by the parties. Notwithstanding the foregoing, the defense obligation hereunder shall be limited to the reimbursement of reasonable legal fees to the extent fault is found hereunder.

B. CITY Indemnification. The CITY agrees to indemnify, defend and hold the SERVICE PROVIDER, its officers, directors, shareholders, partners, employees, and agents harmless from any and all claims, demands, losses, actions and liabilities (including costs and attorney fees) to or by any and all persons or entities, including without limitation, their respective agents, licensees, or representatives, arising from, resulting from or connected with this Agreement to the extent caused by the negligent acts, errors, or omissions of the CITY, its employees or agents. No liability shall attach to the CITY by reason of entering into this Agreement except as expressly provided herein.

C. Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

8. INSURANCE.

A. The SERVICE PROVIDER shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the SERVICE PROVIDER, their agents, representatives, employees or subcontractors.

B. The SERVICE PROVIDER shall provide a Certificate of Insurance evidencing:

1. Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage.

2. Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

3. Professional Liability insurance written on a claims made basis with limits of no less than \$1,000,000 per claim, and \$1,000,000 policy aggregate limit.

C. The CITY shall be named as an additional insured on the insurance policy, Professional Liability excepted, as respect to work performed by or on behalf of the SERVICE PROVIDER and a copy of the endorsement naming the CITY as additional insured shall be attached to the Certificate of Insurance. The CITY reserves the right to request certified copies of any required policies.

D. The SERVICE PROVIDER'S insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

E. Any payment of deductible or self-insured retention shall be the sole responsibility of the SERVICE PROVIDER.

F. The SERVICE PROVIDER'S insurance shall be primary insurance as respect to the CITY and the CITY shall be given written notice of any cancellation, suspension or material change in coverage within two (2) business days of SERVICE PROVIDER'S receipt of such notice.

## 9. TREATMENT OF ASSETS.

Title to all property furnished by the CITY shall remain in the name of the CITY and the CITY shall become the owner of the work product and other documents, if any, prepared by the SERVICE PROVIDER pursuant to this Agreement. Any reuse or modification of SERVICE PROVIDER'S and/or its subconsultants work product without SERVICE PROVIDER'S written authorization



and/or adaption for the specific purpose intended shall be at the sole risk of the CITY and without liability to SERVICE PROVIDER.

10. COMPLIANCE WITH LAWS.

A. The SERVICE PROVIDER, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including being licensed to do business in the City of Tumwater by obtaining a Tumwater business license and any additional regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.

B. The SERVICE PROVIDER specifically agrees to pay any applicable CITY business and occupation (B&O) taxes which may be due on account of this Agreement.

C. The Consultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Consultant shall comply with Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." Failure by the Brownfields Professional Services Agreement Page | 4 Consultant to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

D. By accepting an award of Brownfields funds, Consultant agrees to comply with all state and federal laws, rules, and regulations related to the Brownfields program. Consultant shall be in compliance with all applicable provisions of state and federal law pertaining to brownfields assessment grants, including CERCLA and the regulations contained in 40 CFR Part 300, 42 USCA 9601 et. seq., and all applicable EPA assistance regulations (40 CFR Part 31 for governmental entities or 40 CFR Part 30 for nonprofit organizations), and shall aid the City in ensuring that all projects protect public health and the environment.

E. Consultant agrees to comply with Executive Order 13202 (Feb. 22, 2001, 66 Fed. Reg. 11225 ) of February 17, 2001, entitled "Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally-funded Construction Projects," as amended by Executive Order 13208 (April 11, 2001, 66 Fed. Reg. 18717) of April 6, 2001, entitled

"Amendment to Executive Order 13202, Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects.

F. Consultant shall comply with all Federal cross-cutting requirements including, but not limited to, OSHA Worker Health & Safety Standard 29 CFR 1910.120; the Uniform Relocation Act; National Historic Preservation Act; Endangered Species Act; Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended; Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC 3701-3708); the Anti-Kickback Act (40 USC 276c); the Federal Fair Labor Standards Act; the Hatch Act; and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.

G. For any construction work Contractor will conduct work in accordance with the DavisBacon Act of 1931 (40 USC 276a-276a-5 and 42 U.S.C. 3222).

H. Consultant shall comply with requirements found at 40 CFR Part 33 which require the Consultant undertake good faith efforts to give opportunities for qualified Small Business Enterprises (SBE), Minority Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE) to submit proposals, bids, and provide services on contracts and subcontracts for services and supplies. Consultant shall, upon completion of any work order, complete and submit to the City Part II of EPA Form 5700-52A relevant to said work order.

I. Consultant agrees to comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532, entitled “Responsibilities of Participants Regarding Transactions (Doing Business with Other Persons).”

J. This Agreement is subject to 31 USC 1352; 15 CFR Part 28; and 40 CFR Part 34. These provisions prohibit Consultant from using federal funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with this Loan. 40 CFR 34.100(a) states: “No appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. Exhibit “C” attesting to compliance with the referenced provisions must be signed by Consultant’s lead principal on behalf of Consultant and thereby be incorporated in this agreement.

K. The Consultant affirmatively avers that the Consultant and all principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. The Consultant and all principals shall comply with all applicable regulations pursuant to Executive Order 12549, including Debarment and Suspension and Participants' responsibilities, 29 C.F.R. 98.510 (1990).

L. Consultant shall not award any subcontracts or permit any award of a subcontract at any tier to any party which is debarred or suspended or is otherwise excluded from participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension." While evaluating potential subcontractors, the Consultant must consult the most current "List of Parties Excluded from Federal Procurement or Non procurement Programs" to ensure that the potential subcontractors and all principals are not prohibited from participation in assistance programs.

M. Consultant agrees to clearly reference EPA investments in the project during any public outreach, which may include the development of any post-project summary or success materials that highlight achievements to which this project contributed.

N. If any document, fact sheet, and/or web material are developed as part of this project, then they shall include the following statement: "Though this project has been funded, wholly or in part, by EPA, the contents of this document do not necessarily reflect the views and policies of the EPA."

O. If a sign is developed as part of this project, then the sign shall include either a statement (e.g., this project has been funded, wholly or in part, by EPA) and/or EPA's logo acknowledging that EPA is a source of funding for the project. The EPA logo may be Brownfields Professional Services Agreement Page | 6 used on project signage when the sign can be placed in a visible location with direct linkage to site activities. Use of the EPA logo must follow the sign specifications available at: <http://www.epa.gov/ogd/tc.htm>.

P. The Consultant agrees to use recycled paper to the extent required by the EPA Order No. 100.25 dated January 24, 1990. Consultant agrees to use recycled paper for all reports which are prepared as a part of this Loan Agreement and delivered to the City or EPA.

## 11. NONDISCRIMINATION.

A. The CITY is an equal opportunity employer.

B. Nondiscrimination in Employment. In the performance of this Agreement, the SERVICE PROVIDER will not discriminate against any employee or applicant for employment on the grounds of race, creed, religion, color, national origin, citizenship or immigration status, families with children status, sex, marital status, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, sexual orientation, genetic information, age or other basis prohibited by state or federal law; provided that the prohibition against discrimination in employment because of disability shall not apply if the particular disability prevents the proper performance of the particular worker involved. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. “

C. Nondiscrimination in Services. The SERVICE PROVIDER will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, religion, color, national origin, citizenship or immigration status, families with children status, sex, marital status, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, sexual orientation, genetic information, age or other basis prohibited by state or federal law. “Race” is inclusive of traits historically associated or perceived to be associated with race including, but not limited to, hair texture and protective hairstyles. For purposes of this subsection, "protective hairstyles" includes, but is not limited to, such hairstyles as afros, braids, locks, and twists. It is not an unfair practice when a distinction or differential treatment on the basis of citizenship or immigration status is authorized by federal or state law, regulation, rule or government contract. The contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in termination of this contract or other legally available remedies.

D. If any assignment and/or subcontract have been authorized by the CITY, said assignment or subcontract shall include appropriate safeguards against discrimination. The SERVICE PROVIDER shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

E. Nondiscrimination in Benefits. **The provisions of this subsection are only applicable to contracts with an estimated value of \$50,000 or more.** Pursuant to Tumwater Municipal Code (TMC) Chapter 3.46, the SERVICE PROVIDER shall provide employee benefits or an equivalent sum to the

domestic partners of their employees involved in the SERVICE PROVIDER'S operations applicable to this Agreement if such benefits are provided to employees' spouses as more particularly set forth in Chapter 3.46 of the TMC, a copy of which is attached hereto as Exhibit "D".

F. Nondiscrimination in Contractors / Subcontractors. The City of Tumwater, in accordance with RCW 49.60.530 requires all covered contractors or subcontractors to actively pursue a diverse and inclusive workforce. Contractors and subcontractors are prohibited from all forms of discrimination listed in RCW 49.60.530.

## 12. ASSIGNMENT/SUBCONTRACTING.

A. The SERVICE PROVIDER shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the CITY, and it is further agreed that said consent must be sought in writing by the SERVICE PROVIDER not less than thirty (30) days prior to the date of any proposed assignment. The CITY reserves the right to reject without cause any such assignment.

B. Any work or services assigned hereunder shall be subject to each provision of this Agreement and proper bidding procedures where applicable as set forth in local, state and/or federal statutes, ordinances and guidelines.

C. Any technical service subcontract not listed in this Agreement, must have express advance approval by the CITY.

## 13. NON-APPROPRIATION OF FUNDS.

If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the CITY will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the CITY in the event this provision applies.

## 14. CHANGES.

A. Either party may request changes to the Scope of Services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

B. The City may amend or extend the Agreement beyond the initial

SERVICE PROVIDER AGREEMENT – Professional Environmental Services - Page 10 of 14

term to accommodate the terms and conditions of current or future state and federal grant awards within a four-year period from the commencement of the initial term provided a market survey conducted by the City indicates that the prices the contractor proposes are reasonable.

15. MAINTENANCE AND INSPECTION OF RECORDS.

A. The SERVICE PROVIDER at such times and in such forms as the CITY may require, shall furnish to the CITY such statements, records, reports, data, and information as the CITY may request pertaining to matters covered by this Agreement.

B. The SERVICE PROVIDER shall maintain books, records and documents, which sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit, by the CITY, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

C. To ensure the CITY'S compliance with the Public Records Act, RCW 42.56, the SERVICE PROVIDER shall retain all books, records, documents and other material relevant to this agreement, for six (6) years after its expiration. The SERVICE PROVIDER agrees that the CITY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.

16. POLITICAL ACTIVITY PROHIBITED.

None of the funds, materials, property or services provided directly or indirectly under the Agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

17. PROHIBITED INTEREST.

No member, officer, or employee of the CITY shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

18. NOTICE.

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the signature page of this Agreement.

19. ATTORNEYS FEES AND COSTS.

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

20. JURISDICTION AND VENUE.

A. This Agreement has been and shall be construed as having been made and delivered within the State of Washington. It is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained in the superior court of Thurston County, Washington.

21. SEVERABILITY.

A. If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

22. ENTIRE AGREEMENT.

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of

the provisions of this Agreement. This Agreement may be executed in any number of counterparts, which counterparts shall collectively constitute the entire Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

CITY:  
CITY OF TUMWATER  
555 Israel Road SW  
Tumwater, WA 98501

\_\_\_\_\_  
Debbie Sullivan  
Mayor

ATTEST:

\_\_\_\_\_  
Melody Valiant, City Clerk  
APPROVED AS TO FORM:

\_\_\_\_\_  
Karen Kirkpatrick, City Attorney  
SERVICE PROVIDER:  
HALEY & ALDRICH, INC.  
UBI No. 602-563-246  
Phone No. 253-320-5378

\_\_\_\_\_  
Signature (Notarized, see below)  
Printed Name:  
Title:

Notary Required for Service Provider Only  
STATE OF WASHINGTON

COUNTY OF THURSTON



I certify that I know or have satisfactory evidence that \_\_\_\_\_(name) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the \_\_\_\_\_(title) of \_\_\_\_\_(company) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated:\_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of Washington,  
My appointment expires:\_\_\_\_\_

Exhibit “A” Approach, Timeline, and Budget

Key Assumptions:

- The Brewery District is comprised of the former Olympia Brewery property (100 Custer Way, Tumwater, WA) and the adjoining warehouse property (4090 Capitol Blvd SE, Tumwater, WA). The Washington State Department of Transportation (WSDOT) Facility is located at 5720 Capitol Blvd SE, Tumwater, WA.
- The Capitol Boulevard Corridor spans the length from the former Olympia Brewery to the WSDOT Facility property and is preliminarily estimated to be approximately 1.4-miles long.
- All work is to be completed by June 30, 2025.
- The tasks outlined for the initial work for the Brewery District and the Capitol Boulevard Corridor has a not-to-exceed budget of \$259,500; budget entries are strictly labor estimates based on rates ranging from \$100 to \$310 per hour.
- The initial tasks will require engagement with peer entities and stakeholders to establish agreed-upon assumptions, expectations, and/or goals.
- With the exception of per- and polyfluoroalkyl substances (PFAS) analysis, all laboratory analyses for the Phase II Environmental Site Assessments (ESAs) will be submitted for laboratory analysis on a standard 7 to 10 business days turnaround time.
- The laboratory analysis turnaround time for PFAS soil and groundwater samples is estimated to be six to eight weeks. The assumed laboratory analysis cost for each PFAS sample is \$500 per sample. A total of two soil and two groundwater samples are proposed for the former Olympia Brewery property.
- If the laboratory analysis of soil and/or groundwater samples for hydrocarbon identification (HCID) indicate a detection of hydrocarbon in the gasoline-, diesel, and/or heavy oil-range total petroleum hydrocarbons (TPHs), then additional laboratory analysis for that specific TPH will be conducted.
- The generated investigation-derived-waste (IDW), comprised of soil cuttings and purged water, will be stored at the former Olympia Brewery property. Due to the preliminary estimate of the subsurface investigation, the estimated cost for the pick-up and disposal of the IDW is not included.
- Additional work activities beyond the initial scope must be approved in writing by the City Administrator and the contractor prior to commencement of work.

<b>Task</b>	<b>Notes</b>	<b>Timeline</b>	<b>Budget</b>
Task 1: Project Administration	Implement as scoped in Request for Proposal. Assume one meeting and regular phone/email contact in addition to Kick-Off Meeting/Workshop.	May 2024 – Jun 2025	\$5,000

<b>Task</b>	<b>Notes</b>	<b>Timeline</b>	<b>Budget</b>
Task 2: Prepare and Facilitate City Kick-Off Meeting/Workshop	<p>Review background material, City plans (Brewery District Plan, Capitol Boulevard Corridor Plan), and summarize grant requirements (EPA Brownfield and Ecology Integrate Planning Grant [IPG]) to prepare for the City Kick-Off Meeting/Workshop. Develop workshop handouts and facilitation materials. Attend pre- and post-workshop meetings with selected Haley &amp; Aldrich teaming partners. Conduct a field site reconnaissance of the former Olympia Brewery, adjoining warehouse property, and WSDOT Facility.</p> <p>Attend and facilitate the City Kick-Off Meeting/Workshop. Discuss initial priorities and articulate what success looks like for the City brownfield assessment and integrative planning in the Brewery District and Capitol Corridor Boulevard.</p>	May – Dec 2024	\$30,500
Task 3: Post-Workshop Planning Summary Memo and Early Planning for Public Engagement	<p>Identify specific planning activities for next scope of services including early planning work for the IPG, community engagement for the redevelopment of the former WSDOT Olympic Region Headquarters, prioritization and market real estate analysis, and a communications, outreach, and engagement plan.</p> <p>Coordinate with the City’s communications program to understand the City’s needs, processes, communication channels, deadlines, and outreach landscape as well as conduct a media scan specific to the project properties. Develop an initial public engagement plan that is tailored for the community and will achieve project goals.</p>	May 2024 – Mar 2025	\$15,000
Task 4: Phase II ESAs - Former Olympia Brewery Property and Warehouse Property	<p>Conduct Phase II ESAs at the former Olympia Brewery and adjoining warehouse property. Evaluate the subsurface conditions (soil and groundwater). Evaluate the potential for historical operations at these properties to adversely impact the properties. Evaluate whether residual</p>	May 2024 – Mar 2025	\$110,000

Task	Notes	Timeline	Budget
	contamination remains at both properties due to the historical transformer oil spill at the former Olympia Brewery property and storage of transformer poles at the warehouse property. Investigate the identified recognized environmental conditions for both properties.		
Task 5: Conduct Sites Inventory	Develop an inventory of brownfields known or suspected brownfield properties in the Brewery District. Include available information related to known contamination or suspected contamination and other key information to support the evaluation of the properties for redevelopment. Obtain a customized database report for the Capitol Corridor Boulevard to provide regulatory data for listed sites and suspected contaminated properties along and/or adjacent to the Capitol Corridor Boulevard section to aid in our evaluation of the potential environmental concerns for properties along this section. Conduct a drive-by evaluation of the Capitol Boulevard Corridor. Conduct data analysis of the collective findings from the gathered resources provided by the customized database report. Create and provide an online viewing platform and dashboard to help the City with the prioritization of redevelopment of brownfield properties.	May 2024 – Jun 2025	\$43,000
Task 6: Prepare Story Boards	Prepare a set of three to four large-format illustrative boards synthesizing information from existing plans, data, and grant requirements. Include a base map of the properties associated with the Old Brewery, the warehouse, and WSDOT facility properties, visioning for the properties completed to date, and known environmental issues, contamination, and other elements of potential interest. Utilize the boards during discussions with City and project stakeholders. Organize	May 2024 – Jun 2025	\$17,000

<b>Task</b>	<b>Notes</b>	<b>Timeline</b>	<b>Budget</b>
	information on the Boards to facilitate discussions among City stakeholders during the City Kick-Off Workshop and other meetings.		
Task 7: Project Management	Discuss and coordinate task logistics with the City. Provide to the City a monthly report summarizing the months activities not to exceed one page in length. Provide regular reporting and progress reports, as required by EPA and Ecology. Attend meetings, as needed, with the City, EPA, and Ecology.	May 2024 – Jun 2025	\$21,500
Task 8: Project Planning & Grants Funding Planning	Conduct overall project planning. Coordinate with the City to outline a planning framework and outline steps needed to develop a planned action EIS. Prepare and position the City for future grant opportunities.	May 2024 – Jun 2025	\$15,000
Task 9: Reimbursable Expenses	Minimum expenses anticipated. No food or lodging charges.	May 2024 – Jun 2025	\$2,500
Task 10: Reserve Budget	Set aside the remaining funds for future additional tasks for the Brewery District and Capitol Boulevard Corridor. The remaining funds from the EPA Brownfield Community-Wide Assessment Grant can be accessed through mutual agreement with the City.		\$217,000

**Total Budget:** Not to exceed \$476,500.

### SERVICE PROVIDER RETIREMENT STATUS FORM

Complete this form for each owner, and each employee, independent contractor or person providing service to the City of Tumwater.

**I have retired from a Washington State Retirement System using the 2008 Early Retirement Factor?**

Yes                       No

I verify the information above is true and correct.

<b>Name of Owner, Employee, Independent Contractor or Person:</b> (Please print)	<b>Social Security Number</b> (If answering "yes" above)
<b>Signature</b>	<b>Date</b>



United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

OMB Control No. 2010-0002  
Approval expires 06/30/2024

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2030-0020). Responses to this collection of information are required to obtain an assistance agreement (40 CFR Part 30, 40 CFR Part 31, and 40 CFR Part 33 for awards made prior to December 26, 2014, and 2 CFR 200, 2 CFR 1500, and 40 CFR Part 33 for awards made after December 26, 2014). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 0.25 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

EPA Project Control Number

## CERTIFICATION REGARDING LOBBYING

### CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Typed Name & Title of Authorized Representative

\_\_\_\_\_  
Signature and Date of Authorized Representative

**Chapter 3.46**  
**CITY CONTRACTS – NONDISCRIMINATION IN BENEFITS**

Sections:

- 3.46.010 Definitions.
- 3.46.020 Nondiscrimination in benefits.
- 3.46.030 Limitations.
- 3.46.040 Powers and duties of the city administrator.
- 3.46.050 Appeals.
- 3.46.060 Effective date.

**3.46.010 Definitions.**

For the purpose of this chapter:

A. “Contract” means a contract for public works, consulting, or supplies, material, equipment or services estimated to cost \$50,000 or more;

B. “Contract awarding authority” means the city officer, department, commission, employee, or board authorized to enter into or to administer contracts on behalf of the city;

C. “Domestic partner” means any person who is registered with his/her employer as a domestic partner or, in the absence of such employer-provided registry, is registered as a domestic partner with a governmental body pursuant to state or local law authorizing such registration. Any internal employer registry of domestic partnership must comply with criteria for domestic partnerships specified by rule by the city administrator;

D. “Employee benefits” means the provision of bereavement leave; disability, life, and other types of insurance; family medical leave; health benefits; membership or membership discounts; moving expenses; pension and retirement benefits; vacation; travel benefits; and any other benefits given to employees; provided, that it does not include benefits to the extent that the application of the requirements of this chapter to such benefits may be preempted by federal or state law.

(Ord. O2000-028, Added, 02/06/2001)

**3.46.020 Nondiscrimination in benefits.**

A. No contractor on a city contract shall discriminate in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse. The contractor shall not be deemed to discriminate in the provision of employee benefits if, despite taking reasonable measures to do so, the contractor is unable to extend a particular employee benefit to domestic partners, so long as the contractor provides the employee with a cash equivalent.

B. Other Options for Compliance Allowed. Provided that a contractor does not discriminate in the provision of benefits between employees with spouses and employees with domestic partners, a contractor may:



1. Elect to provide benefits to individuals in addition to employees' spouses and employees' domestic partners;
2. Allow each employee to designate a legally domiciled member of the employee's household as being eligible for spousal equivalent benefits; or
3. Provide benefits neither to employees' spouses nor to employees' domestic partners.

C. Requirements Inapplicable Under Certain Conditions. The city administrator may waive the requirements of this chapter where:

1. Award of a contract or amendment is necessary to respond to an emergency;
2. The contractor is a sole source;
3. No compliant contractors are capable of providing goods or services that respond to the city's requirements;
4. The contractor is a public entity;
5. The requirements are inconsistent with a grant, subvention or agreement with a public agency;
6. The city is purchasing through a cooperative or joint purchasing agreement.

D. Requests for waivers of the terms of this chapter are to be made to the city administrator by the contract awarding authority. Decisions by the city administrator to issue or deny waivers are final unless appealed pursuant to TMC 3.46.050.

E. The city administrator shall reject an entity's bid or proposal, or terminate a contract, if the city administrator determines that the entity was set up, or is being used, for the purpose of evading the intent of this chapter.

F. No contract awarding authority shall execute a contract with a contractor unless such contractor has agreed that the contractor will not discriminate in the provision of employee benefits as provided for in this chapter.

G. All contracts awarded by the city shall contain provisions prohibiting discrimination in the provision of employee benefits, including provisions containing appropriate remedies for the breach thereof as prescribed by this chapter, except as exempted by this chapter or rule.

(Ord. O2000-028, Added, 02/06/2001)

### **3.46.030 Limitations.**

The requirements of this chapter only shall apply to those portions of a contractor's operations that occur:

- A. Within the city;
- B. On real property outside of the city if the property is owned by the city or if the city has a right to occupy the property, and if the contractor's presence at that location is connected to a contract with the city; and
- C. Elsewhere in the United States where work related to a city contract is being performed. The requirements of this chapter shall not apply to subcontracts or subcontractors of any contract or contractor.

(Ord. O2000-028, Added, 02/06/2001)

**3.46.040 Powers and duties of the city administrator.**

The city administrator shall have the power to:

- A. Adopt rules and regulations in accordance with this chapter establishing standards and procedures for effectively carrying out this chapter;
- B. Determine and impose appropriate sanctions and/or liquidated damages for violation of this chapter by contractors including, but not limited to:
  - 1. Disqualification of the contractor from bidding on or being awarded a city contract for a period of up to five years; and
  - 2. Contractual remedies, including, but not limited to, liquidated damages and termination of the contract;
- C. Examine contractor's benefit programs covered by this chapter;
- D. Impose other appropriate contractual and civil remedies and sanctions for violations of this chapter;
- E. Allow for remedial action after a finding of noncompliance, as specified by rule;
- F. Perform such other duties as may be required by ordinance or which are necessary to implement the purposes of this chapter.

(Ord. O2000-028, Added, 02/06/2001)

**3.46.050 Appeals.**

Any aggrieved party may appeal a decision of the city administrator to the mayor by the submittal of a written request to the city attorney within ten working days of the decision to be appealed. The mayor's decision will be in writing with findings identified upon which the decision was made. Subsequent appeal will be to the Thurston County superior court.

(Ord. O2000-028, Added, 02/06/2001)

**3.46.060 Effective date.**

The provisions of this chapter shall apply to any contract awarded on or after January 2, 2002.

(Ord. O2000-028, Added, 02/06/2001)