



CITY OF  
**TUMWATER**

**BUDGET & FINANCE COMMITTEE  
MEETING AGENDA**

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

**Friday, April 24, 2026  
12:00 PM**

1. Call to Order
2. Roll Call
3. Approval of Minutes: Budget and Finance Committee, March 27, 2026
4. 2026 Community Development Block Grant (CDBG) Funding Interviews (Executive Department)
5. Additional and Future Items
6. Adjourn

**Meeting Information**

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

**Watch Online**

<https://us02web.zoom.us/j/84619805165?pwd=ryk7ZMdrfaggSiADeaKI1RgOSEYYbn.1>

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 846 1980 5165 and Passcode 367706.

**Public Comment**

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

**Post Meeting**

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater-wa.municodemeetings.com>.

**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's ADA Coordinator directly, call (360) 754-4129 or email [ADACoordinator@ci.tumwater.wa.us](mailto:ADACoordinator@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.

# MEETING MINUTES



TUMWATER BUDGET & FINANCE COMMITTEE  
March 27, 2026

**CONVENE:** 12:00 p.m.

**PRESENT:** Mayor/Chair Leatta Dahlhoff, and Councilmembers Angela Jefferson, Eileen Swarthout and Kelly Von Holtz.

Staff: City Administrator Paul Simmons, Assistant City Administrator Kelly Adams, Administrative Services Director Michelle Sutherland, Finance Director Troy Niemeyer, Senior Accountant Nissa Musselman, City Attorney Karen Kirkpatrick, and Paralegal Sharleen Johansen.

**APPROVAL OF MINUTES:** **Councilmember Jefferson moved, seconded by Councilmember Swarthout, to approve the minutes of February 27, 2026, as presented. A voice vote approved the motion.**

**EMPLOYEE BENEFITS POLICY UPDATE:** Director Sutherland presented and discussed proposed updates to the Employee Benefits Policy.

**MOTION:** **Councilmember Swarthout moved, seconded by Councilmember Jefferson, to place the Employee Benefit Policy Update on the May 5<sup>th</sup> City Council Consideration calendar with a recommendation to approve and adopt the policy updates. A voice vote approved the motion.**

**MONTHLY FINANCIAL UPDATE:** Director Niemeyer gave a budget update from the first quarter of 2026. The updates included:

- Sales Tax
- Public Safety Sales Tax
- B&O Tax
- Lodging Tax - Tourism
- General fund revenues & expenditures – Year to Date
- Water, sewer and stormwater revenues & expenditures

- Golf revenues & expenditures

Director Niemeyer gave an update on budget process for the 2027-2028 biennial budget.

**ADJOURNMENT:**

**With there being no further business, Chair Dahlhoff adjourned the meeting at 12:47 p.m.**

Prepared by Brittany McClanahan, Executive Assistant

TO: Budget & Finance Committee  
 FROM: Kelly Adams, Assistant City Administrator  
 DATE: April 24, 2026  
 SUBJECT: 2026 Community Development Block Grant (CDBG) Funding Interviews

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1) Recommended Action:

Conduct interviews of 2026 Community Development Block Grant (CDBG) applicants and provide a recommendation to the City Council for CDBG funding allocations. The City Council will make the final decision on the allocation of CDBG funds at their May 5, 2026, 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 two-year rotation with south Thurston County. The Cities of Lacey and Olympia have their own entitlement and is not part of the three-year rotation. Tumwater received funds in 2015, 2018, 2021, 2024 and will do so again in 2026. The City contracts with the Thurston County housing staff to provide the administration of the funds.

On a two-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 27, 2026, 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, 2021, and 2024.

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: \$911,107 (Estimate, still waiting for final number from HUD)
- Total Available for County Administration (20% of award): \$182,221
- Total Available for Public Services (15% maximum of award after administration): \$136,666 (\$302,782 Requested)
- Total Remaining for Housing Capital Projects (minimum 85% of award after administration): \$592,220 (\$598,476 Requested)

**Schedule:**

- 12:00 p.m. Process Outline
- 12:10 p.m. Public Services Project Interviews (6)
- 1:10 p.m. Housing Capital Project Interviews (4)
- 1:50 p.m. Committee Discussion and Recommendations

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:**Vibrant, Livable, and Inclusive Community:**

Build a community recognized for quality, compassion, and humanity.

- Increase affordable housing in Tumwater, including permanent and supportive housing.
- Develop partnerships and strategies to improve municipal services to people in need.

**Housing Element Goal H-1:** Increase the supply and variety of housing for every income and age group.

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4) Alternatives:

None

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5) Fiscal Notes:

The exact amount of CDBG available for allocation by the City in 2026 is still being determined but is estimated to be \$911,107. The amount available each year is determined by Congress through the U.S. Department of Housing and Urban Development (HUD) and is generally about one million dollars. Typically, Thurston County retains 20% to cover administrative costs.

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6) Attachments:

- A. Interview Presentation Time and Contact List
- B. 2024 Tumwater CDBG Staff Report and Applicant Summary
- C. CDBG Applications: Housing Capital Projects and Public Services Projects
- D. RFP Instructions
- E. RFP Preliminary Funding Tables



## 2026 TUMWATER CDBG INTERVIEW PRESENTATION TIME AND CONTACT IST

#	Organization	Program/Project	Presentation Time	Contact Name(s)	Contact Email	Contact Phone
<b>Public Services Projects</b>						
1	Boys and Girls Club of Thurston County	Tumwater Scholarships for Youth Experiencing Homelessness	12:10 p.m.	Shellica Trevino	<a href="mailto:strevino@bgctc.org">strevino@bgctc.org</a>	360-956-0755
2	Community Action Council of Lewis, Mason, and Thurston Counties	Tumwater Housing Stability and Homelessness Prevention	12:20 p.m.	Justin DeFour	<a href="mailto:info@caclmt.org">info@caclmt.org</a>	360-438-1100
3	OlyMAP	Shelter-in-Place Outreach Program (SiPOP)	12:30 p.m.	Tye Gundel	<a href="mailto:tye@olymp.org">tye@olymp.org</a>	360-622-0434
4	Senior Services for South Sound	Home Share	12:40 p.m.	Brian Windrope	<a href="mailto:bwindrope@southsoundseniors.org">bwindrope@southsoundseniors.org</a>	360-586-6181
5	Thurston County Food Bank	FORKids Backpack Program	12:50 p.m.	Amanda Muñoz	<a href="mailto:amandam@tcfb.org">amandam@tcfb.org</a>	360-352-8597
6	TOGETHER!	Tumwater Community Schools	1:00 p.m.	Sierra Abrams	<a href="mailto:sabrams@watogether.org">sabrams@watogether.org</a>	360-999-0540
<b>Housing Capital Projects</b>						
7	Foundation for the Challenged (FFC)	FFC Homes XV	1:10 p.m.	Nicole Ware	<a href="mailto:nware@optionshousing.com">nware@optionshousing.com</a>	614-389-4501
8	Homes First	Homes First Home for Survivors of Domestic Abuse	1:20 p.m.	Sylvie McGee	<a href="mailto:grants@homesfirst.org">grants@homesfirst.org</a>	360-704-8473
9	Rebuilding Together Thurston County (RTTC)	Critical Home Repair	1:30 p.m.	Cathy Johnson	<a href="mailto:cathyjohnson@rebuildingtogethertc.org">cathyjohnson@rebuildingtogethertc.org</a>	360-556-3027
10	South Puget Sound Habitat for Humanity	Critical Home Repairs	1:40 p.m.	Elizabeth Walker	<a href="mailto:elizabeth@spshabitat.org">elizabeth@spshabitat.org</a>	360-956-3456

# MEMORANDUM



Date: April 24, 2026  
To: City Council  
From: Kelly Adams, Assistant City Administrator

## 2026 Community Development Block Grant Program

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On a two-year cycle, the City issues Requests for Proposals (RFPs) for federal Community Development Block Grant (CDBG) funds. In past years, the RFPs have been for services and capital projects that benefit low- and moderate-income persons in designated census tracts. In 2018, 2021, 2024, and 2026 the City prioritized affordable housing and public service activities and did not consider applications for public facilities or economic development.

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## 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. The Cities of Lacey and Olympia have their own entitlement and are not part of the rotation. Tumwater has had funds in 2015, 2018, 2021, and again in 2024 and contracts with Thurston County Public Health and Social Services Department housing staff to provide the administration of the funds.

The primary eligibility requirement for any CDBG funds is that the proposed 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 and is generally about one million dollars. Thurston County retains 20% of the total annual CDBG funding to cover the administrative costs. Up to 15% of the total annual CDBG funding may be used for social services and the remaining is designated for capital projects, economic development activities, public improvements, and public facilities. There are additional rules about eligible capital costs.

## Funding History

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, 2021, and 2024, the City excluded public facilities and economic development from eligibility for services.

In issuing the RFP in 2026, the City noted:

*The City of Tumwater is soliciting applications for CDBG funding, which is available for activities that involve public services and housing benefitting low- and moderate-income individuals/households. Examples of such activities are listed below.*

### **Public Services**

*Up to 15% of the total CDBG allocation may be used for public services (approximately \$120,000). Public service activities must be provided by organizations located in the City of Tumwater 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 City of Tumwater elected officials.*

*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**

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*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.*

Tables 1-4 display the historical award data from 2015, 2018, 2021, and 2024.

Table 1. Tumwater Community Development Block Grant Awards 2024

<i>Public Services</i>	<i>Awardee</i>	<i>Activity</i>	<i>Amount</i>
1	<b>Boys and Girls Clubs of Thurston County</b>	Tumwater Boys & Girls Club Scholarships for LMI Youth	\$40,000.00
2	<b>Catholic Community Services</b>	The Community Kitchen	\$3,200.00
3	<b>Family Education and Support Services</b>	Peer Recovery Specialist	\$31,800.00
4	<b>Senior Services for South Sound</b>	Home Share Program	\$15,000.00
5	<b>Thurston County Food Bank</b>	TCFB Home Delivery and Other Bank	\$30,000.00
6	<b>TOGETHER!</b>	Tumwater Community Schools	\$64,397.85
		<b>Services Subtotal</b>	<b>\$184,397.85</b>
<i>Capital Projects</i>	<i>Awardee</i>	<i>Activity</i>	<i>Amount</i>
1	<b>Homes First</b>	Major Rehabilitation – Low Income Clean and Sober Housing	\$245,000.00
2	<b>Rebuilding Together Thurston County (RTTC)</b>	Critical Home Rehabilitation Program	\$75,000.00
3	<b>South Puget Sound Habitat for Humanity</b>	Critical Home Repairs	\$45,000.00
4	<b>South Puget Sound Habitat for Humanity</b>	Tálicn Townhomes Buy Down	\$434,057.35
		<b>Capital Subtotal</b>	<b>\$799,057.35</b>
		<b>2024 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TOTAL</b>	<b>\$983,455.20</b>

Table 2. Tumwater Community Development Block Grant Awards 2021

<i>Public Services</i>	<i>Awardee</i>	<i>Activity</i>	<i>Amount</i>
1	<b>Boys and Girls Clubs of Thurston County</b>	Tumwater Boys & Girls Club Scholarships for LMI Youth	\$56,640.00
2	<b>Catholic Community Services</b>	The Community Kitchen	\$11,520.00
3	<b>Senior Services for South Sound</b>	Home Share Program	\$16,047.65
4	<b>TOGETHER!</b>	Tumwater Community Schools	\$100,000.00
		<b>Services Subtotal</b>	<b>\$184,207.65</b>
<i>Capital Projects</i>	<i>Awardee</i>	<i>Activity</i>	<i>Amount</i>
1	<b>Homes First</b>	Affordable Rental Homes for Tumwater	\$200,000.00
2	<b>Housing Authority of Thurston County</b>	Sequoia Landing – Phase II	\$267,414.44 <sup>1</sup>
3	<b>Rebuilding Together Thurston County (RTTC)</b>	Critical Home Repairs	\$30,000.00
4	<b>South Puget Sound Habitat for Humanity</b>	Critical Home Repairs	\$100,000.00
5	<b>South Puget Sound Habitat for Humanity</b>	Tumwater Townhomes Buy Down	\$300,000.00
		<b>Capital Subtotal</b>	<b>\$897,414.44</b>
		<b>2021 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TOTAL</b>	<b>\$1,081,622.09</b>

<sup>1</sup> The Council voted to award this amount upon the condition that the applicant was able to 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.

Table 3. Tumwater Community Development Block Grant Awards 2018

<i>Public Services</i>	<i>Awardee</i>	<i>Activity</i>	<i>Amount</i>
1	<b>Boys and Girls Clubs of Thurston County</b>	Scholarship Assistance	\$25,822.00
2	<b>Catholic Community Services</b>	The Community Kitchen	\$25,694.00
3	<b>Family Education and Support Services</b>	Resilience Center Acquisition	\$120,000.00
		<b>Services Subtotal</b>	<b>\$171,516.00</b>
<i>Capital Projects</i>	<i>Awardee</i>	<i>Activity</i>	<i>Amount</i>
1	<b>Homes First</b>	Affordable Rental Homes for Tumwater	\$437,480.00
2	<b>Interfaith Works</b>	Regional Support for Community Care	\$32,236.00
3	<b>TOGETHER!</b>	Tumwater Community Schools	\$92,699.00
4	<b>Union Gospel Mission</b>	Genesis Acres Sewer	\$237,244.00
		<b>Capital Subtotal</b>	<b>\$799,659.00</b>
		<b>2018 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TOTAL</b>	<b>\$971,175.00</b>

Table 4. Tumwater Community Development Block Grant Awards 2015

<i>Public Services</i>	<i>Awardee</i>	<i>Activity</i>	<i>Amount</i>
1	<b>Boys and Girls Clubs of Thurston County</b>	Scholarship Assistance	\$22,684.00
2	<b>Enterprise for Equity</b>	Business and Financial Support Services	\$40,100.00
3	<b>Catholic Community Services SW</b>	Community Kitchen	\$17,000.00
4	<b>Catholic Community Services SW</b>	Drexel House	\$22,000.00
		<b>Services Subtotal</b>	<b>\$101,784.00</b>
<i>Capital Projects</i>	<i>Awardee</i>	<i>Activity</i>	<i>Amount</i>
1	<b>City of Tumwater</b>	Pioneer Street Sewer	\$30,000.00
2	<b>Community Action Council</b>	Deschutes Cove Sewer	\$504,838.00
3	<b>Homes First</b>	Community Housing Development – Tumwater	\$116,936.52
4	<b>Rebuilding Together Thurston County (RTTC)</b>	Safe and Healthy Homes Program	\$33,351.21
5	<b>Safe Place</b>	Community Service Center Improvements	\$40,000.00
		<b>Capital Subtotal</b>	<b>\$725,123.73</b>
		<b>2015 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TOTAL</b>	<b>\$826,909.73</b>

## 2026 RFP Review Process

After the City Council determined the parameters for awarding the funds in this cycle in January 2026, Thurston County Public Health and Social Services administered the RFP. Because an RFP is chosen for all the funds, the City Council will have to make decisions on how the funds will be allocated. The Budget and Finance Committee will interview applicants at their April 24, 2026, meeting and make recommendations to the full City Council for consideration at their May 5, 2026, regular meeting.

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

## Applications

Ten total applications were received. Four applications were received for housing capital projects and six were received for services. The ten applications are **Attachments C1 through C10** of the Budget and Finance Committee April 23, 2024, meeting packet. Summaries of the housing capital project 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 interview schedule is **Attachment A** of the meeting packet.

County and City staff reviewed the 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.

## Budget and Finance Committee April 24, 2026, Meeting Agenda

The interview times and contact list for the applicants are found as **Attachment A** of the meeting packet.

### 12:00 p.m. – Process Outline

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

### 12:10 p.m. – Housing Capital Project Interviews (4)

The four Housing Capital Project applicants will present their proposals and answer any questions from the Budget and Finance Committee. Each applicant will have ten minutes.

### 1:10 p.m. – Public Services Project Interviews (6)

The six Public Service Project applicants will present their proposals and answer any questions from the Budget and Finance Committee. Each applicant will have ten minutes.

### 1:50 p.m. – Committee Discussion and Recommendations

The Budget and Finance Committee will then select eligible projects to receive funds.

Evaluation criteria by the Budget and Finance Committee will include:

- 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 will need to decide how to allocate the potential total funds from HUD to each of the selected projects. A Preliminary Funding Table is **Attachment E** of the meeting packet.

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

### Next Steps

The Tumwater City Council will consider the Budget and Finance Committee recommendation and select funded projects at their May 5, 2026, 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 contract execution. No CDBG funds will be reimbursed prior to the execution of a Subrecipient Agreement with the County.

## 2026 Funding Process Timeline

<b>January 27</b>	City Council discusses priorities and contingencies at Work Session
<b>February 6</b>	Thurston County issues RFP
<b>February 10</b>	Optional virtual bidder’s conference
<b>February 16-20</b>	Optional pre-application workshops
<b>March 20</b>	RFP closes at Noon
<b>April</b>	Thurston County Public Health and Social Services staff review applications for eligibility and risk
<b>April 9</b>	City of Tumwater to receive applications
<b>April 24</b>	Tumwater Budget and Finance Committee hosts presentations from applicants
<b>May 5</b>	City Council approves award recommendations
<b>April - June</b>	Thurston County posts Annual Action Plan for public review and public comment period
<b>July 15</b>	Thurston County submits 2026 Annual Action Plan to HUD

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**August** Thurston County sends conditional award letters to agencies, notifies agencies not selected for funding

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**September –  
October** Thurston County executes contracts with funded agencies after grant agreement received from HUD and environmental reviews completed

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## 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 CDBG Funding
1	Foundation for the Challenged (FFC)	FFC Homes XV	<b>Acquire and remodel one three-bedroom home in Tumwater to be wheelchair accessible.</b> FFC will rent the home to three extremely low-income individuals with Intellectual and Developmental Disabilities (IDD). Rent will be set at 30% of a tenant's income minus a utility allowance. FFC will make a 40-year commitment to maintain the affordability specifically for extremely low-income individuals with IDD who receive 24/7 in-home support services.	\$100,000	Acquisition and Rehab  Rental Housing Rehab	100% of beneficiaries will be Tumwater residents	Medium.  Audit and monitoring completed in past 24 months with no findings.  Timeliness: Project is contingent on FFC acquiring house before rehab would be completed/funds spent down. Project may trigger cross-cutting requirements that would complicate procurement process.	No previous CDBG funding
2	Homes First	Homes First Home for Survivors of Domestic Abuse	<b>Acquire and rehabilitate a three-bedroom home to provide safe, affordable housing in perpetuity for a single family of survivors of domestic abuse.</b> Homes First received funding in 2025 from Thurston County and the Housing Trust Fund to support development of two homes. However, with changes in the housing market and prices, these funds are not sufficient to purchase and rehabilitate two three-bedroom homes to offer affordable housing for victims of domestic abuse.	\$198,476	Acquisition Only  Acquisition and Rehab  Rental Housing Rehab	100% of beneficiaries will be Tumwater residents	Medium.  Audit and monitoring completed in past 24 months with no findings.  Timeliness: Possible delay in acquisition of home could delay timely drawdown in funds.	<b>2015:</b> \$116,936.52 for community housing <b>2018:</b> \$437,480 for affordable rental homes in Tumwater <b>2021:</b> \$200,000 for affordable rental homes in Tumwater <b>2024:</b> \$245,000 for low-income clean and sober housing
3	Rebuilding Together Thurston County (RTTC)	Critical Home Repair	<b>Perform critical home repairs for eligible low-income homeowners and their families in Tumwater,</b> who earn less than or equal to 80% Area Medium Income (AMI). These funds will help RTTC complete critical home repairs and ADA modifications and cover operating expenses on Rebuilding Day projects.	\$100,000	Housing	100% or more of beneficiaries will be Tumwater residents	Medium.  Audit and monitoring completed in past 24 months with no findings.  Timeliness: PY24 CDBG project has not been spent down/completed.	<b>2021:</b> \$30,000 for critical home repairs <b>2024:</b> \$75,000 for critical home repairs

#	Organization	Program/Project	Program/Project Description	Funding Request	Type of Program/Project	Benefit to Residents of Tumwater	Risk Rating	Previously Received CDBG Funding
4	South Puget Sound Habitat for Humanity	Critical Home Repairs	Keep low- to moderate-income homeowners safely housed by <b>providing affordable critical repairs, aging-in-place modifications, and energy efficiency upgrades</b> — completed by staff, skilled volunteers, and partner hours — with flexible zero-interest payment plans to ensure homeowners can invest in and retain their long-term asset.	<b>\$200,000</b>	Housing	30% or more of beneficiaries will be Tumwater residents  15 of 45 projects are located in Tumwater	Low.  Audit and monitoring completed in past 24 months with no findings.	<b>2021:</b> \$100,000 for critical home repairs <b>2024:</b> \$45,000 for critical home repairs <b>2024:</b> \$560,000 for critical home repairs Tâlicn Townhomes Buy Down
<b>Total Housing Projects Funding Requests</b>				<b>\$598,476</b>				
<b>Potential Total Available from HUD</b>				<b>\$728,886</b>				
<i>This amount represents 100% of available CDBG funding.</i>								

## Appendix B – Public Service Applications

#	Organization	Program/Project	Program/Project Description	Funding Request	Benefit to Residents of Tumwater	Risk Rating	Previously Received CDBG Funding
5	Boys and Girls Club of Thurston County	Tumwater Scholarships for Youth Experiencing Homelessness	<b>Provide full Boys and Girls Club scholarships</b> for 25 youth experiencing homelessness who attend schools within the Tumwater School District during the 2026-27 school year.	<b>\$52,500</b>	100% of beneficiaries will be Tumwater residents	Low.  Audit and monitoring completed in past 24 months with no findings.	<b>2015:</b> \$22,684 for scholarship assistance <b>2018:</b> \$25,822 for scholarship assistance <b>2021:</b> \$56,640 for scholarship assistance <b>2024:</b> \$40,000 for scholarships for LMI youth
6	Community Action Council of Lewis, Mason, and Thurston Counties	Tumwater Housing Stability and Homelessness Prevention	<b>Expand the Housing Program Team's intensive case management, outreach, and eviction-prevention services for Tumwater residents</b> , providing targeted financial assistance and housing stabilization support to help households resolve rent arrears, avoid eviction, and remain safely housed in alignment with Tumwater's Housing Action Plan and Thurston County's mission to reduce homelessness.	<b>\$30,000</b>	100% of beneficiaries will be Tumwater residents	Low.  Audit and monitoring completed in past 24 months with no findings.	<b>2015:</b> \$504,838 for Deschutes Cove Sewer
7	OlyMAP	Shelter-in-Place Outreach Program (SiPOP)	<b>Provide outreach-based resource connection, service navigation and case management support for people experiencing unsheltered homelessness within the City of Tumwater.</b> Specifically, OlyMAP's existing outreach team will outreach regularly (2-3 times per week) to locations where people are living unsheltered in Tumwater to map and track unsheltered locations throughout Tumwater, connect individuals to a comprehensive range of services including housing, medical, behavioral health, legal, and workforce support, and provide direct assistance such as transportation, ID procurement, housing application fees, short-term hotel stays, essential supplies, weather-related services, and waste removal, while collecting data to measure and improve outcomes.	<b>\$55,282</b>	100% of beneficiaries will be Tumwater residents	High.  No audit or programmatic monitoring in the past 24 months.	No previous CDBG funding. Subrecipient does not have experience managing federal grant funds.
8	Senior Services for South Sound	Home Share	<b>Provide critical services to seniors in Thurston County, helping them secure stable, affordable housing while combating social isolation.</b> The Home Share Program will provide comprehensive services including program management and compliance, marketing and outreach across Thurston County, client intake and matching of Providers and Seekers at an average of one match per month, ongoing support and conflict mediation, and a sustained focus on creating long-term, compatible living arrangements for seniors.	<b>\$30,000</b>	Services provided throughout Thurston County	Low.  Audit and monitoring completed in past 24 months with no findings.	<b>2021:</b> \$16,047.65 for Home Share Services
9	Thurston County Food Bank	FORKids Backpack Program	<b>Expand food access for nearly 1,000 Tumwater elementary students</b> by transitioning to a three-bag rotation system with greater variety and culturally relevant foods, while conducting targeted outreach and education to reduce stigma and ensure all eligible families are aware of and comfortable accessing support.	<b>\$40,000</b>	100% of beneficiaries will be Tumwater School District Student Families, which include Tumwater and Thurston County residents	Medium.  Audit and monitoring completed in past 24 months with all audit findings resolved.  Eligibility: Remaining questions regarding program's processes for verifying / documenting income eligibility of program beneficiaries.	<b>2024:</b> \$30,000 for Home Delivery and Other Bank

#	Organization	Program/Project	Program/Project Description	Funding Request	Benefit to Residents of Tumwater	Risk Rating	Previously Received CDBG Funding
1 0	Together	Tumwater Community Schools	<b>Deploy 4 Community Schools Managers across 7 schools to provide 1:1 case management for at-risk students</b> , connecting them to basic needs support, mental and physical health services, homelessness prevention and re-housing assistance, year-round Community Resource Centers, and collaborative school-based interventions to close the opportunity gap for students experiencing poverty, homelessness, or other significant barriers.	<b>\$100,000</b>	100% of beneficiaries will be Tumwater School District Student Families, which include Tumwater and Thurston County residents	Low.  Audit and monitoring completed in past 24 months with no findings.	<b>2018:</b> \$92,6993 for Tumwater Community Schools <b>2021:</b> \$100,000 for Tumwater Community Schools <b>2024:</b> \$64,397.85 for Tumwater Community Schools
<b>Total Services Projects Funding Requests</b>				<b>\$302,782</b>			
<b>Potential Total Available from HUD</b>				<b>\$136,666</b>			
This amount represents the mandated 15% limit for service project awards.							

**PY26 CDBG RFP Application**

**Organization: Boys & Girls Clubs of Thurston County**

**Project/Program Name: Scholarships for Tumwater Youth Experiencing Homelessness**

**Amount Requested: \$52,500**

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

CDBG - Public Service (Tumwater only)

**2. 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. 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 identify as LGBTQIA2S+; individuals with disabilities or who are deaf; and Native Americans. \***

Private/Non-Profit

**3. What population(s) is to be targeted for the service provided? Check all that apply. \***

Children (younger than 18 years)

**4. 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? \***

Yes, this is a new program launched January 2026

**5. Describe the purpose of your program. Why is your program or project needed in the community? Summarize supporting data that documents the identified need. \***

This project will provide full Boys & Girls Club scholarships for **25 youth experiencing homelessness** who attend schools within the Tumwater School District during the 2026–2027 school year. Scholarships will ensure that youth can participate in Club programming at no cost, including after school and during school breaks.

This program is an **expansion of a proven model** currently operating at the Lacey Boys & Girls Club. BGCTC began offering this opportunity at the Tumwater Club in early 2026, and the 2026–2027 school year will be its **first full year of implementation** at this site.

Eligibility is determined through the **McKinney-Vento Homeless Assistance Act**, ensuring the program serves youth who qualify as a **HUD-defined presumed low- to moderate-income population**.

### **Why This Program is Needed**

Youth experiencing homelessness face significant and compounding challenges that impact their ability to succeed in school and in life. These young people are more likely to experience higher rates of **Adverse Childhood Experiences (ACEs)**, including instability, trauma, and disruption in relationships and routines.

Without consistent access to safe, supportive environments, these challenges can deepen— affecting academic progress, emotional well-being, and long-term outcomes.

The Boys & Girls Club provides something simple and powerful: **a place where youth can count on stability, caring relationships, and a sense of belonging each day**. Through this program, youth have access to academic support, mentorship, nutritious snacks, and opportunities to connect with peers in a safe, welcoming space.

In partnership with the Tumwater School District, eligible youth are identified and referred through McKinney-Vento services. The district provides weekday transportation from school to the Club, and from the Club to each participating student’s temporary residence. This ensures that students who are already navigating instability can access support without additional barriers.

This program addresses the impacts of adversity by offering one of the most meaningful supports a young person can have during a time of crisis: **consistent care, community, and stability without judgment**.

### **Impact & Opportunity**

By removing cost as a barrier, this project ensures that youth experiencing homelessness can participate consistently in a supportive environment that helps buffer the effects of trauma and instability. With access to caring adults, structured programming, and support meeting their basic needs, youth are better able to stay engaged in school, build resilience, and move toward a more stable future.

**6. 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. \***

This project will provide **full Boys & Girls Club scholarships for 25 youth experiencing homelessness** who attend schools within the Tumwater School District during the 2026–2027 program year. Scholarships will cover 100% of membership fees, ensuring youth can participate in Club programming at no cost.

Eligibility will be determined through the **McKinney-Vento Homeless Assistance Act**, with the Tumwater School District identifying and referring eligible students to the Boys & Girls Clubs of Thurston County. This project serves a **presumed low- to moderate-income population** in alignment with CDBG requirements.

Participating youth will have access to daily out-of-school programming at the Tumwater Boys & Girls Club, including:

### **Academic Support**

- Homework help and tutoring
- Literacy and enrichment activities

### **Mentorship and Social-Emotional Support**

- Daily interaction with trained staff and caring adult mentors
- Activities that support communication, emotional regulation, and relationship-building

### **Character and Leadership Development**

- Group activities that build teamwork, responsibility, and confidence
- Opportunities for leadership and peer engagement

### **Healthy Lifestyles**

- Daily access to nutritious snacks
- Physical activity, recreation, and creative programs

### **Program Access and Coordination**

- Coordination with the Tumwater School District to support enrollment and transportation
- **Transportation from school to the Club**, and from Club to their temporary place of residence, reducing barriers to access

### **Program Operations**

The Club will operate before and after school, Monday through Friday, and during school breaks, including summer programming. Youth will participate in structured, supervised activities in a safe and supportive environment.

### **Deliverables**

- Provide full scholarships for 25 eligible youth
- Maintain documentation of McKinney-Vento eligibility provided by Tumwater School District
- Track attendance and participation using BGCTC data systems

- Ensure consistent access to academic, mentoring, and enrichment programming

This project expands access to services by ensuring youth experiencing homelessness can participate consistently in a stable, supportive environment without financial or transportation barriers.

**7. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities? Please explain how you would quantify or measure these results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes. \***

The primary objective of this project is to provide **full scholarships for 25 youth experiencing homelessness** in the Tumwater School District, ensuring consistent access to safe, supportive out-of-school programming.

This project aligns with CDBG Public Service priorities by serving a **presumed low- to moderate-income population** and removing financial and transportation barriers to essential youth development services.

**Objectives:**

- Provide full Club scholarships to 25 youth identified through McKinney-Vento services eligibility
- Increase consistent participation in a safe, structured environment
- Support youth in building positive relationships with caring adult mentors
- Provide access to academic support, snacks, and enrichment opportunities

**Planned Outcomes:**

- Youth attend the Club regularly throughout the program year
- Youth demonstrate increased engagement in enrichment activities
- Youth build trusting relationships with peers and adult mentors
- Youth experience increased stability and sense of belonging

**Measurement and Evaluation:**

Program outcomes will be tracked using BGCTC’s data systems and evaluation tools, including:

- **Enrollment and attendance tracking** to measure consistency of participation
- **McKinney-Vento eligibility verification** through school district partners
- **Program participation data** across academic, enrichment, and mentoring activities
- **Youth and family feedback** to assess engagement, well-being, and program impact

Staff will review data regularly to ensure program quality and make adjustments as needed.

**Recent Impact and Outcomes:**

BGCTC has successfully implemented this model at the Lacey Boys & Girls Club, where youth experiencing homelessness receive full scholarships and consistent access to programming. This

approach has demonstrated strong engagement and the ability to provide stability and support during times of crisis.

Building on this success, BGCTC began offering this program at the Tumwater Club in early 2026. The 2026–2027 school year represents the first full year of implementation at this site, expanding access to youth in the Tumwater community.

The Tumwater Boys & Girls Club has a strong track record of serving youth with increasing levels of need. In 2025, the Club served 269 youth, with 55% qualifying for free or reduced-price lunch, demonstrating a growing demand for affordable access to services.

Over the past three years, the percentage of members qualifying for lunch assistance has increased from 38% to 55%, reflecting rising financial barriers for families in the community.

**8. 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 dis-proportionality and 4) support historically vulnerable and disadvantaged populations? \***

**Service Location**

All services will be provided at the Tumwater Boys & Girls Club, located on the Tumwater High School campus at 600 Israel Rd SW, Tumwater, WA. The Club is a consistent, accessible space where youth can go each day after school and during breaks.

**1) Reaching the Target Population**

Youth experiencing homelessness are identified and referred through the Tumwater School District under the McKinney-Vento Homeless Assistance Act. The district supports enrollment and provides **transportation from school to the Club**, ensuring youth can participate without additional barriers. This partnership allows the program to reach youth who are often the most difficult to engage due to instability in housing and daily routines.

**2) Accessibility for Persons with Disabilities or Special Needs**

The Club is committed to an inclusive environment where all youth can participate. Staff are trained to support youth with a wide range of abilities and work with families and school partners to provide reasonable accommodations based on individual needs. The facility includes accessible ground-floor program spaces and restrooms, and activities are adaptable to ensure full participation.

**3) Reducing Racial Disproportionality**

Youth experiencing homelessness are disproportionately impacted by systemic inequities. By providing full scholarships and eliminating cost barriers, this project ensures that youth of color and other underserved populations have equitable access to safe, supportive programming. BGCTC supports this work through ongoing staff training and culturally responsive programming that reflects the experiences of the youth and families served.

#### **4) Supporting Historically Vulnerable and Disadvantaged Populations**

This project is designed specifically to serve youth experiencing homelessness, a population facing significant barriers to stability, consistent education, and access to supportive services. These youth are more likely to experience higher levels of adversity, including trauma and disrupted routines.

By providing consistent access to a safe space, caring adult mentors, snacks, and daily structure, the Club helps reduce the impact of these challenges. This program offers stability, connection, and support during a critical time, ensuring youth can remain engaged in school and connected to a positive community.

#### **9. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships on the Documents Page (page 4). If there are other organizations you collaborate with on a less formal basis, describe this collaboration. \***

##### **Formal Partnerships**

Boys & Girls Clubs of Thurston County (BGCTC) is the lead agency for this project and is responsible for program implementation, tracking, and reporting.

BGCTC maintains a formal partnership with the Tumwater School District. This partnership supports transportation to the Club from schools, student referrals, family engagement, and ongoing communication between Club staff, educators, and caregivers. The School District also provides daily transportation from schools to the Club, which is critical to ensuring consistent access for youth.

Relevant agreements, including partnership and data-sharing documents with the Tumwater School District, are included in the Documents section.

##### **Informal and Community-Based Partnerships**

BGCTC also connect families to resources such as food access and basic needs services. We invite other local organizations to provide special enrichment and education activities.

These partnerships connect youth and families to a broader network of resources in the Tumwater community.

#### **10. 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. \***

##### **Program Leadership and Staff Oversight**

Frankie Longoria, Branch Director (Tumwater Boys & Girls Club, 10 years with BGCTC)

Frankie is responsible for day-to-day program implementation, including supervising Club staff, overseeing member enrollment and scholarship distribution, and ensuring high-quality program delivery. Frankie leads family outreach and maintains communication with school partners to support youth participation.

Erin Scheel, Grants Manager (BGCTC, 9 years with BGCTC)

Erin is responsible for grant administration, including tracking program outcomes, ensuring compliance with grant requirements, and preparing required reports. Erin works closely with program and finance staff to ensure accurate data collection and documentation.

Shellica Trevino, Chief Executive Officer (BGCTC, 20 years with BGCTC)

Shellica provides overall organizational oversight, ensuring program quality, compliance, and alignment with BGCTC’s mission. She brings extensive experience in youth development and grant management.

David Doyle, Chief Financial Officer (BGCTC, 6 years with BGCTC)

David oversees all financial management for the project, including budget tracking, expense reporting, and compliance with funding requirements. He brings over 25 years of experience in financial management and accounting.

Existing, experienced BGCTC staff have the capacity to implement, manage, and report on all aspects of the program.

**11. How do you define beneficiaries served by the program (households, individuals, etc.)? How many unduplicated beneficiaries will be served by the program or project? What is the total project cost per beneficiary served. Please show your calculation: Total project budget/number of beneficiaries = total cost per beneficiary. \***

Beneficiaries are defined as **unduplicated individual youth** experiencing homelessness who are identified through the McKinney-Vento Homeless Assistance Act and enrolled in the Tumwater School District.

The project will serve **25 unduplicated youth** during the 2026–2027 program year.

The total project budget is **\$52,500**.  
\$52,500 ÷ 25 youth = **\$2,100 per beneficiary**

The total cost per beneficiary is **\$2,100 per youth**, which reflects the full cost of providing a year of Boys & Girls Club programming, including school-year and summer services.

**12. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. Attach your organization's policies and procedures for programmatic operations to assure the proper use and safeguarding of public funds on the Documents Page (page 4). \***

Boys & Girls Clubs of Thurston County (BGCTC) maintains established policies and procedures to ensure all programs operate in compliance with federal, state, and local requirements.

Programmatic oversight is provided by the Chief Executive Officer and senior leadership team. BGCTC follows Boys & Girls Clubs of America (BGCA) standards for safety, program quality, and youth development. The organization conducts regular internal reviews and annual assessments, including BGCA-required safety audits and outcome evaluations, to ensure consistent, high-quality operations.

BGCTC complies with Washington State regulations applicable to youth-serving organizations and operates in alignment with RCW provisions that recognize Boys & Girls Clubs as exempt from licensed childcare requirements while maintaining national organizational standards.

Program implementation is guided by written procedures for staff training, youth supervision, safety protocols, and data collection. Staff receive ongoing training to ensure programs are delivered safely, consistently, and in accordance with established guidelines.

Financial and programmatic accountability are supported through clear documentation practices, internal controls, and leadership oversight. BGCTC maintains detailed records of program participation, income eligibility, and service delivery to ensure compliance with funding requirements, including those associated with federal grants such as CDBG.

The organization's formal policies and procedures, including program operations and financial management practices, are attached as required.

**13. 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. \***

Boys & Girls Clubs of Thurston County (BGCTC) maintains strong financial policies and internal controls to ensure the proper use and safeguarding of public funds.

Financial operations are managed by the Chief Financial Officer (CFO) with oversight from the Chief Executive Officer (CEO), Board Treasurer, and Board of Directors. BGCTC follows Generally Accepted Accounting Principles (GAAP) and uses an accounting system that tracks all revenues and expenditures by program and funding source.

**Financial Reporting and Record Keeping**

Detailed records are maintained for all programs, including grant-funded activities. Monthly financial reports are reviewed by leadership and the Board to ensure accuracy and accountability.

#### **Internal Controls and Payment Approval**

BGCTC maintains separation of duties. All expenditures require authorized approval, and all checks require two signatures, including a board member.

#### **Grant Tracking and Compliance**

Grant funds are tracked separately to ensure proper allocation and reporting. Staff time and expenses are documented to support compliance with funding requirements.

#### **Audit and Oversight**

BGCTC undergoes an annual independent audit and has consistently had no findings. Ongoing oversight is provided by the finance committee and Board of Directors.

These practices ensure funds are managed responsibly, transparently, and in compliance with federal, state, and local requirements.

**14. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.) \***

Audit conducted with NO audit findings

**15. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.) \***

Monitoring conducted with NO program monitoring findings.

**16. 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). All required funds must be committed before a written agreement with Thurston County will be executed. \***

This program is not solely dependent on this award. The total project cost to provide scholarships and services to approximately 25 youth at the Tumwater Boys & Girls Club is estimated at \$52,500, or \$2100 per youth.

The requested \$52,500 in CDBG funding will support these costs during the first full school year of the program at Tumwater. We will continue to fundraise for this program each year, with funds provided through BGCTC operating funds, community fundraising, and other committed resources.

BGCTC maintains a diversified funding model that includes local fundraising, individual donations, corporate sponsorships, grants, and organizational operating funds. In 2025, 66% of BGCTC's operating budget across nine Clubs was supported by community contributions and local fundraising, allowing family fees to remain accessible and ensuring ongoing scholarship support for youth.

BGCTC has a strong track record of securing and managing multiple funding streams to sustain programs over time. To ensure successful implementation, BGCTC will:

Allocate internal operating funds to cover remaining program costs

Continue active fundraising efforts to support scholarships

Monitor program expenses and participation throughout the year to stay on budget

This approach ensures that all required funds are committed and that the program can be fully implemented. BGCTC's established funding base and ongoing community support provide long-term sustainability for scholarship programs beyond the grant period.

**18. Describe your plan for completing this project on time, on budget, and in compliance with all program requirements. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for all Housing projects. A Project Timeline and Project Team Summary are required for all public service projects. These forms can be found under the Documents Page (page 4) and should be uploaded to the same tab after completion. Include a thorough timeline for project completion. Include important target dates, such as dates when regulatory requirements, such as permitting, will be completed. Include information regarding staff capacity to execute the project on the proposed timeline. Who from your agency will be responsible for different project requirements? For Housing 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. \***

BGCTC has the staff capacity, systems, and experience to implement this project on time, on budget, and in full compliance with all CDBG requirements.

#### **Project Timeline**

The project will align with the 2026–2027 school year:

- **Summer 2026 (June–August):**  
Coordinate with the Tumwater School District to identify eligible youth through McKinney-

Vento services. Conduct outreach to families and begin enrollment. Finalize internal tracking systems for eligibility, attendance, and reporting.

- **Fall 2026 (September–October):**  
Enroll participants, verify McKinney-Vento eligibility, and begin program participation at the start of the school year.
- **Program Implementation (September 2026–August 2027):**  
Provide ongoing after-school and break-time programming, including academic support, snacks, mentorship, and enrichment. Track attendance, participation, and compliance documentation.
- **Ongoing Monitoring (Throughout Project Period):**  
Monitor expenditures and participation to ensure the project remains on budget and meets all program requirements. Maintain documentation for eligibility, attendance, and financial tracking.
- **Closeout (August–September 2027):**  
Complete final reporting, review outcomes, and ensure all grant requirements are met.

**Staff Capacity and Responsibilities**

BGCTC will use experienced existing staff to implement the project:

- **Frankie Longoria, Branch Director:** Oversees daily operations, enrollment, and program delivery
- **David Doyle, Chief Financial Officer:** Manages financial tracking, budgeting, and reporting
- **Shellica Trevino, Chief Executive Officer:** Provides overall oversight and ensures compliance with funding requirements

BGCTC has successfully managed federal, state, and local grants and maintains established systems for tracking participation, eligibility, and expenditures.

**Compliance and Budget Management**

All participants will be verified through McKinney-Vento eligibility in partnership with the Tumwater School District, ensuring compliance with HUD requirements for presumed low- to moderate-income populations.

Project expenditures will be tracked within BGCTC’s accounting system, with regular oversight by program and finance staff. Internal controls and reporting systems ensure funds are used appropriately and all federal, state, and local requirements are met.

**20. 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 Page (page 4). \***

Shellica Trevino, Chief Executive Officer, Boys & Girls Clubs of Thurston County (20 years with BGCTC)

Shellica Trevino will provide overall project oversight, ensuring program quality, compliance, and successful implementation. With 20 years of leadership at BGCTC, she has extensive experience managing federally funded programs, including CDBG grants, and overseeing multi-site youth development operations.

David Doyle, Chief Financial Officer, Boys & Girls Clubs of Thurston County (6 years with BGCTC)

David Doyle will oversee all financial management for the project, including budget tracking, expense reporting, and compliance with funding requirements. He brings over 25 years of experience in financial management and has successfully managed federal, state, and local grant funds, ensuring accurate reporting and strong internal controls.

Frankie Longoria, Branch Director (Tumwater), Boys & Girls Clubs of Thurston County (10 years with BGCTC)

Frankie Longoria will oversee on-site implementation of the project, including staff supervision, member enrollment, and scholarship distribution. With 10 years at BGCTC, Frankie has deep experience managing daily Club operations and delivering high-quality youth programs.

Resumes for all listed staff are attached in the Documents section.

**21. Please describe how the project will meet and document income eligibility requirements. How will your income eligibility review process meet the HUD-approved documentation requirements listed in the RFP instructions (located at the bottom of the Overview Page - page 1)? \***

This project will meet the CDBG National Objective of benefiting low- to moderate-income (LMI) persons through a Limited Clientele approach. All participants receiving scholarships will be required to document income eligibility in accordance with HUD guidelines. This information will be collected and certified by the school district.

The school district will continue our practice of protecting the anonymity of student housing status by providing Boys & Girls Clubs of Thurston County with the total number of McKinney-Vento eligible students who attended the Tumwater Club each year, rather than each students' individual housing status.

These procedures ensure compliance with HUD documentation requirements and support accurate reporting for CDBG-funded activities.

**25. Is your Project currently underway? \***

Yes

**26. 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

**27. What type of activity will the project perform? The City of Tumwater is accepting applications for affordable housing and public service activities for funding. \***

Public Services

**29. What is the service area or operation area (e.g. census tract, neighborhood)? \***

City of Tumwater, Washington, primarily serving youth attending schools within the Tumwater School District and residing in the surrounding community.

**30. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons? \***

Limited Clientele Benefit (program directly benefits specific individuals/households - see RFP Instructions on Page 1)

**31. For Limited Clientele Benefit, indicate whether you will serve at least 51% low-and-moderate income (LMI) individuals and how it will meet income eligibility requirements, how it will document income of beneficiaries, or if it will exclusively serve a presumed LMI category. \***

100% of participants will be eligible for McKinney Vento homeless youth assistance and certified eligible by the Tumwater school district. The school district protects confidential information by providing Boys & Girls Clubs of Thurston County with a formal letter to BGCTC sharing the total number of students who served through the partnership. Families self identify as McKinney Vento enrolled, which allows us to track the number of fee waiver scholarships provided.

**34. 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.) \***

We will accept any award amount and will scale our services and expenses accordingly.

**PY26 CDBG RFP Application**

<b>Reference #</b>	17799736
<b>Status</b>	Complete
<b>Login Username</b>	info@caclmt.org
<b>Login Email</b>	info@caclmt.org
<b>Project/Program Name</b>	Tumwater Housing Stability & Homelessness Prevention Project
<b>Amount Requested</b>	30,000.00
<b>First Name</b>	Justin
<b>Last Name</b>	DeFour
<b>Email</b>	<a href="mailto:info@caclmt.org">info@caclmt.org</a>
<b>Phone Number</b>	(360) 438-1100
<b>Organization Legal Name</b>	Community Action Council of Lewis, Mason, and Thurston Counties
<b>Street Address</b>	3020 Willamette Drive Northeast
<b>City</b>	Lacey
<b>State</b>	Washington
<b>Zip Code</b>	98516
<b>Organization Phone Number</b>	(360) 438-1100
<b>Organization Website</b>	Community Action Council of Lewis, Mason and Thurston Co
<b>First Name</b>	Esmeralda
<b>Last Name</b>	Triplett
<b>Title</b>	Director of Community Services
<b>Email Address</b>	<a href="mailto:esmeraldat@caclmt.org">esmeraldat@caclmt.org</a>
<b>1. What type of project are you proposing?</b>	CDBG - Public Service (Tumwater only)

2. 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. 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 identify as LGBTQIA2S+; individuals with disabilities or who are deaf; and Native Americans.

Private/Non-Profit

3. What population(s) is to be targeted for the service provided? Check all that apply.

- Adults (18 years or older)
- Senior Citizens (55 years or older)
- Families with Children
- Veterans

4. 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?

Yes, CACLMT will be able to begin providing services as soon as the contract is issued.

5. Describe the purpose of your program. Why is your program or project needed in the community? Summarize supporting data that documents the identified need.

This project will support the expansion of intensive case management services and outreach the Housing Program Team is providing to Tumwater residents. This funding will support clients who are already accessing services, receive further support for housing stability and security.

Tumwater, like much of Thurston County, is experiencing sustained housing instability driven

by rising rents, limited affordable housing supply, and household incomes that have not kept pace with housing costs. Evictions related to non-payment of rent have increased countywide and remain above pre-pandemic levels, with Thurston County's eviction rate exceeding the state average. Tumwater's Housing Action Plan identifies housing displacement and the inability of residents to remain stably housed as a critical concern, emphasizing that preventing housing loss is essential to maintaining community stability and reducing the flow of households into homelessness. Without timely intervention, short-term financial crises can quickly escalate into eviction, displacement, and long-term housing insecurity.

Housing Staff will focus on eviction-prevention services that will directly advance Tumwater's stated goal of making it easier for households to access housing and stay housed by addressing housing instability before displacement occurs. Providing targeted, short-term financial assistance and housing stabilization support helps residents resolve temporary rent arrears, avoid eviction filings, and remain safely housed in their community. These services align with Tumwater's Housing Action Plan and with Thurston Counties mission to reduce homelessness.

**6. 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.**

The Housing Team has developed this project to address existing service gaps for the Tumwater community. This expansion of Housing Services aims to enhance support for unhoused and at-risk residents, improving access to housing stability resources.

Key Components of the Project:

Emergency Eviction Prevention Assistance:

Allocating funds to provide emergency rental assistance, helping clients avert crises and maintain their housing.

Move-in Fees:

Allocating funds to cover application fees, deposits, and first-month rent, assisting clients in securing stabilized housing.

Evidence-Based, Trauma-Informed, Harm Reduction Strategies:

Implementing harm reduction strategies to ensure the safety and well-being of clients.

Long-Term Stabilization:

Emphasizing long-term stabilization through intensive case management, access to job training programs, and healthcare services tailored to individual needs.

This comprehensive program is designed to create a sustainable pathway toward an improved quality of life for Lacey's most vulnerable residents, addressing both immediate and long-term needs.

**7. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities? Please explain how you would quantify or measure these results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and**

Objectives:  
To prevent eviction and housing displacement for Tumwater residents at imminent risk of housing loss by providing timely, short-term financial assistance and housing stabilization support that enables households to remain safely housed.

outcomes.

Outcomes:

Participating households avoid eviction, resolve short-term housing crises, and maintain stable housing, reducing displacement and the need for emergency shelter while supporting Tumwater’s goal of helping residents stay housed.

Measurable Targets:

Short-Term Crisis Resolution:

75% of households will resolve rent arrears through a one-time payment or payment agreement, preventing repeat eviction risk.

Reduced System Impact:

85% of assisted households will not enter emergency shelter or homelessness services within 6 months of program exit.

**8. 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 dis-proportionality and 4) support historically vulnerable and disadvantaged populations?**

Location and Accessibility:

CACLMT’s main office is located in Lacey at: 3020 Willamette Drive NE

Our office is one story and ADA compliant. There is dedicated handicapped parking.

Working with Vulnerable Populations:

The project will use a low-barrier, trauma-informed approach to address the disproportionate impact of housing instability on people of color, LGBTQIA2S+ individuals, and other historically marginalized populations.

Services will be culturally responsive, affirming, and flexible, with staff trained to reduce bias and barriers to access. Housing staff will continue to prioritize partnerships with trusted community-based, culturally specific, and LGBTQIA2S+-affirming organizations will support referrals and connections to behavioral health

and stabilization services as needed.

Outreach will occur through community partners, legal aid, service hubs, and direct referrals, using accessible language and multiple formats. To reach both urban and rural residents, outreach will include phone-based referrals, coordination with rural providers, and mobile or remote access options to ensure residents across the Tumwater area are aware of and can access eviction-prevention services.

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

CACLMT works closely with a broad network of community partners to ensure individuals receive holistic, wraparound support, these partnerships enhance service coordination, increase resource accessibility and include:

SafePlace – Domestic violence and sexual assault victim services.

Family Support Center – family housing services

Housing Authority of Thurston County – Housing vouchers, mediation, and support for low-income individuals with disabilities.

CIELO – Support services for Latinx-identifying clients.

Partners in Prevention Education – supportive services for LGBTQIA2S+

Interfaith Works – Emergency shelter referrals, including Sergio’s Place for resource navigation.

Providence Street Medicine Team – Medical services for low-income and homeless individuals.

Salvation Army & Gather Church – Emergency shelter, meals, clothing, and food assistance.

Northwest Justice Project & Sound Legal Aid – Legal aid for victims of violence, undocumented individuals, and landlord-tenant issues.

Thurston County Treatment Courts – Alternative sentencing for individuals seeking behavioral health and substance use treatment.

Rochester ROOF Program – Utility assistance, food bank, and employment navigation.

Lacey Veterans HUB – Housing, transportation, and community-building support for Veterans.

Senior Center of South Sound & Reliable Enterprise’s Homecoming Program – Housing and supportive services for seniors and individuals with special needs.

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**10. 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.**

Director of Community Services: Esmeralda Triplett will provide oversight to the program to ensure grant deliverables are met including budget requirements. Esmeralda has close to two years with CACLMT with over ten years of social work experience.

Housing Program Lead Case Manager: Kerrie Blackburn will provide supervision to housing program staff to ensure clients are receiving services and data is being tracked accordingly for reporting. Kerrie has over two years with CACLMT with over ten years of social work experience.

CACLMT’s Housing Team consists of eight

housing case managers, with four staff members specifically assigned to Thurston County to assist Tumwater residents. This funding will enable the Housing Staff to provide expanded support to clients who are eligible for Foundational Community Support (FCS) services.

**11. How do you define beneficiaries served by the program (households, individuals, etc.)? How many unduplicated beneficiaries will be served by the program or project? What is the total project cost per beneficiary served. Please show your calculation: Total project budget/number of beneficiaries = total cost per beneficiary.**

Housing Supportive Services  
\$1,000 x 30 households=Total \$30,000.00

**12. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. Attach your organization's policies and procedures for programmatic operations to assure the proper use and safeguarding of public funds on the Documents Page (page 4).**

Uploaded policies and procedures for CACLMT's Foundational Community Support (FCS) and City of Lacey Program. Once awarded, policies and procedures will be outlined for City of Tumwater using a similar outline as City of Lacey while ensuring there is alignment with CDBG requirements.

**13. 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.**

The agency has established Finance Policies and Procedures Manual last updated and approved by the Board of Directors in 2023. The manual mandates specific internal controls, including segregation of duties, monthly bank reconciliations by non-signatories, and monthly review of budget to actuals in its financial statements at the program level and the grant level.

We maintain audit readiness through automated accounting systems, secured document retention, and annual independent audits to ensure compliance and prevent fraud. All expenditures require documented approval from authorized personnel, with higher amounts

requiring Executive Director or Board approval. Our accounting software is set up with intentional access to limited and authorized staff. Payments are processed only with supporting documentation and require authorized electronic signatures. An annual independent audit is conducted by a certified public accounting firm to verify accuracy and compliance. Occasional, intermittent and/or at times scheduled internal audits are conducted to ensure financial policies and procedures are adhered to.

**14. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

Audit conducted with NO audit findings

**15. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

Monitoring conducted with NO program monitoring findings.

**16. 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). All required funds must be committed before a written**

The housing staff currently provides case management and resource navigation to Tumwater residents through the Foundational Community Supports program. If this funding does not continue, housing staff will continue to provide the support for clients that has been taking place. The FCS program does not have consistent direct service dollars; this funding will allow staff the ability to provide intentional financial assistance to clients for their long-term housing solutions. Housing staff will continue to

agreement with Thurston County will be executed.

partner with other community agencies to connect clients with housing programs that can assist with services CACLMT may not be able to provide.

18. Describe your plan for completing this project on time, on budget, and in compliance with all program requirements. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for all Housing projects. A Project Timeline and Project Team Summary are required for all public service projects. These forms can be found under the Documents Page (page 4) and should be uploaded to the same tab after completion. Include a thorough timeline for project completion. Include important target dates, such as dates when regulatory requirements, such as permitting, will be completed. Include information regarding staff capacity to execute the project on the proposed timeline. Who from your agency will be responsible for different project requirements? For Housing 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.

See Project Timeline and Project Team Summary attached.

20. 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 Page (page 4).

Director of Community Services; Esmeralda Triplett – oversight of grant compliance and support

Housing Program Lead; Kerrie Black Burn – direct supervisor for staff, project data, and reporting

21. Please describe how the project will meet and document income eligibility requirements.

Income eligibility will be determined at intake using annual income as defined in 24 CFR

How will your income eligibility review process meet the HUD-approved documentation requirements listed in the RFP instructions (located at the bottom of the Overview Page - page 1)?

5.609. Housing staff will document income through HUD-approved methods, including IRS Form 1040, W-2s, pay stubs, benefit award letters, or third-party verification. All income determinations and supporting documentation will be retained in client files in compliance with HUD recordkeeping requirements.

25. Is your Project currently underway?

Yes

26. 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

27. What type of activity will the project perform?  
The City of Tumwater is accepting applications for affordable housing and public service activities for funding.

Public Services

29. What is the service area or operation area (e.g. census tract, neighborhood)?

Housing staff will serve all Tumwater residents.

30. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons?

Limited Clientele Benefit (program directly benefits specific individuals/households - see RFP Instructions on Page 1)

31. For Limited Clientele Benefit, indicate whether you will serve at least 51% low-and-moderate income (LMI) individuals and how it will meet income eligibility requirements, how it will document income of beneficiaries, or if it will exclusively serve a presumed LMI category.

The project will serve at least 51% LMI individuals and is expected to serve 100% LMI households. Eligibility is limited to households at or below 80% AMI facing imminent eviction, with income verified and documented at intake.

34. If you are unable to implement your proposed

\$15,000.00

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.)

Verification and Signature form	<a href="#">Verification_and_Signature_Form_-_2026.pdf</a> (305 KB)
Federal Funds Acknowledgement of Required Assurances form	<a href="#">FEDERAL_FUNDS_ACKNOWLEDGEMENT_OF_REQUIRED_ASSURANCES_FORM_1.pdf</a> (317 KB)
OHHP 2026 Risk Assessment form	<a href="#">OHHP_2026_Risk_Assessment.pdf</a> (438 KB)
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)	<a href="#">Board_of_Directors_2026.pdf</a> (174 KB) <a href="#">CACLMT_Bylaws__2024_FINAL_Copy.pdf</a> (445 KB)
For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return	<a href="#">2023_Form_990-Public_Disclosure_Copy.pdf</a> (714 KB) <a href="#">IRS_Determination_Letter.pdf</a> (162 KB)
Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	<a href="#">CACLMT_Audited_Financial_Statements_FYE_June_30_2024.pdf</a> (916 KB)
Resumés	<a href="#">Blackburn_10.09.25.pdf</a> (181 KB) <a href="#">Triplett._Esmeralda_-_Resume_03.2026.pdf</a> (246 KB)
General Liability Insurance Certificate	<a href="#">Community_Action_Council_COI_-_Evidence_of_Insurance.pdf</a> (21 KB)
Public Services Budget table (Excel) or Public Services Budget table (fillable PDF)	<a href="#">2026_CDBG_RFP_-_Public_Services_Budget_Table_-_FINAL.xlsx</a> (14 KB)
Other attachments (Environmental Review Documentation, Project Map/Service Area, etc.)	<a href="#">Project_Timeline_and_Prject_Team_Summary.pdf</a> (233 KB) <a href="#">Org_Chart-_AGENCY_ORG_CHART_2026.pdf</a> (214 KB)

<b>Description of other file attachments</b>	Project Timeline and Project Team Summary Organization Chart
<b>Last Update</b>	2026-03-19 14:32:50
<b>Start Time</b>	2026-03-19 12:32:27
<b>Finish Time</b>	2026-03-19 14:32:50
<b>IP</b>	50.214.50.141
<b>Browser</b>	Edge
<b>Device</b>	Desktop
<b>Referrer</b>	<a href="https://fs23.formsite.com/res/formLoginReturn">https://fs23.formsite.com/res/formLoginReturn</a>

## PY26 CDBG RFP Application

Reference #	17884117
Status	Complete
Login Username	tye@olympa.org
Login Email	tye@olympa.org
Project/Program Name	Shelter-in-Place Outreach Program (SiPOP)
Amount Requested	\$55,282
First Name	Tyler
Last Name	Gundel
Email	<a href="mailto:tye@olympa.org">tye@olympa.org</a>
Phone Number	(360) 622-0434
Organization Legal Name	Olympia Mutual Aid Partners
Street Address	701 Franklin St SE
City	Olympia, WA
State	Washington
Zip Code	98501
Organization Phone Number	(360) 515-3202
Organization Website	olympa.org
First Name	Tyler
Last Name	Gundel
Title	Executive Director
Email Address	<a href="mailto:tye@olympa.org">tye@olympa.org</a>
1. What type of project are you proposing?	CDBG - Public Service (Tumwater only)
2. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check	Private/Non-Profit

all boxes that apply. 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 identify as LGBTQIA2S+; individuals with disabilities or who are deaf; and Native Americans.

3. What population(s) is to be targeted for the service provided? Check all that apply.

- Adults (18 years or older)
- Children (younger than 18 years)
- Senior Citizens (55 years or older)
- Families with Children
- Veterans

4. 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?

No, this program has been in operation for 1 year.

5. Describe the purpose of your program. Why is your program or project needed in the community? Summarize supporting data that documents the identified need.

The purpose of OlyMAP's Shelter-in-Place and Outreach Program (SiPOP) is to reduce the number of people experiencing unsheltered homelessness in Thurston County and to improve the safety and health of those experiencing homelessness by improving connections and access to life-saving resources and services. Funding allocated towards this program through this application process will be used specifically to reduce the number of people experiencing unsheltered homelessness and to improve the safety and health of those

experiencing unsheltered homelessness within the City of Tumwater.

The 2025 Thurston County Point in Time Count (PIT) identified 389 people experiencing unsheltered homelessness. Though the number of people experiencing unsheltered homelessness in the City of Tumwater is less than neighboring cities, such as Olympia, there is a consistent population of people surviving outdoors. Additionally, those surviving outdoors in Tumwater are typically living in more isolated and harder to reach locations than those living outdoors in neighboring cities. Research shows that people living in unsheltered homelessness experience worse health status, both physical and mental, than housed individuals (Lebrun-Harris et. al., 2009). Those experiencing unsheltered homelessness are often living in particularly unsafe and isolated locations with limited or non-existent access to basic and life-sustaining needs, including shelter from the elements, clean water, dry clothing, warmth, food and medical supplies. Lack of access to these basic resources greatly increases a person's risk of facing serious, and often preventable, negative health and safety outcomes, such as illness, infection, ...

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...hypothermia, heat stroke, violence, exploitation, loss of limb and even death.

Research also shows that lack of access to such resources increases the likelihood of people engaging in risky behaviors that also increase their risk of poor health and safety outcomes. For example, a meta-analysis of several studies found that unhoused participants felt forced to engage in activities that resulted in social stigma and/or increased risk of incarceration to obtain

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food, such as theft and sex work (Easton et. al., 2022).

The lack of stability, safety and access to basic resources experienced by people living unsheltered greatly inhibits people's ability to access services needed to improve their health and safety and to exit homelessness. Lack of access to transportation, not knowing where to go and not having an ID were also identified as 3 of the 4 most common barriers to services for people experiencing homelessness in the Thurston County's 2025 PIT.

As Thurston County's primary outreach services provider, OlyMAP has demonstrated how the outreach-based services provided through this program, such as connection to basic resources and case management, improves the health, safety and stability of people experiencing homelessness, as well as their ability to exit homelessness.

**6. 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.**

SiPOP will provide outreach-based resource connection, service navigation and case management support for people experiencing unsheltered homelessness within the City of Tumwater.

Specifically, OlyMAP's existing outreach team will outreach regularly (2-3 times per week) to locations where people are living unsheltered in Tumwater to:

- 1) Locate as many locations as possible within the City of Tumwater where people are living unsheltered
- 2) Create and maintain a tracking log that identifies all locations in Tumwater where people

are living unsheltered, in addition to how many people and who is at each location

3) Provide service referral, connection and navigation support to assist people with meeting their self-identified needs and goals, including but not limited to connection to; Coordinated Entry, housing, indoor shelter, medical and behavioral health services, substance use and harm reduction services, transportation, obtaining state-funded benefits or IDs, workforce entry or re-entry services, legal services, with the ultimate goal of assisting people with moving into housing or shelter

4) Provide transportation to appointments related to attaining self-identified needs and goals

5) Assist people with obtaining identification documents and covering the cost of housing application fees

6) Provide short term-hotel stays with accompanying resource and service connection support for people wanting to access treatment services or who are facing acute medical challenges or who have a bed date for shelter or housing within 90 days

7) Provide people with basic, harm reductive...

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... and life-saving resources, such as tents, sleeping bags, blankets, tarps, handwarmers, food, clean water, batteries, backpacks, socks, dry clothing, harm-reduction supplies, tent-safe heaters, propane, camping stoves and medical, first-aid, harm-reduction, pet, general hygiene and feminine hygiene supplies

7) Provide cold and hazardous weather services, in addition to garbage removal and hazardous burning prevention and mitigation services

8) Collect data, with the goal of measuring and improving performance and impacts of services provided

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**7. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities? Please explain how you would quantify or measure these results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes.**

The specific objectives and planned outcomes of this project include the following, specifically in relation to people experiencing unsheltered homelessness within the City of Tumwater:

- 1) Reducing the number of people experiencing unsheltered homelessness
- 2) Increasing the availability of outreach-based case-management and resource and service connection support
- 3) Improving access to basic and life-sustaining supplies and services
- 4) Improving safety and health outcomes
- 5) Improving community data and understandings related to unsheltered homelessness (where people are staying, how many people are unsheltered, barriers to services, needed services etc.)

These objectives and planned outcomes align with RFP priorities in the following ways:

- 1) Services will be provided within the City of Tumwater for Tumwater community members experiencing unsheltered homelessness.
- 2) Services will be provided directly to LMI persons
- 3) Services are intended to expand economic opportunities for LMI persons, by connecting them with the resources and supports needed to exit homelessness, obtain income, employment and housing.
- 4) Services are intended to improve living conditions and the safety and health of LMI persons within the City of Tumwater
- 5) Mitigating the harms of unsheltered homelessness and improving the stability, health and access to services for those experiencing homelessness improves the safety, health,

livability and economic opportunities available for...

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... the broader Tumwater community

OlyMAP will measure the outcomes of this project by:

- 1) Tracking the number of people served, who is served, client demographics, types of services provided, referrals made and participant goals obtained through existing data platforms, such as HMIS and Ragic.
- 2) Completing a baseline assessment of the number of people living unsheltered in Tumwater, in addition to where they are staying and continuing to track this data to measure reductions in unsheltered homelessness
- 3) Completing a baseline survey of people living unsheltered in the City of Tumwater to assess current safety and health concerns, barriers to service connection and needs, as well as completing an end-of-year survey to assess relevant changes and progress

Though outreach services provided within the City of Tumwater have thus far been limited due to staffing and resource capacity, OlyMAP's SiPOP program, in addition to our other outreach and case management programs have consistently demonstrated how the services provided reduce homelessness, increase connection to services and improve health and safety outcomes. For example, through provision of these services, OlyMAP was able to assist 396 people in connecting to shelter or housing between 2022-2025. Additionally, in the last 8 months, 387 people have enrolled in OlyMAP's outreach-based case management program and

our workers have assisted people in attaining 719 goals, ranging from obtaining identification to...

... permanent housing.

**8. 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 dis-proportionality and 4) support historically vulnerable and disadvantaged populations?**

Services will be provided in outdoor locations throughout the City of Tumwater where people are living unsheltered. Walk-up services will also be provided at OlyMAP's primary office location, located at 701 Franklin St. SE in Olympia, WA.

The target population for these services will be any persons living unsheltered within the City of Tumwater. People experiencing homelessness, particularly unsheltered homelessness, are considered a vulnerable and disadvantaged population. Therefore, as all services provided through this program will be provided directly to people experiencing unsheltered homelessness, all services will support a historically vulnerable and disadvantaged population -- arguably one of the most disadvantaged and vulnerable populations in our community.

OlyMAP will ensure services reach the target population and are accessible to persons with disabilities or special needs by outreaching to and providing services directly at any known location where people are living outdoors in Tumwater. As not knowing where to go, lack of transportation and mobility limitations are some of the most significant barriers to service connection for people experiencing homelessness, particularly those who are disabled and/or who have special needs, providing services directly where people are living removes some of the greatest barriers to service connection.

Additionally, OlyMAP has comprehensive policies and procedures in place to support reasonably accommodated services for people with disabilities or special needs.

Further, OlyMAP offers a variety of ways for people to learn about available...

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... services (written, verbal, visual, etc.) and maintains access to translation services for clients for whom English is not their primary language. OlyMAP will also use a variety of tools, including social media, flyering, and communication with other agencies to spread awareness of services and where they are provided.

Finally, OlyMAP will ensure services reach the target population and are accessible to persons with disabilities or special needs by offering and providing accessible transportation for those who cannot travel to access these services without such assistance.

When it comes to reducing racial disproportionality, research shows that BIPOC are disproportionately overrepresented in the homeless population and are more likely to experience loss of housing and barriers to accessing needed services. Therefore, providing services intended to connect people experiencing homelessness with the resources and services they need serves to support reducing the impacts of homelessness and barriers to services experienced disproportionately by BIPOC. Furthermore, OlyMAP uses people's Housing Equity Assessment Tool (HEAT) scores when prioritizing people for resources that are scarce.

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

HEAT scores take into account a person's race, prioritizing BIPOC for scarce resources and effectively reducing racial dis-proportionality.

OlyMAP formally and informally collaborates and partners with numerous local agencies and entities to support our programs and the services they provide.

OlyMAP has formal partnership agreements/contracts with Thurston County and the CHOICE Regional Health Network, who provide the majority of funding support for our outreach, shelter and case management services. The Olympic Region Clean Air Agency (ORCAA) also has a formal partnership agreement with OlyMAP focused on interagency support to address and mitigate hazardous burning concerns in places where people are living outdoors. This partnership includes funding provided by ORCAA specifically to address hazardous burning concerns as well as collaboration to respond to and address hazardous burning concerns reported to ORCAA by the general community that are specific to places where people are living outdoors. Additionally, OlyMAP has a formal partnership agreement with the First Christian Church (FCC) who hosts our primary office location where all of our walk-up services are provided. FCC also hosts and supports an OlyMAP operated tiny-home village on their property, which provides both long-term and short-term medical respite shelter for people experiencing homelessness. OlyMAP also has a formal partnership agreement with the First United Methodist Church of Olympia (FUMCO) who provides an additional office location for our organization. Within the last year, OlyMAP has received additional funding support for our

programs from the Nisqually Tribe, The Community Foundation of the South Puget Sound and the Rota Foundation.

In addition to these formal partnerships, OlyMAP informally partners and collaborates with a...

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... variety of organizations in Thurston County's Homeless Crisis Response System (HCRS). OlyMAP's collaboration and partnership with other local provider organizations, particularly outreach organizations, is a critical part of the organization's work to connect participants with social, health, community and housing related services. As a founding and current member of the Greater Regional Outreach Workers League and one of Thurston County's primary outreach providers, OlyMAP works closely and regularly with organizations such as, but not limited to: Capital Recovery Center, Interfaith Works, Peer Olympia, Family Support Center, the City of Olympia's homeless services team, Olympic Health and Recovery Services, HOST, Egyhop, Franklin Street Harm Reduction, Hope and Healing Clinic etc.

Lastly, OlyMAP has informal partnerships with multiple local hotels that collaborate with us to provide short-term hotel stays for people experiencing homelessness in need of medical respite or a temporary place to stay while awaiting connection to improved shelter, housing or treatment. These hotels include the Holly Motel, Super 8 and Extended Stay America, who allow us to host clients at their hotels, often with discounted rates.

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**10. Who will provide the services, supervise the program staff and be responsible for reporting**

OlyMAP's existing outreach and case management staff will provide the services

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.

offered through this program. OlyMAP has 2.5 general outreach staff and 6 outreach-based case managers. General outreach staff will be responsible for providing the basic health and safety supports offered through this program, including connection to basic and life-saving supplies, service referrals and transportation. General outreach staff include:

Tim Dominick- Site Support Worker, 2.5 years  
 Carter Williford- Site Support Worker, 1 year  
 Jim McPherson- Community Health & Site Support Worker, 1 year

Outreach based case management staff will be responsible for supporting clients served with creating goal plans, navigating and connecting to needed services, obtaining IDs and application fee supports and providing transportation. Case management staff include:

Andrea Mandt- Community Health Worker, 1 year  
 Jim McPherson- Community Health & Site Support Worker, 1 year  
 Chuck Malanitch- Community Health Worker, 2.5 years  
 Wendy Morris- Community Health Worker, 7 months  
 Jackie Soto-Oseguera- Community Health Worker, 6 months  
 Jen McConnell- Community Health & Site Support Worker, 7 months  
 Dani Littrell- Community Health Worker, 7 months

Any clients connected to a short-term hotel stay through this program will also receive support

from OlyMAP's Stability Stays staff. These staff will be responsible for moving people into hotels, hotel communication and bill payment and providing...

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... case management and stability services for people during their hotel stay. These staff include:

Jen McConnell- Community Health & Site Support Worker, 7 months

Josh Ratliff- Stability Stays Program Assistant, 7 months

Michael Newmann- Stability Stays Program Coordinator, 1 month

OlyMAP's 2 Outreach Program Managers and Stability Stays Program Manager will be responsible for supervising the program and program staff, in addition to reporting requirements. These staff include:

Quinn Zigterman- Outreach Program Manager, 4 years

Jessi Willis- Outreach Program Manager, 2 years

Lizz Malanitch- Stability Stays Program Manager, 2 years

Finally, OlyMAP's administrative team will assist with program oversight, employee supervision and reporting requirements. These staff include:

Adrien Jacobson- Operations Director, 4 years

Raven Willis- People and Planning Director, 2.5 years

Tye Gundel - Executive Director, 5 years

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#### 11. How do you define beneficiaries served by

OlyMAP defines beneficiaries served by the

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the program (households, individuals, etc.)? How many unduplicated beneficiaries will be served by the program or project? What is the total project cost per beneficiary served. Please show your calculation: Total project budget/number of beneficiaries = total cost per beneficiary.

program in terms of individuals served, including minors above the age of 13, who are eligible to access our case management services as an individual. OlyMAP anticipates serving 60 people experiencing homelessness in the City of Tumwater through this project over 12 months.

The total project cost per beneficiary served is \$921.37 (55,282/60). One of the most significant costs within the project budget is the cost of providing short-term shelter stays at hotels for people experiencing homelessness in Tumwater who are in need of medical respite or a temporary place to stay while awaiting connection to treatment or improved shelter/housing. If this project service is not included, the total cost for the project is \$33,682 leaving the cost per beneficiary at \$561.37 (33,682/60).

**12. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. Attach your organization's policies and procedures for programmatic operations to assure the proper use and safeguarding of public funds on the Documents Page (page 4).**

OlyMAP will outreach to locations in the City of Tumwater where people are living unsheltered a minimum of 2 days per week. Case managers may outreach additional times per week, when working closely with individuals to navigate services and attain self-identified goals. During outreach, staff will offer and provide the services described in this application to anyone living unsheltered at these locations. Services offered and provided will include: connection to case management services, service referral and navigation support, distribution of basic and life-sustaining supplies, connection to short-term hotel stays for eligible individuals, transportation to services and site support services targeted at addressing health and safety concerns related to garbage and hazardous burning.

OlyMAP staff will confirm participant eligibility prior to offering and providing services. To be

considered eligible for services, an individual must be living unsheltered within the City of Tumwater. Single adults, couples, families with children and minors above the age of 13 are eligible to access services. If OlyMAP interacts with individuals requesting services who do not meet eligibility requirements, staff will refer them to other programs and services.

Those seeking case management services will be placed on the caseload of an OlyMAP Community Health Worker, will complete an intake and work with their CHW to develop a goal plan. The CHW will work with them until all self-identified goals are attained or until the client no longer wishes to access services.

Clients who are eligible for a...

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... short-term hotel stay will be referred to OlyMAP's Stability Stays staff to complete an intake. If determined to be eligible for the program and funding capacity exists to accommodate them, they will be placed at a partnering hotel and will receive ongoing case management support from Stability Stays staff for the duration of their stay.

All eligible participants may request support related to basic survival supplies, garbage removal and hazardous burning. Supply requests will be reviewed and approved through OlyMAP's Purchase Request process and site support staff will collaborate with clients to provide garbage removal and hazardous burning support.

OlyMAP staff must outreach with a minimum of 2 staff at all times. Staff are also not permitted to enter people's living structures. All OlyMAP

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services are informed by and all staff receive training related to Evidenced-Based Best Practices for providing homeless services, including, but not limited to: Housing First, Trauma-Informed Care, Harm Reduction, De-escalation and Crisis Intervention, Motivational Interviewing and Participant-Led/Strengths-Based Case Management.

OlyMAP's management team, including our operations, financial and HR departments, will oversee and provide support for all program operations, supervise staff, provide additional staff training and be responsible for reporting requirements.

**13. 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.**

OlyMAP maintains and utilizes comprehensive policies and procedures for financial operations to assure the use and safeguarding of public funds, which are attached to the documents tab of this application and which have been thoroughly reviewed by both funders and third-party finance experts. OlyMAP's finance department is responsible for overseeing and managing the majority of OlyMAP's financial operations. The finance department consists of our Finance and IT Director, who has served in this role for 5 years, and our Finance Assistant, who has served in this role for 2 years. OlyMAP uses Gusto, integrated with Quickbooks, to manage payroll and Quickbooks for all accounting, invoicing, documentation, reporting and other financial operations.

OlyMAP's finance department, with support and oversight from the Executive Director and Board of Directors, develop annual program budgets that are used by respective programs to guide funding decisions and restrictions. Program

Managers are required to ensure that program spending remains in alignment with the annual and monthly spending limits, in addition to other spending restrictions, such as only permitting the purchase of eligible services and supplies. All purchases of services and supplies for individuals accessing programs must be reviewed and approved through OlyMAP's Purchase Request system. Program Managers are responsible for reviewing, declining or approving these requests. Any, "atypical" purchase (i.e an item that is not often bought, such as diabetic shoes) or purchases exceeding \$1,000 or a program's monthly allotment for supplies and services must be first justified to and approved by the...

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... finance department.

Any staff completing purchases (restricted to Program Managers and administrative staff) must submit receipts for all purchases to the finance department for review and reconciliation. On a monthly basis, the finance department compiles invoices, using data within Quickbooks and Gusto, as well as receipts submitted to ensure accuracy and compliance. The initial invoice packets are put together by our Finance Assistant and are reviewed by the Finance Director before submission. The Executive Director and Board Treasurer also periodically review invoice packets for compliance, monitor spending and bank activity as well as financial statements. Bank accounts are reconciled monthly. As all OlyMAP programs are currently reimbursement-based, invoices and all organizational spending are reviewed monthly by our funders, including Thurston County and CHOICE Regional Health Network.

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While OlyMAP has completed periodic program and monthly financial monitoring with Thurston County, OlyMAP has only recently surpassed the funding threshold requiring a third-party audit and will be completing our first audit this year.

For more information about our organization's policies and procedures for financial operations, see policy attached to the document tab of this application.

**14. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

No audit conducted in past 24 months.

**15. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

No audit conducted in past 24 months.

**16. 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). All required funds must be committed before a written**

The sustainability funding plan for this program is to seek and attain funding at or greater than what is awarded for the performance period by the end of the performance period to avoid a reduction or cessation of services. OlyMAP will continue to seek this funding support from the City of Tumwater, in addition to the Healthcare Authority, CHOICE Regional Health Network and private donors. OlyMAP's work with both CHOICE and the Healthcare Authority are opening doors to new funding sources for many

agreement with Thurston County will be executed.

of the services provided through this and other OlyMAP projects. OlyMAP is optimistic that the funding support received for our services through entities such as the HCA and CHOICE will increase over the next year.

This project is also not solely dependent on this award. OlyMAP already provides outreach and case management services for people living unsheltered in the City of Tumwater, which is made possible through existing funding and contracts with Thurston County and CHOICE. However, the services OlyMAP currently provides in the City of Tumwater are extremely limited due to resource and staffing capacity. Funding sought through this application is intended to expand the services and support able to be provided in the City of Tumwater. Thurston County funding is committed through June 30, 2027. CHOICE funding is currently committed through August 1, 2026, with the expectation of contract renewal. OlyMAP can provide these contracts for confirmation of these funds, as requested.

**18. Describe your plan for completing this project on time, on budget, and in compliance with all program requirements. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for all Housing projects. A Project Timeline and Project Team Summary are required for all public service projects. These forms can be found under the Documents Page (page 4) and should be uploaded to the same tab after completion. Include a thorough timeline for project completion. Include important target dates, such as dates when regulatory requirements, such as permitting, will be completed. Include information**

Upon notification of award and award amount, OlyMAP's finance department will collaborate with Program Management, the Executive Director and Board of Directors to develop a budget for the performance period that details monthly spending expectations and limits for all spending categories. This budget, in addition to regular oversight, will be utilized to ensure that the project is completed on budget.

The administrative team will also develop any policies needed, that are not captured within existing policy, specific to this program to ensure compliance with all program requirements and

regarding staff capacity to execute the project on the proposed timeline. Who from your agency will be responsible for different project requirements? For Housing 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.

will provide training for staff regarding any new policies. For example, developing a policy that outlines eligibility requirements for receiving services through this project (unsheltered within the City of Tumwater and LMI) and guidance/requirements for documenting eligibility (completion of intake form before providing services, which documents housing status and income). Developed policies will also include an updated outreach schedule and updated roles and responsibilities specific to providing outreach services within the City of Tumwater (i.e when outreach will be provided, who will participate and what their role will be).

OlyMAP will not need to hire for this project and will be able to use existing staff to provide all program services. This means that OlyMAP will be able to begin providing the services outlined in this application immediately upon contract execution (Sept. 1st, 2026). In addition to beginning to provide expanded outreach services during this first month, OlyMAP will develop a baseline assessment and survey for people living unsheltered in Tumwater designed to...

... obtain a more thorough understanding of where people are staying, who is staying where, what the needs/gaps in services are and barriers to services. The assessment and surveys will be completed throughout October, with data compiled and synthesized into a report in November. The outcome of this assessment and surveys will guide priority services for the remainder of the performance period. In July of 2028, OlyMAP will complete an end-of-performance period assessment and survey to measure program impacts and progress made towards addressing needs and barriers identified

in the baseline assessment. This data will be compiled and synthesized into an end-of-performance period report, in addition to other relevant data collected through the performance period (number of people served, services accessed, client goals attained, number of people housed etc.)

OlyMAP site support, case management and Stability Stays staff will be responsible for providing all direct services. The Program Managers will directly oversee and supervise the project and its staff. OlyMAP's Operations Director and administrative team will provide additional oversight and support and be responsible for reporting requirements. See Question #10 for more details related to roles and responsibilities.

**20. 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 Page (page 4).**

Adrien Jacobson, OlyMAP Operations Director. As OlyMAP's Operations Director, Adrien supervises and provides support for all OlyMAP programs and Program Managers. Adrien will be the primary staff responsible for supervising and providing support for the Program Managers managing this project and for ensuring that the project is completed in alignment with contract priorities and requirements. Adrien will also be the primary staff responsible for reporting requirements. Adrien has served as OlyMAP's Operations Director for 1 year and prior to that served as OlyMAP's Outreach Operations Director after serving for 2 years as the Program Manager for OlyMAP's Rights of Way Outreach Program and 1 year as an OlyMAP outreach-based case manager.

Quinn Zigterman, OlyMAP Outreach Program Manager. Quinn will be the primary staff

responsible for managing site support services provided through this project, including general outreach, supply distribution and strategies undertaken to address hazardous burning and garbage removal. Quinn will also be the primary staff responsible for supervising, training and providing support for site support staff providing services through this project, reviewing and approving purchase requests and will regularly participate in and provide direct oversight for site support outreach services. Quinn has served as an Outreach Program Manager for 3 years, after serving as an outreach-based case worker for 1 year.

Jessi Willis, OlyMAP Outreach Program Manager. Jessi will be the primary staff responsible for managing case management and service connection/navigation services provided through this project. This includes supervising, training and providing support for case management staff, ...

...reviewing and approving purchase requests, managing/assigning clients to caseloads, overseeing data collection and entry and regularly participating in and providing direct oversight for site case management and service connection outreach services. Jessi has served as an OlyMAP Outreach Program Manager for 9 months, after serving as an OlyMAP Shelter Program Manager for 1.3 years.

**21. Please describe how the project will meet and document income eligibility requirements. How will your income eligibility review process meet the HUD-approved documentation requirements listed in the RFP instructions (located at the bottom of the Overview Page -**

Through this project, OlyMAP will exclusively serve people who are living unsheltered, a presumed LMI population. OlyMAP anticipates that 100 percent of people served will be at or below 30% AMI, assuredly well below 80% AMI.

page 1)?

Although OlyMAP will exclusively serve a presumed LMI population, OlyMAP will ensure documentation of eligibility by requiring any individual wishing to access services offered through this program to complete a program intake. This program intake will capture basic demographic information, including housing status and income. Intakes will be stored in hardcopy case files, as well as input to one or more of the following electronic data platforms: Ragic, HMIS and CCS platforms, depending on the specific services the individual accesses.

25. Is your Project currently underway?

Yes

26. 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.

27. What type of activity will the project perform? The City of Tumwater is accepting applications for affordable housing and public service activities for funding.

Public Services

29. What is the service area or operation area (e.g. census tract, neighborhood)?

The City of Tumwater

30. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons?

Limited Clientele Benefit (program directly benefits specific individuals/households - see RFP Instructions on Page 1)

31. For Limited Clientele Benefit, indicate whether you will serve at least 51% low-and-

As this project will exclusively serve people who are living unsheltered in the City of Tumwater, it

moderate income (LMI) individuals and how it will meet income eligibility requirements, how it will document income of beneficiaries, or if it will exclusively serve a presumed LMI category.	will exclusively serve a presumed LMI category. Housing status and income will be documented in new client intake forms.
34. 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.)	OlyMAP does not have a minimum funding award for this project. Any funding awarded will support an expansion of services, though the amount received will impact the types of services able to be provided and the extent to which they can be expanded.
Verification and Signature form	<a href="#">Verification_and_Signature_Form_-_2026.pdf</a> (131 KB)
Federal Funds Acknowledgement of Required Assurances form	<a href="#">FEDERAL_FUNDS_ACKNOWLEDGEMENT_OF_REQUIRED_ASSURANCES_FORM.pdf</a> (164 KB)
OHHP 2026 Risk Assessment form	<a href="#">OHHP_2026_Risk_Assessment_CDBG.docx</a> (70 KB)
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)	<a href="#">OlyMAP_Board_Members_and_Bylaws.pdf</a> (147 KB) <a href="#">OlyMAP_List_of_BoD_members_.docx</a> (13 KB)
For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return	<a href="#">olymap_2024_990_Final.pdf</a> (315 KB) <a href="#">olymap_501c3_determination_letter.pdf</a> (36 KB)
Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	<a href="#">OlyMAP_Statement_of_Activity_2025.pdf</a> (33 KB)
Resumés	<a href="#">Adrien_Jacobson.docx</a> (16 KB) <a href="#">Jessi_Willis_Resume.docx</a> (16 KB) <a href="#">Quinn_Zigterman_Resume.docx</a> (16 KB)
General Liability Insurance Certificate	<a href="#">2025-2026_Insurance_Certificate.pdf</a> (4.20 MB)
Public Services Budget table (Excel)orPublic	<a href="#">2026_CDBG_OlyMAP_-_Public_Services_</a>

Services Budget table (fillable PDF)

[Budget\\_Table\\_-\\_FINAL\\_2.xlsx \(15 KB\)](#)

Other attachments (Environmental Review Documentation, Project Map/Service Area, etc.)

[Outreach\\_safety\\_protocols\\_policies\\_and\\_procedures\\_NOV\\_22.pdf \(483 KB\)](#)  
[Data\\_Collection\\_Philosophy\\_Policies\\_and\\_Procedures.docx \(936 KB\)](#)  
[Expense\\_Policies\\_and\\_Procedures.pdf \(479 KB\)](#)  
[Incident\\_Reporting\\_Policy.docx \(109 KB\)](#)  
[OlyMAP\\_COVID\\_Policies\\_and\\_Procedures.docx \(339 KB\)](#)  
[OlyMAP\\_Mandated\\_Reporting\\_and\\_Runaway\\_Youth\\_Protocol.docx \(18 KB\)](#)  
[OlyMAP\\_Prioritization\\_Strategies\\_for\\_Services\\_and\\_Supplies.docx \(24 KB\)](#)  
[Outreach\\_safety\\_protocols\\_policies\\_and\\_procedures\\_NOV\\_22.docx \(201 KB\)](#)  
[Reasonable\\_Modifications\\_and\\_Requests\\_Policies\\_and\\_Procedures.pdf \(1.12 MB\)](#)  
[Project\\_Timeline\\_\\_Team\\_Summary\\_.docx \(15 KB\)](#)

Description of other file attachments

Additional documents attached include the requested Project Timeline and Team Summary, as well as OlyMAP's current organizational policies and procedures relevant to this proposed project.

Last Update

2026-03-20 11:47:00

Start Time

2026-03-18 10:51:03

Finish Time

2026-03-20 11:47:00

IP

67.168.98.8

Browser

Edge

Device

Desktop

Referrer

<https://fs23.formsite.com/res/formLoginNew>

## PY26 CDBG RFP Application

Reference #	17851226
Status	Complete
Login Username	rhutchinson@southsoundseniors.org
Login Email	rhutchinson@southsoundseniors.org
Project/Program Name	Home Share
Amount Requested	\$30,000
First Name	Brian
Last Name	Windrope
Email	<a href="mailto:bwindrope@southsoundseniors.org">bwindrope@southsoundseniors.org</a>
Phone Number	(360) 586-6181
Organization Legal Name	Senior Services for South Sound
Street Address	222 Columbia St NW
City	Olympia
State	Washington
Zip Code	98501
Organization Phone Number	(360) 586-6181
Organization Website	southsoundseniors.org
First Name	Rebecca
Last Name	Hutchinson
Title	Home Share Manager
Email Address	<a href="mailto:rhutchinson@southsoundseniors.org">rhutchinson@southsoundseniors.org</a>
1. What type of project are you proposing?	CDBG - Public Service (Tumwater only)
2. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check	Private/Non-Profit

all boxes that apply. 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 identify as LGBTQIA2S+; individuals with disabilities or who are deaf; and Native Americans.

3. What population(s) is to be targeted for the service provided? Check all that apply.

Senior Citizens (55 years or older)

4. 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?

No, 2019.

5. Describe the purpose of your program. Why is your program or project needed in the community? Summarize supporting data that documents the identified need.

Our Home Share program seeks funding to continue providing home sharing services in Thurston County. This simple idea has an enormous impact, meeting a large and growing need for seniors and housing-insecure people. Home Share is essentially a matchmaking service where home Providers with an extra room are matched with home Seekers needing affordable housing. Both Providers and Seekers are interviewed and undergo criminal background checks. Matches are made after careful consideration of the needs and interests of both parties, and only then is a first meeting arranged. Home Share staff provide mediation services when requested and routinely check in

with matches. While the program is senior-focused and requires that one person in each match is a senior, adults age 18 and older may apply.

Many seniors live in homes but are cash-poor and rely solely on Social Security. It is estimated that roughly 40% of seniors in Thurston County depend entirely on Social Security for their income, which averages a modest \$2,071 a month, though we work with seniors every day whose checks are closer to half that amount. Home Share helps these Providers remain safely and stably in their homes by making it possible to share housing costs or receive help with household tasks they may no longer be able to manage alone. Without this support, many would eventually be forced to seek alternative housing, often leaving the homes and neighborhoods where they have lived for years. Many also benefit from companionship that helps reduce loneliness and from the peace of mind that someone is present should assistance be needed.

For the home Seeker, rooms in shared homes are often the most affordable housing ...

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...option in Thurston County. Even subsidized senior housing at Boardwalk Apartments costs \$1,369 a month, and the average rent in Thurston County in 2026 is \$2,028. Both are far higher than the average 2025 Home Share rent of \$583 a month. For Seekers, these matches help lift them out of or prevent them from entering homelessness by providing a stable, affordable place to live. Home Share therefore meets an urgent community housing and senior need in a remarkably cost-effective manner.

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Because Home Share uses existing housing, it creates affordable living situations without the high cost and long timelines associated with building new housing. It also helps seniors age in place, maintain independence, and remain connected to their community.

The Home Share model exists throughout the United States and has proven to be an effective response to housing affordability and social isolation among older adults.

**6. 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.**

With this funding, the Home Share Program will continue to provide critical services to seniors in Thurston County, helping them secure stable, affordable housing while combating social isolation. The following activities and actions will be undertaken and accomplished:

**\*Program Management and Compliance:** The Program Manager will oversee all contract management, reporting requirements, and grant writing to ensure continued program operations. This includes collaborating annually with the Client Services Director to create and monitor an operating budget, ensuring the program stays on track with invoicing and contract compliance.

**\*Marketing and Outreach:** The Program Manager and Program Assistant will continue to prioritize marketing and outreach efforts with our Development team to increase awareness and visibility of the Home Share Program throughout Thurston County but with an emphasis on the City of Tumwater. The goal is to ensure that the program remains a well-known resource for both Providers and Seekers.

**\*Client Intake and Matching:** Home Share staff

will handle all program inquiries, process new applications, conduct entrance interviews, Seeker meetings, and home visits, and match Providers and Seekers based on compatibility with a continued goal of facilitating an average of one match per month. These tasks are critical to ensure safe and successful living arrangements.

\*Ongoing Support and Monitoring: After initial placements, the Program Manager will stay in contact with both the Provider and Seeker to monitor the success of the living arrangement. If issues arise, the...

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... Program Manager will mediate conflicts and intervene as necessary to ensure the safety and well-being of both parties, with a focus on client safety as a top priority.

\*Program Sustainability and Longevity: The program's ultimate goal is to create long-term, compatible living arrangements for seniors. Home Share will strive to make an average of one match per month, ensuring that each match is a sustainable and positive living situation.

\*Prioritized Activities: If the grant award is less than the requested amount, priority will be given to the activities that directly support program operations and participant safety, including intake, matching, ongoing monitoring, and compliance. Marketing and outreach efforts may be scaled back to ensure that critical services remain uninterrupted. These activities will allow the Home Share Program to continue meeting its objectives and providing vital support to seniors in Thurston County, even with limited funding.

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## 7. List the specific objectives and planned

Key Impacts and Outcomes of 2025:

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results/outcomes of the proposed project.

Describe how they align with the RFP Priorities?

Please explain how you would quantify or measure these results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes.

\*Assisted 32 individuals in maintaining or obtaining safe and affordable housing through matching them with a compatible housemate.

\*Assisted 70 clients in maintaining their current Home Share living arrangement through routine follow ups, connecting with resources, and mediation services as requested.

\*28 new Provider applications.

\*42 new Seeker applications.

\*Average Home Share rent \$583 dollars.

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 12 long-term placements.

\*Solicit marketing and outreach opportunities and secure one advertisement per month.

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**8. Where will the services be provided and how**

Administration of Home Share takes place in our

**will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial dis-proportionality and 4) support historically vulnerable and disadvantaged populations?**

main office in Olympia, while placements, home visits, and mediation services occur throughout Thurston County.

We reach our target population through existing program connections such as Meals on Wheels, Transportation, Pet Assistance for Low-Income Seniors, and other Senior Services offerings, as well as through community partnerships with organizations like the Lewis Mason Thurston Area Agency on Aging and Homes First. We maintain strong relationships with other local senior centers, enabling consistent outreach in rural and underserved areas where access to housing resources may be limited.

Home Share is designed to be accessible to persons with disabilities and those with special needs. We offer flexible application options, including paper, digital, and staff-assisted formats, to accommodate differing levels of ability and access. Many home Providers are older adults or individuals living with disabilities, who seek home sharing as a way to receive support with daily tasks, increase safety, and reduce isolation. Staff provide ongoing support, including mediation and regular check-ins, to ensure placements remain stable and responsive to participant needs.

We are committed to advancing equity, reducing racial disproportionality, and increasing access for historically underserved populations. Home Share operates under a strict non-discrimination policy across race, ethnicity, income, and disability. We work to expand outreach and build trust within communities that have historically faced barriers to stable housing.

By design, Home Share serves populations disproportionately impacted by...

... housing instability, particularly low-income seniors and individuals at risk of homelessness. The program offers a flexible, low-barrier housing option that promotes housing stability, supports aging in place, and helps reduce disparities in access to safe, affordable housing.

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

\*We partner contractually with the Lewis Mason Thurston Area Agency on Aging. They help us with outreach to potential clients. 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.

\*We partner with Homes First who has existing networks of home seeking clients who may be interested in Home Share.

\*Thurston County Food Bank helps with outreach of Providers/Seekers.

\*Thurston Cities and County, who have staff and programs serving home insecure and homeless populations and will provide referrals for Providers/Seekers.

\*Yelm, Rainier, Tenino, Tumwater and Rochester senior centers are active partners and help with outreach of Providers/Seekers.

\*Catholic Community Services is a close partner for nutrition and transportation, and helps with outreach and solicitation of Providers/Seekers.

\*Quixote communities is in contact with veterans

who are seeking housing and helps with outreach of potential Seekers.

\*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 service in our community. We often trade referrals to our respective programs.

Home Share is a community resource that many nonprofit and governmental entities seek to promote as it does not compete or compare with other efforts.

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**10. 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.**

\*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 six 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 the Brighter Days Adult Day respite program and the Senior Transportation program . He will provide direct supervision of the Home Share Program Manager. Bryan has been with the organization for six years. He joined us after completing 26 years of enlisted leadership in the US Army, retiring as first sergeant.

\*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, managing reporting requirements, outreach and promotional activities with community partners, recruitment and interviewing of potential home Providers and Seekers, and properly matching home Providers with home Seekers for maximum long term success. Rebecca has been with the organization for four years and brings with her fourteen years of professional senior advocacy experience.

\*Emily Lopez is the Home Share Program Assistant. Her responsibilities include fielding program inquiries, processing new applications, conducting criminal background checks on all participants, 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 three years.

**11. How do you define beneficiaries served by the program (households, individuals, etc.)? How many unduplicated beneficiaries will be served by the program or project? What is the total project cost per beneficiary served. Please show your calculation: Total project budget/number of beneficiaries = total cost per beneficiary.**

We define beneficiaries as individuals seeking affordable housing, those looking for housemates to maintain housing, and those in an active home share match. We estimate serving 175 individuals with a projected cost of \$964 per person (\$168,723/175).

**12. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. Attach your organization's policies and procedures for programmatic operations to assure the proper**

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.

use and safeguarding of public funds on the Documents Page (page 4).

**13. 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.**

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 composed 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 organization's 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 fits easily within our current systems of financial management, which have consistently been performed to a high level as reported by our annual audits.

**14. Did your most recent financial audit in the**

Audit conducted with NO audit findings

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 on the Documents Page (page 4) and describe how the organization has responded to the report.)

15. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)

Monitoring conducted with NO program monitoring findings.

16. 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). All required funds must be committed before a written agreement with Thurston County will be executed.

Home Share recently lost crucial funding, which will impact program operations through 2027. Senior Services for South Sound remains fully committed to Home Share, recognizing that providing safe, affordable housing for seniors is central to our mission and core values.

We currently have multiple sources of committed funding that cover portions of program operations: the Lacey Human Services Grant through July 2026, Olympia CDBG through February 2027, and South County CDBG through August 2026. In addition, our organization can allocate internal funds to address temporary shortfalls while we actively pursue restoration of critical funding and explore new opportunities.

To mitigate the risk of future funding gaps, we maintain a proactive approach that includes ongoing grant applications, collection of donations from private donors, and strategic partnerships with community organizations

invested in housing stability. This approach ensures that Home Share can continue delivering its services uninterrupted while maintaining program quality and staffing.

With this combination of committed grants, organizational support, and active fundraising, Home Share is well-positioned to continue operating successfully in Thurston County and to fully complete all planned program activities. Our plan aims to ensure that Home Share remains a stable, reliable resource for seniors and housing insecure individuals in the community.

**18. Describe your plan for completing this project on time, on budget, and in compliance with all program requirements. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for all Housing projects. A Project Timeline and Project Team Summary are required for all public service projects. These forms can be found under the Documents Page (page 4) and should be uploaded to the same tab after completion. Include a thorough timeline for project completion. Include important target dates, such as dates when regulatory requirements, such as permitting, will be completed. Include information regarding staff capacity to execute the project on the proposed timeline. Who from your agency will be responsible for different project requirements? For Housing 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 in March of 2022 and will continue as long as funding persists. The program is not capital in nature, with the primary expenses related to staffing to implement the program. Given that the staffing component makes up the bulk of the budget and we have successfully operated the program for several years, we are confident in our ability to manage costs effectively. With limited expense variables to control, we can maintain the budget with a high degree of certainty.

Home Share has previously received funding from the City of Lacey, City of Olympia, the Regional Housing Council, and many Community Development Block Grants. This experience has provided us with a strong understanding of the requirements and guidelines of these funding sources. Our program has consistently passed monitoring visits with no findings. To complete this project on budget and in compliance with all program requirements, we will continue to rely on the following strategies:

\*Staffing Management: As staffing is our largest

expense, we will maintain a consistent and well-trained team to ensure efficient program operations.

\*Expense Monitoring: Regular monitoring of expenses will allow us to identify and address any potential issues before they impact the budget.

\*Experience with Funding Sources: Our previous contracts with various local entities provide a strong foundation for managing compliance.

\*Proven Track Record: Home Share has served 317 individuals in securing or maintaining stable housing and has successfully facilitated 104 home share matches. This demonstrated success,...

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... combined with our consistent record of passing monitoring visits with no findings, reflects our ability to deliver high-quality services efficiently, in full compliance with program requirements, and within established timelines and budgets.

We are confident that with our experience, systems, and commitment to compliance, we can complete this project successfully, meeting all objectives on time and within the approved budget.

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**20. 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**

\*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 six years and comes to Senior Services with over 20 years of non-profit leadership experience.

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## Documents Page (page 4).

\*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 respite program and the Senior Transportation program. He will provide direct supervision of the Home Share Program Manager. Bryan has been with the organization for six years. He joined us after completing 26 years of enlisted leadership in the US Army, retiring as first sergeant.

\*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, managing reporting requirements, outreach and promotional activities with community partners, recruitment and interviewing of potential home Providers and Seekers, and properly matching home Providers with home Seekers for maximum long term success. Rebecca has been with the organization for four years and brings with her fourteen years of professional senior advocacy experience.

**21. Please describe how the project will meet and document income eligibility requirements. How will your income eligibility review process meet the HUD-approved documentation requirements listed in the RFP instructions (located at the bottom of the Overview Page - page 1)?**

Home Share is specifically designed to serve seniors, a population that is presumed to be low-income by HUD with at least 51% of the clientele being seniors, ensuring compliance with the limited clientele requirement.

To meet the income eligibility requirements, we collect income information from all applicants. This includes using a county-approved income self-certification form, which is a minimum requirement, along with encouraging applicants to provide additional supporting financial

documents when possible. This process ensures that we can accurately assess eligibility while maintaining flexibility for applicants to submit supplementary documentation.

We are experienced in adhering to the HUD-approved documentation requirements outlined in the RFP instructions. As part of our long-standing relationship with CDBG funding, we have successfully managed several CDBG contracts and have consistently met all reporting and compliance requirements. During past monitoring, we have never had any findings, demonstrating our commitment to following all necessary guidelines for income eligibility and documentation.

By following this rigorous income eligibility review process and maintaining a thorough record of all documentation, we ensure that our program remains compliant with HUD requirements and that we effectively serve the senior community in a manner that is transparent and accountable.

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25. Is your Project currently underway? Yes

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26. 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

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27. What type of activity will the project perform? Public Services  
The City of Tumwater is accepting applications

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for affordable housing and public service activities for funding.

29. What is the service area or operation area (e.g. census tract, neighborhood)?	Thurston County.
30. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons?	Limited Clientele Benefit (program directly benefits specific individuals/households - see RFP Instructions on Page 1)
31. For Limited Clientele Benefit, indicate whether you will serve at least 51% low-and-moderate income (LMI) individuals and how it will meet income eligibility requirements, how it will document income of beneficiaries, or if it will exclusively serve a presumed LMI category.	We will serve 51% LMI, use a county approved form, and will document on spreadsheets and in reporting.
34. 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.)	\$10,000
Verification and Signature form	<a href="#">Verification_and_Signature.pdf (301 KB)</a>
Federal Funds Acknowledgement of Required Assurances form	<a href="#">Acknowledgement_of_Required_Assurances.pdf (1.11 MB)</a>
OHHP 2026 Risk Assessment form	<a href="#">OHHP_2026_Risk_Assessment.docx (68 KB)</a>
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)	<a href="#">BoardRoster_January2026.docx (2.47 MB)</a> <a href="#">Charter.pdf (408 KB)</a> <a href="#">Senior_Services_BYLAWS_October_2023.pdf (270 KB)</a>
For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return	<a href="#">2024_Public_Copy_SSFSS_-_Form_990_-_2024.pdf (148 KB)</a> <a href="#">Copy_of_Copy_of_Tax_Determination.pdf (523 KB)</a>
Agency's most recent Fiscal Year Audit Report	<a href="#">2024_SSFSS_-_Audited_Financial_Statements_-</a>

and/or Certified Financial Statement (If not available, attach best available financial statement)

[\\_2024\\_-\\_Single\\_Audit\\_1.pdf \(152 KB\)](#)

Resumés

[ED\\_resume.pdf \(168 KB\)](#)

[HildebrandBryanC-](#)

[ClientServicesDirectorSeniorServicesforSouthSo  
undMar20211.pdf \(458 KB\)](#)

[PMResume.pdf \(105 KB\)](#)

[ResumeEmilyLopez.pdf \(77 KB\)](#)

General Liability Insurance Certificate

[8\\_Insurance\\_Certificate\\_DSHS\\_Division\\_of\\_DD\\_  
exp\\_6.2026.pdf \(106 KB\)](#)

Public Services Budget table (Excel)orPublic  
Services Budget table (fillable PDF)

[2026\\_CDBG\\_RFP\\_Tumwater\\_Public\\_Services\\_  
Budget\\_Table\\_Senior\\_Services\\_FINAL\\_5.xlsx  
\(11 KB\)](#)

Other attachments (Environmental Review  
Documentation, Project Map/Service Area, etc.)

[HS\\_Guide\\_07152019.pdf \(1.91 MB\)](#)

Last Update

2026-03-19 09:09:03

Start Time

2026-03-19 09:06:45

Finish Time

2026-03-19 09:09:03

IP

24.16.250.182

Browser

Chrome

Device

Desktop

Referrer

<https://fs23.formsite.com/res/formLoginReturn>

## PY26 CDBG RFP Application

Reference #	17890542
Status	Complete
Login Username	amandam@tcfb.org
Login Email	amandam@tcfb.org
Project/Program Name	Thurston County Food Bank FORKids Backpack Program
Amount Requested	\$40,000
First Name	Amanda
Last Name	Muñoz
Email	<a href="mailto:amandam@tcfb.org">amandam@tcfb.org</a>
Phone Number	(360) 352-8597
Organization Legal Name	Thurston County Food Bank
Street Address	2260 Mottman Rd.
City	Tumwater
State	Washington
Zip Code	98512
Organization Phone Number	(360) 352-8597
Organization Website	<a href="https://tcfb.org/">https://tcfb.org/</a>
First Name	Amanda
Last Name	Muñoz
Title	Development Director
Email Address	<a href="mailto:amandam@tcfb.org">amandam@tcfb.org</a>
1. What type of project are you proposing?	CDBG - Public Service (Tumwater only)
2. What is the type of organization that is applying for funding? If your organization	Private/Non-Profit

qualifies as a "By and For" Organization, check all boxes that apply. 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 identify as LGBTQIA2S+; individuals with disabilities or who are deaf; and Native Americans.

3. What population(s) is to be targeted for the service provided? Check all that apply.

Children (younger than 18 years)

4. 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?

No, our FORKids program began in 2007.

5. Describe the purpose of your program. Why is your program or project needed in the community? Summarize supporting data that documents the identified need.

The FORKids Backpack Program provides an important nutritional bridge for elementary students in Tumwater, specifically addressing the "weekend hunger gap" that occurs between Friday's school lunch and Monday's school breakfast. While the National School Lunch and Breakfast Program supports these children during the week, many return to homes with limited food access over the weekend, facing chronic hunger that hinders their ability to focus on school upon their return on Monday mornings. By providing discreet bags of shelf-stable, kid-friendly meals and snacks every Friday, the program ensures that Tumwater's youngest

learners return to the classroom on Monday morning healthy, focused, and ready to learn.

The necessity of this program is underscored by the significant scale of need within the district, where the program now serves nearly 1,000 students weekly. According to the most recent data from the Office of Superintendent of Public Instruction (OSPI), over 41% of students in the Tumwater School District are eligible for free or reduced-price meals, with several elementary schools exceeding 50% eligibility, highlighting a critical density of household financial instability. With regional data showing that nearly 1 in 6 children live in food-insecure households, the robust participation in the Tumwater area demonstrates a persistent and urgent need for consistent weekend nutrition to prevent the long-term academic and health complications associated with childhood hunger.

**6. 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.**

With this funding, the FORKids Backpack Program will execute a strategy to expand food access and enhance nutritional quality within the Tumwater School District. A primary objective of this project is to transition from our current two-bag rotation to a three-bag system, which will significantly increase the diversity of shelf-stable items provided to the nearly 1,000 elementary students we serve weekly. This expansion allows us to move beyond standard offerings and incorporate a wider variety of culturally relevant food.

Central to the move to a three-bag system is the intentional integration of culturally relevant foods. By adding an additional menu rotation, we gain the logistical capacity to actively source and include items that reflect the diverse

backgrounds of families in the Tumwater community. This ensures the program provides familiar ingredients and staples that are respectful of unique household needs, making our weekend support more inclusive and responsive to the cultural identities of our youngest learners while fostering a more equitable approach to nutrition.

Additionally, this funding will support targeted outreach and education specifically within the Tumwater area to ensure that every eligible family is aware of and feels comfortable accessing this resource. We will develop and distribute informational materials tailored for local elementary schools and community centers. Additionally, we will work with community partners and the City of Tumwater to reduce the stigma associated with food assistance, effectively bridging the gap between our current service capacity and the families who may not yet realize they are eligible for support.

**7. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities? Please explain how you would quantify or measure these results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes.**

The primary objective of this project is to enhance the nutritional variety and cultural inclusivity of the FORKids Backpack Program by transitioning from a two-bag rotation to a three-bag system. This shift will allow us to provide a 50% increase in unique food options, directly addressing menu fatigue and ensuring a broader spectrum of essential nutrients for the nearly 1,000 Tumwater elementary students served weekly. A key outcome of this expansion is the integration of at least two culturally relevant food items into each rotation, aligning with RFP priorities of equity and inclusion by providing familiar staples that respect the diverse backgrounds of local families. We will quantify these results through inventory audits of newly

sourced items and by monitoring enrollment data, with a goal of increasing participation in high-need Tumwater schools where free and reduced lunch eligibility often exceeds 50%.

The expansion also includes a dedicated outreach and education initiative designed to bridge the gap between our current service levels and the families who remain unaware of their eligibility. By developing multilingual materials and providing additional outreach, we aim to reduce the stigma associated with food assistance. This aligns with the priority of increasing community-wide access to essential services. Success in this area will be measured by tracking the number of new student registrations and gathering qualitative feedback from school partners regarding the impact of these educational efforts on family engagement and participation rates.

Over the past 12 months, the program has demonstrated significant impact by maintaining a 100% weekly fulfillment rate for the nearly 1,000 students...

... in the Tumwater area, even amidst supply chain fluctuations. School counselors have consistently reported that the reliable delivery of these weekend kits serves as an important resource to reduce Monday morning behavioral issues. By building upon this established operational success, the proposed project will transform our existing service model into a more diverse, responsive, and widely accessible resource that better meets the specific nutritional and social needs of the Tumwater community.

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## 8. Where will the services be provided and how

The FORKids Backpack Program provides

**will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial dis-proportionality and 4) support historically vulnerable and disadvantaged populations?**

services directly through the Tumwater School District, ensuring that nutritional support is integrated into the safe, familiar environment where children spend much of their week. By utilizing the school as the primary distribution hub, we eliminate transportation barriers and ensure that food reaches students exactly where they are.

To reach the target population of food-insecure elementary students, we work in close partnership with Tumwater School District counselors and staff. These professionals are uniquely positioned to identify students showing signs of chronic hunger, such as fatigue, inability to concentrate, or frequent visits to the school nurse. Once identified, students are discreetly enrolled in the program. Every Friday, bags containing a weekend's worth of food are provided to students in a discreet manner by staff, ensuring a seamless and confidential delivery that maintains the dignity of the child and the family.

Accessibility is a core component of our delivery model. By delivering food directly to the school site, we remove the physical and logistical burden on families who may have mobility challenges or lack reliable transportation to a traditional food bank. We coordinate directly with school health rooms to ensure that the food provided is safe and accessible for every enrolled child's specific physical or developmental needs.

To address racial disproportionality, the program is moving toward a three-bag system specifically designed to incorporate culturally relevant foods.

We recognize that standard shelf-stable staples do not always reflect the dietary needs of the students in ...

...the community. By including items that align with what students are familiar with, we reduce the cultural barrier to food assistance and ensure that the program is inclusive. Furthermore, our outreach materials are produced in multiple languages to ensure that non-English speaking households have equal access to program information and enrollment.

The program supports historically vulnerable populations, including families experiencing homelessness, migrant families, and those living in extreme poverty, by providing a low-barrier entry point. There is no intrusive "proof of income" requirement for the FORKids program; instead, we rely on the free and reduced lunch eligibility (which exceeds 50% in several Tumwater schools) as our primary indicator of need. This "no-questions-asked" approach protects families who may be wary of government systems due to historic marginalization, ensuring that the most vulnerable children in Tumwater have a consistent, reliable source of nutrition every single weekend.

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

The Thurston County Food Bank (TCFB) maintains a strong, collaborative network focused on ensuring no child in our community goes hungry over the weekend. Our primary partnership is with the Tumwater School District, specifically working directly with the various elementary schools across the district. This partnership is the backbone of the FORKids program, as it allows school counselors and staff

to identify students in need and ensures the discreet distribution of food bags every Friday. By working inside the schools, we meet students where they are in a safe and familiar environment.

In addition to our work with the school district, we maintain a variety of formal and informal agreements with community partners who operate as our satellite locations in Tumwater. These local partners—including civic organizations, faith-based groups, and community centers—act as vital extensions of our food bank. They provide the physical space and volunteer power necessary to stage, pack, and distribute food closer to the families who need it most.

These satellite locations are essential for our targeted outreach and education efforts. Because these partners are already embedded in the Tumwater community, they help us reach historically vulnerable populations and reduce the stigma associated with food assistance. This localized approach ensures that our new three-bag system, including its expanded cultural food options, is effectively communicated and accessible to every eligible family in the area.

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**10. 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.**

The following staff members at the Thurston County Food Bank (TCFB) are responsible for the daily execution, supervision, and reporting requirements of the FORKids Backpack Program within the Tumwater School District. This team works in an integrated fashion to ensure that nearly 1,000 elementary students receive consistent, culturally relevant nutrition every weekend.

Anna-Min Kellog, Children and Teen’s Services Coordinator (3 years): This position provides high-level oversight of the FORKids program, acting as the primary liaison between the food bank and the Tumwater School District administration. Additionally, this role directly supervises the FORKids program operations. They are responsible for the daily management of the transition from a two-bag to a three-bag system, ensuring the new rotations are implemented correctly and that the nutritional needs of Tumwater’s youngest learners are met. This role will manage the requirements, budget oversight, and tracking measurable outcomes. She will lead the targeted outreach and community education efforts in the Tumwater corridor to bridge the gap between eligibility and enrollment. This role also recruits and supervises the volunteer teams who assemble the bags each week. This oversight is critical to ensuring that nearly 1,000 kits are packed accurately, safely, and ready for Friday distribution.

Dean Crabapple, Warehouse Manager (5 years): Manages all food procurement and inventory. This role is specifically responsible for purchasing the food for the three-bag rotation, including the new culturally relevant items, and ensuring all stock meets our high standards for quality...

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... and shelf-stability.

Various Distribution Drivers (1+ years): These staff members are responsible for the physical transportation of the bags from our central warehouse to the various elementary schools and satellite locations throughout Tumwater every Friday morning.

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Claire Williams, Development and Communications Coordinator (Less than 1 year): This role is vital for coordinating and supporting targeted outreach and communication through our community partners. They ensure that information about the program is effectively shared with families through schools and satellite locations.

To ensure fiscal integrity, our Finance Department supports the rigorous supervision of all project spending. This process is overseen by our Sr. Director of Operations, Judy Jones, who brings 15 years of experience with the organization to ensure that every dollar is utilized efficiently. This tiered supervision structure guarantees that every bag delivered to a Tumwater school is of the highest quality and remains within the established budget.

**11. How do you define beneficiaries served by the program (households, individuals, etc.)? How many unduplicated beneficiaries will be served by the program or project? What is the total project cost per beneficiary served. Please show your calculation: Total project budget/number of beneficiaries = total cost per beneficiary.**

The FORKids Backpack Program defines its beneficiaries as individual food-insecure elementary students within the Tumwater School District. While this nutritional support provides a critical relief for the entire household's grocery budget, we measure our success and reach based on the specific number of unique children who receive a backpack each Friday.

An "unduplicated beneficiary" is a unique student enrolled in the program. For this project, we will serve 1,000 unduplicated beneficiaries within the Tumwater area. Although these students receive support every week throughout the school year, they are only counted once in our total beneficiary reach to ensure our data remains accurate and transparent.

The following calculation reflects the total

investment required to transition to our three-bag rotation, incorporate culturally relevant foods, and conduct targeted community outreach for the Tumwater corridor.

The Calculation:

Total Project Budget/Number of Beneficiaries=  
Total Cost per Beneficiary

- Total Project Budget (Tumwater): \$68,750
- Number of Beneficiaries: 1,000 Students
- Calculation: \$68,750 / 1,000
- Total Cost per Beneficiary: \$68.75

This figure represents a highly efficient annual investment of \$68.75 to provide one child in Tumwater with reliable, high-quality weekend nutrition for the entire school year. We are requesting \$40,000 (approximately 58% of the project budget) to anchor this expansion, and we will leverage \$28,750 in community donations and dedicated donor dollars to cover the remaining costs. This diversified funding strategy ensures the long-term sustainability of the program while allowing us to immediately scale our impact.

**12. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. Attach your organization's policies and procedures for programmatic operations to assure the proper use and safeguarding of public funds on the Documents Page (page 4).**

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.

**13. 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.**

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 organizations 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.

**14. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

Yes, audit findings. All findings have been resolved.

**15. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

Monitoring conducted with NO program monitoring findings.

**16. 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). All required funds must be committed before a written agreement with Thurston County will be executed.**

The FORKids Backpack Program is primarily sustained through a resilient model of private donations and community-led fundraising. While the program currently operates without a dedicated government contract, our existing donor base ensures that the foundational needs of providing weekend nutrition to Tumwater students are met year-round. This grant is not a sole dependency but a strategic catalyst; we will use these funds to implement the transition to a three-bag rotation and source culturally relevant foods, improvements which we will then maintain through our annual fundraising goals.

Financial Strategy and Commitment

To meet the total project budget of \$68,750, we have identified the following committed resources:

Requested Grant Funds: \$40,000 to anchor the

three-bag system and fund targeted outreach.

Committed Donor Dollars: \$28,750 in secured community donations and restricted youth program funds. These dollars are already in hand and will leverage the impact of this grant.

In-Kind Support: Significant volunteer labor and the use of satellite locations in Tumwater drastically reduce our operational overhead.

**18. Describe your plan for completing this project on time, on budget, and in compliance with all program requirements. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for all Housing projects. A Project Timeline and Project Team Summary are required for all public service projects. These forms can be found under the Documents Page (page 4) and should be uploaded to the same tab after completion. Include a thorough timeline for project completion. Include important target dates, such as dates when regulatory requirements, such as permitting, will be completed. Include information regarding staff capacity to execute the project on the proposed timeline. Who from your agency will be responsible for different project requirements? For Housing 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.**

Our plan for the FORKids Backpack Program expansion relies on our extensive history with the Tumwater School District and a proven operational structure. Because we are enhancing an existing service rather than launching a new one, we have the internal capacity and vendor relationships already in place to meet all target dates and compliance standards.

The project will follow a structured 12-month cycle to align with the 2026-2027 academic year, ensuring that the transition to the three-bag system is seamless for students.

- July 2026: Procurement of initial culturally relevant inventory and 3-bag rotation staples.
- August 2026: Finalize student enrollment numbers with Tumwater School District counselors; Volunteer Manager conducts training for packing teams on the new rotation system.
- September 2026: Official launch of the three-bag rotation for the start of the school year.
- October 2026: First quarterly review of procurement costs and volunteer labor hours by the Finance Department.
- January 2027: Mid-year program evaluation; Development and Communications Coordinator gathers feedback from school partners to refine

outreach materials.

- June 2027: Year-end data collection and final grant reporting; program transition to donor-funded maintenance phase.

Our team has the professional bandwidth and expertise to execute this project without the need for additional administrative hiring.

- Sr. Director of Operations: With 15 years of experience, Judy supervises the high-level...

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... spending and ensures warehouse logistics align with federal and state safety guidelines.

- Children and Teen's Services Coordinator: Manages the direct daily workflow, school site coordination, and the specific execution of the three-bag rotation.

- Warehouse Manager: Executes the food purchasing strategy, ensuring all items are sourced on budget and meet nutritional requirements.

- Volunteer Coordinator: Supports the coordination of the labor force required to assemble nearly 1,000 bags weekly.

- Development and Communications Coordinator: Supports outreach and partner communications to ensure the program reaches historically vulnerable populations.

To ensure we remain on budget, the Finance Department conducts monthly reconciliations of food costs against the \$68,750 total budget. By leveraging \$28,750 in committed donor dollars alongside the requested \$40,000, we maintain a fiscal cushion that protects the program from market fluctuations in food pricing. All operations will strictly adhere to existing SOPs for food safety and student confidentiality, ensuring 100%

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**20. 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 Page (page 4).**

compliance with local and federal requirements.

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Based on the operational and fiscal requirements of the Tumwater expansion, the following three entities serve in the primary lead roles for this project. Their combined expertise ensures the program is effectively sourced, accurately tracked, and legally compliant.

Noe Hinojosa, Finance Manager, Thurston County Food Bank

Role: Fiscal Oversight and Compliance Lead. The Finance Department is responsible for the rigorous supervision of all project spending, ensuring that the \$40,000 grant and \$28,750 in matching funds are allocated correctly. They manage all internal controls, segregation of duties, and financial reporting to ensure the proper safeguarding of public funds.

Experience: The department has extensive experience managing federal, state, and local government contracts. They oversee the organization's annual independent audit and ensure all programmatic spending aligns with GAAP standards and specific grant requirements.

Dean Crabapple, Warehouse Manager, Thurston County Food Bank

Role: Procurement and Logistics Lead. Responsible for the strategic purchasing of all food items, specifically focusing on sourcing the culturally relevant foods required for the new three-bag rotation. This role ensures all inventory is accounted for, staged correctly, and meets high nutritional and safety standards.

Experience: With deep expertise in supply chain management and food bank logistics, the Warehouse Manager has a proven track record of managing large-scale procurement budgets and...

... maintaining the inventory flow necessary to support nearly 1,000 bags weekly for Tumwater students.

Anna-Min Kellogg, Children and Teen's Services Coordinator, Thurston County Food Bank

Role: Program Manager. Responsible for the daily execution of the FORKids Backpack Program. This includes direct coordination with Tumwater School District counselors, managing the volunteer packing teams, and overseeing the successful Friday distribution to students.

Experience: This role brings specialized experience in youth-centric social services and program logistics. They have successfully managed the existing backpack model and serve as the lead architect for the transition to the more inclusive, culturally diverse food rotation system.

**21. Please describe how the project will meet and document income eligibility requirements. How will your income eligibility review process meet the HUD-approved documentation requirements listed in the RFP instructions (located at the bottom of the Overview Page - page 1)?**

The program serves students who are enrolled in the National School Lunch Program (NSLP) and receive Free or Reduced-Price Meals. Under HUD and local guidelines, students receiving these benefits are "presumed" to meet the low-to-moderate income (LMI) requirements (typically at or below 80% of the Area Median Income).

To ensure our process meets the specific HUD-approved documentation requirements listed in the RFP, we will provide detailed data sourced

directly from Office of Superintendent of Public Instruction (OSPI) records for the Tumwater School District. We include both district-wide reports and site-specific data for each participating elementary school to verify the high concentration of Low-to-Moderate Income (LMI) students within our targeted service areas. These OSPI records serve as our primary source of third-party verification, confirming that most of the student population at these locations qualifies for the National School Lunch Program (NSLP).

25. Is your Project currently underway?	Yes
26. 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
27. What type of activity will the project perform? The City of Tumwater is accepting applications for affordable housing and public service activities for funding.	Public Services
29. What is the service area or operation area (e.g. census tract, neighborhood)?	Tumwater, WA
30. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons?	Limited Clientele Benefit (program directly benefits specific individuals/households - see RFP Instructions on Page 1)
31. For Limited Clientele Benefit, indicate whether you will serve at least 51% low-and-moderate income (LMI) individuals and how it will	The FORKids Backpack Program exclusively serves a 100% Low-and-Moderate Income (LMI) population through our partnership with

meet income eligibility requirements, how it will document income of beneficiaries, or if it will exclusively serve a presumed LMI category.

Tumwater Schools.

34. 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.)

30,000

Verification and Signature form

[Verification\\_and\\_Signature\\_Form\\_-\\_2026\\_1.docx](#)  
(23 KB)

Federal Funds Acknowledgement of Required Assurances form

[FEDERALFUNDSACKNOWLEDGEMENTOFREQUIREDASSURANCESFORM.docx](#) (23 KB)

OHHP 2026 Risk Assessment form

[OHHP2025RiskAssessment\\_2.docx](#) (68 KB)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return

[501C3\\_ThreePage.pdf](#) (1.49 MB)

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

[Thurston\\_County\\_Food\\_Bank-2024\\_1.pdf](#) (17 MB)

Resumés

[JUDITH\\_KELLY\\_JONES.docx](#) (17 KB)

General Liability Insurance Certificate

[Certificate\\_of\\_Coverage\\_-\\_0000025282-Thurston\\_County\\_Food\\_Bank.pdf](#) (105 KB)

Public Services Budget table (Excel)orPublic Services Budget table (fillable PDF)

[2026\\_CDBG\\_RFP\\_-\\_Public\\_Services\\_Budget\\_Table\\_-\\_FINAL.xlsx](#) (17 KB)

Last Update

2026-03-20 11:42:25

Start Time

2026-03-20 08:16:07

Finish Time

2026-03-20 11:42:25

IP

96.69.216.101

<b>Browser</b>	Chrome
<b>Device</b>	Desktop
<b>Referrer</b>	<a href="https://fs23.formsite.com/wg80xb/ic9t6l781k/signup">https://fs23.formsite.com/wg80xb/ic9t6l781k/signup</a>

## PY26 CDBG RFP Application

Reference #	17839181
Status	Complete
Login Username	sabrams@watogether.org
Login Email	sabrams@watogether.org
Project/Program Name	TOGETHER! Tumwater Community Schools
Amount Requested	100,000
First Name	Sierra
Last Name	Abrams
Email	<a href="mailto:sabrams@watogether.org">sabrams@watogether.org</a>
Phone Number	(360) 999-0540
Organization Legal Name	TOGETHER!
Street Address	1520 Irving St SW
Address Line 2	A
City	Tumwater
State	Washington
Zip Code	98512
Organization Phone Number	(360) 493-2230
Organization Website	<a href="http://www.watogether.org">www.watogether.org</a>
First Name	Sierra
Last Name	Abrams
Title	Co-Executive Director
Email Address	<a href="mailto:sabrams@watogether.org">sabrams@watogether.org</a>
1. What type of project are you proposing?	CDBG - Public Service (Tumwater only)
2. What is the type of organization that is applying for funding? If your organization	<ul style="list-style-type: none"> <li>• Private/Non-Profit</li> <li>• By and For Organization (See definition)</li> </ul>

qualifies as a "By and For" Organization, check all boxes that apply. 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 identify as LGBTQIA2S+; individuals with disabilities or who are deaf; and Native Americans.

embedded in question above)

3. What population(s) is to be targeted for the service provided? Check all that apply.

- Children (younger than 18 years)
- Families with Children

4. 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?

No. Program implemented in 2014.

5. Describe the purpose of your program. Why is your program or project needed in the community? Summarize supporting data that documents the identified need.

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 assisting students and families who are low-income, homeless, and facing barriers to educational success based on their race/ethnicity and gender.**

Low-income students face many barriers to academic success, including increased rates of adverse childhood experiences, childhood

trauma, food and housing insecurity, negative health outcomes, and more. In Tumwater School District (TSD), 90% of students graduated on time while only 82% of low-income students graduated on time (2024-2025). These youth also demonstrate chronic absenteeism and experience more exclusionary discipline that may stem from instability in their housing, financial strain, and overall health. Research shows that a student that graduates from high school is more likely to earn a higher income, less likely to be incarcerated, and have greater economic mobility across generations. High school and post-secondary credentials are vital to collective and economic 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.

A growing number of TSD students (206 as of March 2026) 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...

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... hopeless. The 2024-25 homeless student dropout rate was 20% with an overall graduation rate of 77%.

The Community Schools model addresses the opportunity gap between low-income students and their higher income peers by integrating community-based and educational wrap-around support in partnership with Tumwater schools. Our communities have many programs and services for children and families, but no single

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agency coordinates efforts and aligns services to collectively impact the educational success of students and the well-being of their families.

**6. 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.**

By aligning school and community partners' resources and expertise, every child can access academic, developmental, health and social support to graduate on time. In partnership with Tumwater School District, TOGETHER! 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 4 Community Schools Managers (CSMs) serving 7 schools: Tumwater, Cascadia, & Black Hills High; Tumwater and George Bush Middle; and Peter G. Schmidt and East Olympia 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 connections with a caring adult, basic need support 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, ensuring students are exposed to minimal 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 all the support needed, including re-housing assistance. Each CSM directly manages 60 students/year to ensure students receive equitable access to tools that help them succeed.

We also operate year-round Community...

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... Resource Centers at the school 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, especially during school breaks.

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

Care Solace – Coordination services to mental health and substance use treatment providers

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.

School systems of support – collaborate with teachers, specialists, behavioral health professionals, IEP teams, to address academic barriers to attendance and learning.

Community Schools is a widely recognized model that innovates how schools and communities collaboratively support the needs of the whole child. During our 12 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

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90.6% (2014, 2024)

Over \$600,000 in rental assistance, re-housing support & bill pay for over 300 families in Tumwater

100% success rate in KEEPING families housed who've accessed our funding

**7. List the specific objectives and planned results/outcomes of the proposed project.**

**Describe how they align with the RFP Priorities?**

**Please explain how you would quantify or measure these results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes.**

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 at 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 by strengthening access to such resources directly inside schools.

TOGETHER! collects data through Apricot, a nationally recognized...

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... case-management software, through program intake and case management services. We collect demographics, needs, strengths, and log support provided to each client. We track client assistance spent to pay bills for each client. We also use school data at the 18-month mark to

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look at key outcomes for students who have received services.

12-month outcomes:

In FY 2024, TOGETHER! distributed and leveraged over \$161,000 to Tumwater families to prevent housing instability and academic disruption. Over 300 students and their families engaged with the program, and of the total, 225 Tumwater families received case management support to address short- and long-term needs that impact academic and economic stability.

**8. 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 dis-proportionality and 4) support historically vulnerable and disadvantaged populations?**

The primary location of services provided are the 7 target school buildings in Tumwater School District. The buildings include Tumwater High, Black Hills High, Cascadia High, George Bush & Tumwater Middle, Peter G. Schmidt Elementary & East Olympia Elementary.

The program's community-based and social service focus allows case managers to meet families and students at school or in the community, essentially where the need is, with the goal of reducing barriers for families.

Program case managers reach target population (low-income, homeless or those facing barriers to academic success based on racial demographics and (dis)abilities) from direct referrals by school counselors, teachers, district McKinney-Vento Liaison, and other agency partners such as Family Support Center, CYS, SafePlace, etc.

Community Schools' low-barrier program entry ensures that all students, regardless of ability, can access services and support from our case managers. Many students connected to Community Schools qualify for special education services and/or behavioral health services, allowing case managers to collaborate with services that further support youth wellness, and academic accommodation and achievement. CSMs will accommodate to each client's situation and need. For example, a family lacks transportation or is unable to leave the home due to a chronic illness, our case managers deliver items to their home to ensure traveling is not a barrier. Client meetings can be provided through phone calls, in-person meetings...

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... at residence, school, or community space to ensure families and students feel safe and cared for without navigating additional barriers to entry.

Additionally, the Community Schools team is primarily made up of BIPOC-identified staff including two bilingual in Spanish. Through a cultural and inclusive framework, bilingual case managers support marginalized families and students who face barriers related to their language. The bilingual case managers work with the TSD Multilingual Program to support newcomer/English-learning students to ensure academic progress continues and graduation timeline is attainable.

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**9. What organizations do you have a formal partnership agreement with? Attach**

TOGETHER! is the sole Thurston County implementer of the evidence-based Community

memorandums or agreements with collaborating organizations with which you have formal relationships on the Documents Page (page 4). If there are other organizations you collaborate with on a less formal basis, describe this collaboration.

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 support. 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 CF40 initiative, working to end youth & young adult homelessness

SeaMar Behavioral Health- 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

Firefighters Community 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, partners for a summer lunch program at apartment complexes, and helps restock school pantries with fresh food.

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, Tumwater Rotary, local faith-based organizations, Southgate Laundromat, Partners in Prevention Education, Legal Counsel for Youth and Children and more!

**10. 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.**

Community School Managers (4) 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 (5 years at TOG!)

Tate Dahl (she/her) - Cascadia High School (2 years at TOG!)

Brianna Smith (she/her) - Tumwater High School

(2 years at TOG!)

Alton Hodges Jr (he/him) - George Bush & Tumwater Middle School (3 months at TOG!)

Diana Perez (she/her) - TOGETHER! Community Schools Program Director (4.5 years at TOG!)

Diana will oversee all program operations including managing staff. She will monitor data collection and student/family eligibility requirements.

Sierra Abrams (she/they) - Co-Executive Director (5 years at TOG!)

Sierra will ensure the project meets Federal requirements, collaborates with the Superintendent, and directly supervise the Community Schools Program Director.

**11. How do you define beneficiaries served by the program (households, individuals, etc.)? How many unduplicated beneficiaries will be served by the program or project? What is the total project cost per beneficiary served. Please show your calculation: Total project budget/number of beneficiaries = total cost per beneficiary.**

Primary beneficiaries are students and total beneficiaries include the students and their household members or families. A total of at least 300 unduplicated students and their household members will be served by the program. Drawing from our agency collected household data and other demographic data (Proximityone.com 2009 American Community Survey) the average family/household size for Tumwater School District = 2.95 = total beneficiaries 885. Total project cost \$622,000/885 = \$702.82 \$/per beneficiary.

**12. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. Attach your organization's policies and procedures for**

Staff receive onboarding and annual training for following procurement policies and for mandated reporting, confidentiality in operations, and handling client personally identifiable information (PII), specifically under FERPA. See attached

programmatic operations to assure the proper use and safeguarding of public funds on the Documents Page (page 4).

our Youth Program Procedures Handbook. 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. TOGETHER! Program Directors participate in creating and approving their department's budget annually before it is sent for approval by the Board of Directors. Managers are authorized to purchase needed supplies and equipment approved in the annual budget, with significant amounts requiring an expense/check request with 2 signatures submitted to Finance, and minor expenses such as stocking CRCs allowed on agency pcard system. The pcard system requires staff to review fiscal policies and sign a document attesting to their understanding and agreement to follow credit card policies and procedures for purchasing, security and reporting. Reports are reviewed/approved monthly by managers for compliance prior to submission to Finance. 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. Staff 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. Program staff assist fiscal staff with client assistance spreadsheet records and reconciliation with grant charges. All contracts for services...

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... proposed by projects are reviewed by Fiscal and Executive staff and are signed by a Co-Executive Director or designee. For expenses outside of Federal rules, TOGETHER! leverages

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donation emergency funds through our SWIFT community campaign to ensure flexibility to support families with specific and time sensitive needs. Staff are trained each year on allowable funding sources and how to ensure we do not misuse public funding. TOGETHER! has a Board Approved Employee Policies and Procedures (EPP) handbook that is provided to all staff upon hire, at organization-wide staff trainings, and continuously available to staff in our Microsoft SharePoint and Bamboo HR communications hubs. All staff hiring, including roles and responsibilities, is approved by a Co-Executive Director. Staff timesheets are entered by staff using appropriate cost centers and approved by immediate supervisor prior to processing payroll. Executive staff review/approve every payroll prior to direct deposit release.

**13. 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.**

TOGETHER! follows federal procurement guidelines emphasizing fairness, transparency and written procedures contained in 2 CFR Part 200 Subpart D. We follow Uniform Guidance in establishing thresholds and procedures for competition, cost reasonableness and documentation. Upon approval of TOGETHER! management staff, fiscal staff prepare accounts payable vouchers. Checks are signed by 2 authorized bank signers with exception of emergency client assistance under \$1,000. TOGETHER! Board Approved fiscal policies and procedures are updated every 2-3 years. TOGETHER!'s financial statements are prepared according to GAAP/IFRS for accrual accounting. Fiscal Policies and procedures including internal controls and risk management are requested and reviewed by external auditors annually. TOGETHER has undergone a federal Single Audit for 10 years (FY25 an exception due to a 1

year RFP lapse). Since beginning in 1989, TOGETHER! has had no findings or material weaknesses, and has also undergone state and local government audits with no findings. The Finance Director meets monthly with Program Directors to review financial statements and grant activity. Agency Directors review program/agency financials monthly. Board Financial Statements are at minimum trimestral approved. TOGETHER! Finance Director has a B.S. Accounting with 25 years management accounting including 8 years' nonprofits/contracts. The bookkeeper, also a degreed accountant of 25+ years, performs full-cycle accounting tasks. Separation of duties between Bookkeeper (transaction entry), Finance Director (Posting), and Agency Co-Director (Timely Review) is well structured. Agency Director tasks include approval of check runs, payrolls, bank reconciliations and Journal Entries. TOGETHER! follows a month-end closing...

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... checklist and payroll checklist. Record-keeping is nearly completely DIMS, digital information management system. We require archive of all transaction and backup records to Microsoft Sharepoint. Our IT provider, AMS Technology Solutions, provides continuous data security and backup. Our accounting ERP software is MIP Fund Accounting, designed to ensure every penny is classified and easily reportable to a specific funding source code. TOGETHER! maintains a safe locked within a locked office for financial staff. Only Executive, HR, Finance, and Development Director staff have access to cloud Finance archives; only 3 staff have access to MIP. Our audit preparation and completion procedures include maintaining complete annual records of work product including grant

reconciliations and other audit schedules and backups. Audit samples include revenue, disbursements and Journal Entries. A complete backup of uploads to the auditor portal is kept and Finance Director reviews draft audited financials report and ensures complete reconciliation with our accounting system prior to closing the fiscal year and moving entry date controls.

**14. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

Audit conducted with NO audit findings

**15. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

Monitoring conducted with NO program monitoring findings.

**16. 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). All required funds must be committed before a written agreement with Thurston County will be executed.**

No, the program is not solely dependent on this award; however, CDBG funding is an essential component of our plan to fund operations staff payroll. For 12 years, TOGETHER! has effectively 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 3 primary financial pillars: school district, local government & leveraged community support. Our approach leverages funds and creates matching opportunities from CDBG and other

commitments. Thus, award of CDBG funds to Tumwater Community Schools will make a significant impact with Tumwater students and families. Committed resources at this time include Help Us Move In, Liberty Mutual & Medina Foundations, WA Dept Commerce Office of Homeless Youth Street Outreach Services grant, Thurston County Housing Basic Needs grant & general operating funds from 2025 S. Puget Sound Community Foundation Give Local Campaign & TOGETHER! TCS Golf Tournament fundraiser. Uncommitted funding includes Tumwater School District (will be committed in June), 2026 Golf & Give Local events & others. Our usual comprehensive budgeting process includes cost mitigations & commitment of Board approved reserve funds to ensure full commitment for program needs. We have clear objectives, a realistic timeline, strong staffing structure with high retention, and management systems that ensure full & successful execution.

**18. Describe your plan for completing this project on time, on budget, and in compliance with all program requirements. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for all Housing projects. A Project Timeline and Project Team Summary are required for all public service projects. These forms can be found under the Documents Page (page 4) and should be uploaded to the same tab after completion. Include a thorough timeline for project completion. Include important target dates, such as dates when regulatory requirements, such as permitting, will be completed. Include information regarding staff capacity to execute the project on the proposed timeline. Who from your agency will be responsible for different project**

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

requirements? For Housing 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.

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 - 4 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 support to students both inside and outside of the classroom. ...

...Best practice interventions, support and learning opportunities drive their work.

The managers use a nationally recognized case management data system (Apricot) to track all pertinent data.

**20. 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**

Sierra Abrams (she/her) – TOGETHER! Co-Executive Director

Sierra has served as the Co-Executive Director of TOGETHER! for 3 years and has been with TOGETHER! for 5 years. She worked previously as the Community Schools Director and was

## Documents Page (page 4).

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.

Diana Perez (she/her) – TOGETHER!  
Community School Director

Diana has worked for TOGETHER! for 4.5 years, serving first as a Community Schools Manager in Tumwater and now serving as the Community Schools Director for the past 6 months. Diana will oversee all program operations including managing staff. She will monitor data collection & student/family eligibility requirements.

**21. Please describe how the project will meet and document income eligibility requirements. How will your income eligibility review process meet the HUD-approved documentation requirements listed in the RFP instructions (located at the bottom of the Overview Page - page 1)?**

Tumwater Residents – to ensure our project benefits Tumwater residents, all of the services are provided in TSD school buildings and accessible only 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.

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 access to the Tumwater School District student data management system, Qmlativ (previously known as 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.

25. Is your Project currently underway?	Yes
26. 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
27. What type of activity will the project perform? The City of Tumwater is accepting applications for affordable housing and public service activities for funding.	Public Services
29. What is the service area or operation area (e.g. census tract, neighborhood)?	Tumwater School District Boundary Map
30. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons?	Limited Clientele Benefit (program directly benefits specific individuals/households - see RFP Instructions on Page 1)
31. For Limited Clientele Benefit, indicate whether you will serve at least 51% low-and-moderate income (LMI) individuals and how it will meet income eligibility requirements, how it will document income of beneficiaries, or if it will exclusively serve a presumed LMI category.	Yes, Community Schools will serve at least 51% low-and-moderate (LMI) individuals. Families will meet criteria and program will document eligibility requirements through Free Reduced Lunch Program enrollment data and McKinney-Vento status.
34. If you are unable to implement your proposed project without a minimum funding award, list the	\$25,000 (this amount would require significantly amending the scope of work for # beneficiaries &

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.)

\$ amounts per beneficiaries)

Verification and Signature form

[Verification\\_and\\_Signature\\_Form\\_-\\_2026.pdf](#) (147 KB)

Federal Funds Acknowledgement of Required Assurances form

[FEDERAL\\_FUNDS\\_ACKNOWLEDGEMENT\\_OF\\_REQUIRED\\_ASSURANCES\\_FORM\\_1.pdf](#) (163 KB)

OHHP 2026 Risk Assessment form

[OHHP\\_2026\\_Risk\\_Assessment.docx](#) (82 KB)

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

[2026-02-19\\_Leadership\\_-\\_Board.pdf](#) (227 KB)  
[Bylaws.pdf](#) (189 KB)  
[WA\\_Articles\\_of\\_Incorporation.pdf](#) (3.66 MB)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return

[FY24\\_990\\_IRS\\_Date\\_2023.pdf](#) (3.47 MB)  
[IRS\\_501c3\\_determination\\_ltr.pdf](#) (36 KB)  
[Together\\_Draft\\_Form\\_990\\_03.07.2026\\_002.pdf](#) (355 KB)

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

[25\\_TOGETHER\\_Final\\_Audit\\_Report.pdf](#) (233 KB)  
[FY24\\_Audited\\_Financial\\_Report\\_TOGETHER.pdf](#) (370 KB)

Resumés

[EMP-Resume-AHodges.pdf](#) (102 KB)  
[EMP-Resume-BSmith.pdf](#) (155 KB)  
[EMP-Resume-SAbrams.pdf](#) (42 KB)  
[EMP-Resume-KCissna.pdf](#) (93 KB)  
[EMP-Resume-VHurst.pdf](#) (103 KB)  
[EMP-Resume-TDahl.pdf](#) (141 KB)  
[EMP-Resume-DPerez.pdf](#) (115 KB)  
[EMP-Resume-PPerez.pdf](#) (381 KB)

General Liability Insurance Certificate

[2025-2026\\_NPIP\\_Coverage\\_Agreement\\_-\\_TOGETHER.pdf](#) (2.65 MB)

Public Services Budget table (Excel)orPublic

[2026\\_CDBG\\_RFP\\_-\\_Public\\_Services\\_Budget\\_](#)

Services Budget table (fillable PDF)

[Table\\_-\\_FINAL.xlsx \(22 KB\)](#)

Other attachments (Environmental Review  
Documentation, Project Map/Service Area, etc.)

[25-26\\_Together\\_Contract.pdf \(356 KB\)](#)

[Client\\_Assistance\\_Form.pdf \(375 KB\)](#)

[CS\\_Check\\_Request\\_Policy.pdf \(180 KB\)](#)

[TOGETHER\\_LOS.pdf \(137 KB\)](#)

[TOGETHER.HUMI.MOU.2026.pdf \(566 KB\)](#)

[TSD\\_distirct\\_Attendance\\_Boundaries.pdf \(297  
KB\)](#)

[Youth\\_Program\\_Procedures\\_Handbook.pdf \(1.16  
MB\)](#)

[Community\\_Schools\\_Newsletter.pdf \(1.60 MB\)](#)

[TOGETHER\\_Client\\_Assistance\\_Funding\\_  
Process\\_\\_Procedure.pdf \(242 KB\)](#)

Description of other file attachments

Tumwater School District & TOGETHER!  
Contract

Client Assistance Request Document &  
Procedure

TSD Letter of Support

Help Us Move In Foundation Letter of Support

TSD Attendance Boundary Map

TOGETHER! Youth Program & Procedures  
Handbook

CS Qrtly newsletter

Last Update

2026-03-19 20:00:05

Start Time

2026-03-19 19:58:25

Finish Time

2026-03-19 20:00:05

IP

24.18.178.194

Browser

Chrome

Device

Desktop

Referrer

<https://fs23.formsite.com/res/formLoginReturn>

## PY26 CDBG RFP Application

Reference #	17798880
Status	Complete
Login Username	mpollowitz@gmail.com
Login Email	mpollowitz@gmail.com
Project/Program Name	FFC Homes XV
Amount Requested	100,000.00
First Name	Nicole
Last Name	Ware
Email	<a href="mailto:nware@optionshousing.com">nware@optionshousing.com</a>
Phone Number	(614) 389-4501
Organization Legal Name	FOUNDATION FOR THE CHALLENGED
Street Address	5970 Wilcox Place Suite D
City	Dublin
State	Ohio
Zip Code	43016-6808
Organization Phone Number	(614) 389-4501
First Name	Nicole
Last Name	Ware
Title	Executive Director
Email Address	<a href="mailto:nware@optionshousing.org">nware@optionshousing.org</a>
1. What type of project are you proposing?	CDBG - Affordable Housing (Tumwater only)
2. 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. By and For Organizations are those that are operated by and for the	Private/Non-Profit

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 identify as LGBTQIA2S+; individuals with disabilities or who are deaf; and Native Americans.

3. What population(s) is to be targeted for the service provided? Check all that apply.

- Adults (18 years or older)
- Other or None

4. 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?

No, FFC started its affordable housing program in WA in 6/3/2004.

5. Describe the purpose of your program. Why is your program or project needed in the community? Summarize supporting data that documents the identified need.

Foundation For the Challenged's (FFC) mission is to provide affordable, accessible housing for extremely low-income individuals with intellectual and developmental disabilities (IDD). According to a recent study published by the Washington State Department of Social and Health Services-Developmental Disabilities Administration (see attached), more than 37,000 adults with IDD are facing housing insecurity in Washington State. Of which in Thurston County there are 1,157 adults with only 61 units for people with IDD. This is 5.3%. FFC directs its mission specifically to those with the greatest need; at or below 30% of area median income and needing accessibility modifications.

6. Describe the activities and actions your project

FFC will acquire and remodel (1) three-bedroom

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.

house in the City of Tumwater. FFC will be purchasing an owner-occupied and/or a vacant house to remodel it to be wheelchair accessible (i.e. roll-in shower, wheelchair ramp, wider doors). FFC will rent the house to (3) extremely low-income individuals with IDD. Rent will be set at 30% of a tenant's income minus a utility allowance. FFC will be making a 40-year commitment to maintain the affordability specifically for extremely low-income individuals with IDD who receive 24/7 in-home support services. With the City of Tumwater's \$100,000 and FFC's \$5,000 private contribution, this project will competitively leverage its funding with a Department of Commerce's Housing Trust Fund request of \$974,632.

**7. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities? Please explain how you would quantify or measure these results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes.**

FFC will increase the number of affordable, accessible housing units for individuals with IDD who receive 24/7 support services.

FFC's long-term commitment will provide housing stability and allow tenants the opportunity to age in place.

The affordable rents will save tenants money that they can then use to improve their quality of life including greater participation in their local community.

FFC intends to leverage funding from the City of Tumwater and FFC to apply for \$974,632 from the State Housing Trust Fund, who has over \$19M in funding set aside specifically for people with IDD.

The development funding and services for this project are consistent with the RFP Priority of "Acquisition of real property that is or will be used

to provide permanent affordable housing"

**8. 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 dis-proportionality and 4) support historically vulnerable and disadvantaged populations?**

DSHS-DDCS will refer all eligible tenants to the service provider who is contracted with DDCCS to provide 24/7 support services to individuals with IDD. These referrals will take place at initial lease-up and as vacancies occur. These tenants will receive 24/7 in-home support services and additionally, will have access to community-based services (i.e. doctor, dentist) on an as-needed basis.

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

Pollowitz Property Group (PPG), who has developed more than 30 single-family homes with FFC for extremely low-income individuals with IDD. PPG will have the lead as a development consultant, project manager during development, and be the property manager once the house is placed in service. (see attached Development Services Agreement)

Kokua Services has more than 30-years of experience in Thurston County providing 24/7 support services to people with IDD. (See attached MOU)

Developmental Disabilities Community Services (DDCS), who through a Referral Agreement (see attached) will make all tenant referrals. DDCCS will also be contracting with Kokua to fund the 24/7 support services.

SAGE Architectural Alliance, who has worked with FFC on more than 15 single-family homes for FFC and dozens more for other nonprofit organizations across the state. (see attached Letter of Agreement)

**10. Who will provide the services, supervise the program staff and be responsible for reporting**

Kokua Services, which is led by Executive Director Sean Bonneprise, will provide the 24/7

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.

services and. Sean and his management team, including Marsha Blair (Client Programs Director) and Tracie Dutton (Client Finance Coordinator) will supervise their staff and be responsible for all of Kokua's service-related reporting requirements. Kokua and FFC have a long-standing relationship in which Kokua provides services at (5) of FFC's houses in Thurston County. Oversight of Kokua will be provided by DDCS who does annual on-site and file reviews of all service providers under their contracts.

FFC will be responsible for all public funder reporting requirements including onsite Housing Quality Standards inspections, tenant file reviews, and annual reports as it pertains to the house and property itself, as well as the lease and income requirements. FFC does not engage in the services portion of the project and will be acting only in the capacity of developer, project manager and property manager.

11. How do you define beneficiaries served by the program (households, individuals, etc.)? How many unduplicated beneficiaries will be served by the program or project? What is the total project cost per beneficiary served. Please show your calculation: Total project budget/number of beneficiaries = total cost per beneficiary.

FFC defines the beneficiaries as individual tenants. There will be (3) individual tenants supported by this project. The project budget is \$1,079,632 divided by (3) individual tenants, which equals \$359,877 per individual tenant.

12. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. Attach your organization's policies and procedures for programmatic operations to assure the proper use and safeguarding of public funds on the Documents Page (page 4).

FFC has an Accounting Policies and Procedures Manual (see attached) that is reviewed annually and on an as-needed basis by the Finance Committee, the Board of Directors, and the independent auditor. This manual covers the operational procedures for the following: Division of Responsibilities, Chart of Accounts and General Ledger, Cash Receipts, Inter-Account Bank Transfers, Cash Disbursements & Expense

Allocations, Credit Card Policy and Charges, Accruals, Bank Account Reconciliations, Property and Equipment, Personnel Records, Payroll Processing, End of Month and Fiscal Year End Close, Financial Reports, and Fiscal Policy Statements.

The checks and balances implemented by these policies and procedures are designed to ensure the proper safeguarding of all of FFC's assets including public funds. The monthly oversight review of the finances by both the Finance Committee and the full Board is part of this process. In addition, FFC's annual independent audit, which includes the review of public funding, has not had a material weakness identified or a citing in a management letter.

FFC has over 60 properties that they submit annual programmatic and financial operations data through the Web-Based Annual Reporting System (WBARS) for public funder review. FFC also has annual onsite and tenant file inspections performed by the HTF, and other jurisdictions where FFC has received funding. In both the submittal of annual reports through WBARS and the onsite inspections, FFC has not had any programmatic or fiscal weaknesses identified.

**13. 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.**

FFC has an Accounting Policies and Procedures Manual (see attached) that is reviewed annually and on an as-needed basis by the Finance Committee, the Board of Directors, and the independent auditor. This manual covers the operational procedures for the following: Division of Responsibilities, Chart of Accounts and General Ledger, Cash Receipts, Inter-Account Bank Transfers, Cash Disbursements & Expense Allocations, Credit Card Policy and Charges,

Accruals, Bank Account Reconciliations, Property and Equipment, Personnel Records, Payroll Processing, End of Month and Fiscal Year End Close, Financial Reports, and Fiscal Policy Statements.

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**14. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

Audit conducted with NO audit findings

---

**15. Did your most recent programmatic monitoring (either County, State, or Federal) in the past 24 months result in any findings? If yes,**

Monitoring conducted with NO program monitoring findings.

have all findings been successfully resolved?  
(Attach the written report(s) identifying the weaknesses/findings on the Documents Page (page 4) and describe how the organization has responded to the report.)

16. 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). All required funds must be committed before a written agreement with Thurston County will be executed.

FFC will be applying to the Dept. of Commerce Housing Trust Fund IDD Housing Set-Aside in September 2026 to include the \$974,632.00 for this project. It is expected that there will be approximately \$19M available for projects that house exclusively extremely low-income tenants with IDD and receive support from DDCCS, which FFC has received. In the 2025 round, the fund was undersubscribed and FFC was awarded just under \$5M.

FFC has committed \$5,000 for the Operating Reserves (letter attached). The remainder of the \$100,000 in the Development Budget is being requested in this application to Thurston County.

When all of the funding is committed, FFC's very experienced development team will start the acquisition and remodeling process to lease-up on-time and within budget as they have so successfully completed over the last 21-years.

17. What type of CDBG Affordable Housing Project is being proposed? Select all the boxes that apply.

- Acquisition and Rehab
- Rental Housing Rehab

18. Describe your plan for completing this project on time, on budget, and in compliance with all program requirements. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for all Housing projects. A Project Timeline and Project Team Summary are required for all public service projects. These forms can be found under the

FFC has a consistent track record in Thurston County and throughout WA in developing projects on time, within budget, and in compliance with program requirements.

FFC is submitting this application to the City of Tumwater and the HTF Set-Aside for funding that will be sufficient to develop the project.

Documents Page (page 4) and should be uploaded to the same tab after completion. Include a thorough timeline for project completion. Include important target dates, such as dates when regulatory requirements, such as permitting, will be completed. Include information regarding staff capacity to execute the project on the proposed timeline. Who from your agency will be responsible for different project requirements? For Housing 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.

FFC has a detailed timeline that includes the tasks to be completed and by whom (see attachment). The highlights of this timeline once the project is fully funded and under contract include:

- begin the process of purchasing the house to ensure that all applicable funder guidelines are followed including any necessary environmental reviews, building inspections, along with an appraisal that supports the purchase price. Once the house is ready to close
- FFC will purchase title and property insurance.
- The architect will develop the scope of work and drawings for the remodeling. The remodeling contract will be put out for bid and will include the requirement to pay state residential prevailing wages and the adherence to the Evergreen Sustainability Development Standards (ESDS).
- Once a contractor is selected by the team at FFC, the contractor's progress will be monitored by both FFC and the HTF.
- Prior to the house being completed, the tenants will be referred by DDCS and go through an eligibility process that will include a source income documentation review. Once the house is completed, the tenants will be offered a one-year lease.

19. What is the readiness of the project to proceed once a funding award is made? What types of assessments, permits, purchase/sale agreements, etc., will be required for the project to proceed and what is their current status?

Once the project is fully funded and contract documents are in their final form, FFC's development team will be ready to start the house search process and move the project forward to lease-up as outlined in the project's timeline.

20. List the name and organization of the person(s) (up to a max of 3 people) who will

Jacob Pollowitz with the Pollowitz Property Group will be the Project Manager. He has the

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 Page (page 4).

lead for FFC from concept development to lease-up.

Jacob has had the lead on FFC development for the past 30+ houses including one recently completed in and funded by Thurston County.

21. Please describe how the project will meet and document income eligibility requirements. How will your income eligibility review process meet the HUD-approved documentation requirements listed in the RFP instructions (located at the bottom of the Overview Page - page 1)?

FFC requires that initial and re-leasing tenants provide all of their source income documentation (i.e. SSA benefit determination letter, pay stubs) that will be used to determine income eligibility (i.e. 30% of AMI).

FFC has a signed Referral Agreement with DDCS to help ensure that the City of Tumwater residents are provided the opportunity to benefit from this affordable, accessible housing opportunity for 40 years.

22. Is this a phased project? If this is a Housing project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in Question #18 that you will submit on the Documents Page, Housing projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.

This is not a phased project.

23. 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? Select all that apply.

Applicant organization doesn't own the property and plans on property acquisition as part of this project.

24. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Anti-displacement and Relocation Assistance Plan

No

(RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents Page (page 4). 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.

25. Is your Project currently underway?

No

26. 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. FFC does not currently have site control of the proposed three-bedroom house. Once under contract, FFC will request that the city or Thurston County complete the NEPA.

27. What type of activity will the project perform?  
The City of Tumwater is accepting applications for affordable housing and public service activities for funding.

Affordable Housing Acquisition

29. What is the service area or operation area (e.g. census tract, neighborhood)?

For this project, it will be the City of Tumwater.

30. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons?

Limited Clientele Benefit (program directly benefits specific individuals/households - see RFP Instructions on Page 1)

31. For Limited Clientele Benefit, indicate whether you will serve at least 51% low-and-moderate income (LMI) individuals and how it will meet income eligibility requirements, how it will document income of beneficiaries, or if it will

All (3) tenants will be extremely low-income individuals with IDD whose income will be at or below 30% of the area median. Income will be verified using all of the tenant's source documentation.

exclusively serve a presumed LMI category.

33. If applying for a Housing project, please describe your experience and familiarity with managing contracts for which regulations such as Washington State prevailing wage, Davis Bacon & Related Acts (DBRA), Buy America Build America (BABA), Section 3, or Women and Minority Owned Businesses Enterprises apply? Please see the Questions Instructions at the top of this page for more information regarding the funding thresholds that trigger these requirements (under Question 33).

FFC has completed the development of over (60) single-family houses using federal, state, and local public funding. FFC is very familiar with the requirements for compliance.

34. 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.)

This house will need to be fully funded at \$100,000 to move forward.

Verification and Signature form

[Verification\\_and\\_Signature\\_Form\\_-\\_2026.pdf](#)  
(114 KB)

Federal Funds Acknowledgement of Required Assurances form

[FEDERAL\\_FUNDS\\_ACKNOWLEDGEMENT\\_OF\\_REQUIRED\\_ASSURANCES\\_FORM.pdf](#)  
(212 KB)

OHHP 2026 Risk Assessment form

[OHHP\\_2026\\_Risk\\_Assessment\\_copy.docx](#) (75 KB)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return

[IRS501c3letterFFC.pdf](#) (1.17 MB)  
[FOUNDATION\\_FOR\\_THE\\_CHALLENGED\\_2024\\_990\\_Tax\\_Returns.pdf](#) (678 KB)

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

[Foundation\\_for\\_the\\_Challenged\\_Financial\\_Statements\\_12.31.24.pdf](#) (395 KB)

Resumés

[Brooks\\_Resume\\_copy.pdf](#) (613 KB)

	<a href="#">Jacob_Pollowitz_Resume_2026_copy.pdf (133 KB)</a> <a href="#">Nicole_Ware_Resume_copy.pdf (157 KB)</a> <a href="#">MHU.9.9_SAGE_Architectural_Alliance_Resumes.pdf (3.07 MB)</a>
<b>General Liability Insurance Certificate</b>	<a href="#">The_State_of_Washington_Department_of_Commerc_Foundation_For_The_Challenged_dba_O_26-27_GLAutoUmbCrimeE_3-11-2026_222609517.pdf (196 KB)</a>
<b>Housing Financing Sources form</b>	<a href="#">2026_CDBG_RFP_-_Capital_Projects_Financing_Sources_Form.xlsx (18 KB)</a>
<b>Housing Team Summary form</b>	<a href="#">2026_CDBG_RFP_-_Capital_Projects_Team_Summary_Form.xlsx (14 KB)</a>
<b>Housing Timeline form</b>	<a href="#">2026_CDBG_RFP_-_Capital_Projects_Timeline_Form.xlsx (20 KB)</a>
<b>Housing Budget table (Excel)orHousing Budget table (fillable PDF)</b>	<a href="#">2026_CDBG_RFP_-_Capital_Projects_Budget_Table-_FINAL_1.xlsx (14 KB)</a>
<b>Housing Projects Pro Forma form</b>	<a href="#">2026_CDBG_RFP_-_Capital_Projects_Pro_Forma_-Thurston.xlsx (32 KB)</a>
<b>Housing Rents and AMI table</b>	<a href="#">2026_CDBG_RFP_-_Capital_Projects_Rents_and_AMI_Form-Thurston.xlsx (19 KB)</a>
<b>Housing Development Budget</b>	<a href="#">2026_CDBG_RFP_-_Capital_Projects_Development_Budget_Form.xlsx (28 KB)</a>
<b>Other attachments (Environmental Review Documentation, Project Map/Service Area, etc.)</b>	<a href="#">FFC-DDCS_Letter_of_Support_Draft-FFC_Homes_XV_Tumwater_2-25-26.pdf (172 KB)</a> <a href="#">FFC_XV-Kokua_Services_Tumwater_MOU.pdf (59 KB)</a> <a href="#">Signed_SAGE_AND_FFC_XV-AR_Agreement_2-18-26.pdf (249 KB)</a> <a href="#">Board_Resolution_FFC_XV_11-10-2025_Signed.pdf (345 KB)</a> <a href="#">Signed_FFC_Homes_XV_PPG_Development_Services_Agreement_11-23-25.pdf (4.39 MB)</a> <a href="#">OPTIONS_Accounting_Manual_2025-26_</a>

[copy.docx \(82 KB\)](#)**Description of other file attachments**

DDCS Letter of Support  
 Kokua Services MOU  
 SAGE Arch Alliance Letter of Engagement  
 FFC Board Resolution and Financial  
 Commitment to FFC XV  
 Pollowitz Property Group Development Services  
 Agreement  
 FFC's Accounting Manual

**Last Update**

2026-03-11 13:21:57

**Start Time**

2026-03-11 13:21:26

**Finish Time**

2026-03-11 13:21:57

**IP**

174.21.145.43

**Browser**

Chrome

**Device**

Desktop

**Referrer**<https://fs23.formsite.com/res/formLoginReturn>

## PY26 CDBG RFP Application

<b>Reference #</b>	17886355
<b>Status</b>	Complete
<b>Login Username</b>	grants@homesfirst.org
<b>Login Email</b>	grants@homesfirst.org
<b>Project/Program Name</b>	Homes First Home for Survivors of Domestic Violence
<b>Amount Requested</b>	198476
<b>First Name</b>	Sylvie
<b>Last Name</b>	McGee
<b>Email</b>	<a href="mailto:grants@homesfirst.org">grants@homesfirst.org</a>
<b>Phone Number</b>	(360) 704-8473
<b>Organization Legal Name</b>	Homes First
<b>Street Address</b>	5203 Lacey Blvd Ste A
<b>City</b>	Olympia
<b>State</b>	Washington
<b>Zip Code</b>	98503
<b>Organization Phone Number</b>	(360) 236-0920
<b>Organization Website</b>	<a href="http://www.homesfirst.org">www.homesfirst.org</a>
<b>First Name</b>	Trudy
<b>Last Name</b>	Soucoup
<b>Title</b>	CEO
<b>Email Address</b>	<a href="mailto:ceo@homesfirst.org">ceo@homesfirst.org</a>
<b>1. What type of project are you proposing?</b>	CDBG - Affordable Housing (Tumwater only)
<b>2. What is the type of organization that is applying for funding? If your organization</b>	Private/Non-Profit

qualifies as a "By and For" Organization, check all boxes that apply. 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 identify as LGBTQIA2S+; individuals with disabilities or who are deaf; and Native Americans.

3. What population(s) is to be targeted for the service provided? Check all that apply.

Families with Children

4. 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?

No, the program started in 1990. If funded, work on the project can start immediately after the contract is signed.

5. Describe the purpose of your program. Why is your program or project needed in the community? Summarize supporting data that documents the identified need.

Homes First acquires, renovates, and preserves rental housing for low- and very low-income households who have very limited housing. We own and manage 179 rental units in 60 properties that house nearly 300 residents.

Homes First currently has two homes for low-income survivors of domestic violence which provide stable, peer-supportive housing survivors rebuilding their lives after experiences of abuse and trauma. These housing resources are critical to the safety and recovery of survivors of domestic violence. According to the National Network to End Domestic Violence

(www.nnedv.org) in a review of research on housing and domestic violence:

\* Between 22% and 57% of all homeless women report that domestic violence was the immediate cause of their homelessness;

\* Additionally, 38% of all survivors of domestic violence become homeless at some point in their lives;

\* Abusers commonly sabotage a victim's economic stability, making victims more vulnerable to homelessness. Many survivors of domestic violence have trouble finding rental properties because they may have poor credit, rental and employment histories as a result of their abuse;

\* Over 80% of survivors entering shelter identified 'finding housing I can afford' as a need; second only to 'safety for myself' (85%).

Having access to affordable housing contributes to the ability of survivors to continue to rebuild and avoid returning to abusive and often lethally dangerous relationships. This protects not only the direct survivors, but also their children who are also at risk.

Homes First is proposing to use the funds we are requesting to supplement funds...

... previously awarded through Thurston County and the Washington State Housing Trust Fund, to purchase a 3-bedroom home providing housing for survivors of domestic violence. This home will provide safe, affordable housing for an estimated single household (family with children) annually in perpetuity.

**6. Describe the activities and actions your project will undertake and accomplish with this funding.**

Homes First has received funding last year from Thurston County and from the Housing Trust

**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.**

Fund to support development of two homes. However, with changes in the housing market and prices, these funds are not sufficient to purchase and rehabilitate two (2) 3-bedroom homes to offer affordable housing for survivors of domestic violence.

Data from Zillow, Windermere.com MLS listings, Realtor.com and the Thurston Regional Planning Council taken together place home prices for 3-bedroom homes in the metro area (Olympia, Lacey, Tumwater) which provides access to public transportation, amenities such as grocery stores and health care facilities, in 2026 at an average of \$550,000.

Once we have access to funding, the CEO and Projects and Compliance Manager will work with our local realtor to find properties that are suitable for this use. Together, they will develop and manage the due diligence required to complete a purchase and sale agreement. Before funding is committed, a report will be presented to Homes First's Board on the potential acquisition by the CEO. The Board must approve the purchase prior to financing being approved. The CEO then ensures that the best outcome for Homes First is achieved. We seek to purchase housing that needs only limited rehabilitation but typically have some minor rehabilitation to put the property in use.

**7. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities? Please explain how you would quantify or measure these results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and**

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

- Expanding the supply of decent, safe, sanitary and affordable housing;
- Directing investments to housing that is affordable to low-income persons at or below 50% AMI;

outcomes.

- Assisting individuals who are homeless, at risk of homelessness, and other vulnerable populations. This project will benefit persons who are leaving abusive relationships and homes in which they have been in danger. Low income survivors often must rebuild lives in which they have been prevented from being self-sufficient as a control mechanism by their abuser. Having safe, affordable housing is a foundation for rebuilding their lives.

Our approach to acquisition and rehabilitation of housing is cost effective, and over the past 35 years has allowed development of 180 units providing housing to close to 300 low-income tenants. In 2024, we added 3 properties to our portfolio using this model and anticipate adding another 3-4 properties in 2026.

This project uses the model Homes First has implemented successfully for 36 years – assembling varied funding to acquire properties for the people in our community who struggle the most to find and retain budget-friendly rental housing. We also believe that preserving already affordable homes ensures that those homes stay affordable for the future rather than becoming a part of the ‘housing as an investment vehicle’ market.

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 ...

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...making comparisons on projected outcomes and outputs to actual, we see which aspects of

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**8. 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 dis-proportionality and 4) support historically vulnerable and disadvantaged populations?**

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.

This project will be located in the City of Tumwater. In order to provide services and targeted support for our residents, we partner with a wide variety of community partners with expertise specific to the populations we serve. When we identify that our tenants need services beyond those with which we actively partner, we refer them to services through UniteUs or through other known service agencies. Our Program Services Navigator uses this service to connect our residents with the support they need to remain successfully housed.

1. Reach target population: We receive regular referrals from our well-developed community partnerships. In addition, our reputation in the community for providing affordable and decent housing, leads to both direct client self-referrals and referrals from a broad range of organizations.

2. Accessibility: The homes we provide are accessible to persons with disabilities or special needs. When we purchase a home we retrofit the property to accommodate accessibility. This may include adding roll-in showers, grab bars, wider doors, lowering counters, etc.

3. Reduce racial disproportionality: Our homes reduce racial disproportionality through our scattered-site approach. By placing homes throughout our community, BIPOC community

members are not concentrated in areas with limited economic opportunities, fewer services, and poorer educational resources.

4. Support historically vulnerable and disadvantaged populations: Homes First's Program Services Navigator develops trust-based relationships with residents and helps them overcome, remove or circumvent barriers, arranges appointments with community partners, and assists with paperwork as necessary.

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

Homes First maintains multiple formal partnerships with community-based organizations both to maintain referral networks for people needing housing, and to ensure access to support services for Homes First residents with special needs.

- Kokua – services for low income persons with developmental disabilities
- Ambitions of Washington – services for low income persons with developmental disabilities
- Senior Services of South Sound – services for low-income seniors
- Olympia Clean and Sober Housing and Oxford House International– programs for persons in recovery from substance use
- Thurston-Mason Behavioral Health Organization – services for persons with mental illness
- Community Youth Services – services for low income youth participating in the Young Adult Housing Program

MOUS for these partnerships are included with this application.

**10. Who will provide the services, supervise the**

Trudy Soucoup, M.A.O.L. Chief Executive

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.

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.

Rachael Childs, Deputy Director: Rachael joined Homes First in March of 2023 as the Deputy Director. With more than 15 years of working in the nonprofit sector, an MA in Organizational Development (2013) Rachael has extensive experience in the affordable housing realm, including nine years working with Community Youth Services and almost two years with the Housing Authority of Thurston County. She has spent several years serving as the co-chair for the Rental Housing Work Group, through Thurston Thrives, providing education for the community.

Jasmine McKenzie, Project & Compliance Manager, has a strong belief in the built-environment's ability to shape communities, Jasmine comes to Homes First with a background in Project Management, Architecture, Sustainable Urban Development and Social Equity. She has spent her educational and professional career studying the history of and current effects of policy on racial equity in urban planning and development. Jasmine commits herself to the improvement of people's lives and place in her work and is excited to bring her array of skills to this important organization.

11. How do you define beneficiaries served by

For this project, beneficiaries will be

the program (households, individuals, etc.)? How many unduplicated beneficiaries will be served by the program or project? What is the total project cost per beneficiary served. Please show your calculation: Total project budget/number of beneficiaries = total cost per beneficiary.

approximately 8-10 individuals leaving situations of domestic violence. The total cost is \$55,000/individual. Assuming a housing lifespan of at least 25 years, cost per individual will be \$2,228.

12. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. Attach your organization's policies and procedures for programmatic operations to assure the proper use and safeguarding of public funds on the Documents Page (page 4).

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 inspections.

**13. 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.**

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. Cal Woods, our bookkeeper, processes 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. Cal is supervised directly by our CEO, who has decades of experience in housing development

and housing financing. Financial reports are reviewed weekly by our Finance team and monthly by our Finance Committee, which includes our Board Treasurer, and again by our Board of Directors.

Our professional staff and contractors ensure 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.

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**14. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

Audit conducted with NO audit findings

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**15. 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 on the Documents Page**

No audit conducted in past 24 months.

(page 4) and describe how the organization has responded to the report.)

**16. 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). All required funds must be committed before a written agreement with Thurston County will be executed.**

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

- We only acquire property when enough funds are secured to obtain units and ensure readiness for occupancy.
- All tenants pay rent directly or through vouchers.
- Homes First maintains an active fundraising and grantwriting program.
- Supportive services are provided through partnerships with agencies, reducing our cost of operations.

Without additional funding, we will have to delay purchase of this home. While this request will build on previously awarded funds from Thurston County and the Housing Trust Fund, rising costs and property emergencies in 2025 put us in a position in 2026 of not being able to take on new private debt. We have successfully managed prior CDBG investments, and hope that the City of Tumwater will partner with us on this project.

In past year, it became clear that in order to ensure sustainability for acquiring, rehabbing and managing affordable housing, we needed to make changes in our operations. Our Board, staff, and advisors from the community came together to develop and implement a change plan, and a core element was making the decision to no longer take mortgages on our homes. By having funds for acquisition and rehab in hand before proceeding, we will ensure that earned income and donor funds can be

concentrated on operations and maintenance, rather than debt service.

**17. What type of CDBG Affordable Housing Project is being proposed? Select all the boxes that apply.**

- Acquisition Only
- Acquisition and Rehab
- Rental Housing Rehab

**18. Describe your plan for completing this project on time, on budget, and in compliance with all program requirements. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for all Housing projects. A Project Timeline and Project Team Summary are required for all public service projects. These forms can be found under the Documents Page (page 4) and should be uploaded to the same tab after completion. Include a thorough timeline for project completion. Include important target dates, such as dates when regulatory requirements, such as permitting, will be completed. Include information regarding staff capacity to execute the project on the proposed timeline. Who from your agency will be responsible for different project requirements? For Housing 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 179 rental units providing housing to over 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 brief, our plan for completing this project on-time and in budget is as follows.

We are proposing to use the funds proposed in this application to bring our total available funds to an amount that allows outright acquisition of the home and any minor rehabilitation costs to be completed with these funds.

Once funds are committed, Homes First will move forward with acquisition and/or rehabilitation of the project property.

We start looking for housing available on the market 60-90 days prior to when we know the funding will be released. We work with our local real estate broker using our defined parameters for size, location, and configuration of homes to begin that process.

In some instances, we are approached by local citizens who are interested in selling their home pre-market and we can work with them to secure the home, through a purchase and sale

agreement, until the funding is released.

If rehabilitation is required, this will include permitting processes, and selection of contractors. From selection of the contractor, construction should begin within 90 days and Homes First anticipates that the project will be issued a certificate of occupancy and will place the home in service within seven (7) months of construction start, with the home occupied within one year.

**19. What is the readiness of the project to proceed once a funding award is made? What types of assessments, permits, purchase/sale agreements, etc., will be required for the project to proceed and what is their current status?**

Homes First is requesting funds to acquire and/or rehabilitate a home for affordable housing. The specific property will be identified once funding is committed, and at that point, we will (1) identify the home; (2) negotiate a purchase and sale agreement; (3) inspect the property and conduct any needed assessments; (4) purchase the property; (5) make any renovations needed to ensure the home is habitable by our target population. We anticipate that we will have the unit occupied within one year of availability of funding.

**20. 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 Page (page 4).**

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' experience working in nonprofits around the world. Trudy is responsible for approving the purchase and 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 110 units of affordable housing.

Jasmine McKenize, Project & Compliance Manager, has seven years' experience in design,

drafting, project management, and project engineering with the Artisans Group, Northwest Construction Cooperative and Forma Construction before joining Homes First in 2025. She has experience with coordinating contracts, public works compliance documents, managing schedules, sub coordination and site inspections. She holds a BA from the Evergreen State College with a focus on Sustainable Communities and Architectural Design, is registered with the National Organization of Minority Architects, and certified as a Certified Passive House Builders, and Project Management Professional.

Resumes for both Trudy Soucoup and Jasmine McKenzie are included with this application.

**21. Please describe how the project will meet and document income eligibility requirements. How will your income eligibility review process meet the HUD-approved documentation requirements listed in the RFP instructions (located at the bottom of the Overview Page - page 1)?**

The marketing and resident selection process is slightly different for each of our properties. How we market depends on both 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 partner providers, Coordinated Entry agencies, and the Housing Authority of Thurston County to reach out to specific demographic segments 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. These include income verification, background and rental history checks, and proof

of residency. We are required to complete this information for all residents, including incoming/new residents, by a variety of public funders.

22. Is this a phased project? If this is a Housing project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in Question #18 that you will submit on the Documents Page, Housing projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.

This is not a phased project. This project is not dependent on future funding to be fully operational for public benefit.

23. 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? Select all that apply.

Applicant organization doesn't own the property and plans on property acquisition as part of this project.

24. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Anti-displacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents Page (page 4). 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.

No

25. Is your Project currently underway?

No

26. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be

No, the property has not yet been identified.

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.

<p>27. What type of activity will the project perform? The City of Tumwater is accepting applications for affordable housing and public service activities for funding.</p>	<ul style="list-style-type: none"> <li>• Affordable Housing Acquisition</li> <li>• Affordable Housing Rehabilitation/Preservation</li> </ul>
<p>29. What is the service area or operation area (e.g. census tract, neighborhood)?</p>	<p>City of Tumwater</p>
<p>30. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons?</p>	<p>Housing Benefit (for Housing activities only - see RFP Instructions on Page 1)</p>
<p>32. 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</p>	<p>One unit - 100% will benefit low and moderate income.</p>
<p>33. If applying for a Housing project, please describe your experience and familiarity with managing contracts for which regulations such as Washington State prevailing wage, Davis Bacon &amp; Related Acts (DBRA), Buy America Build America (BABA), Section 3, or Women and Minority Owned Businesses Enterprises apply? Please see the Questions Instructions at the top of this page for more information regarding the funding thresholds that trigger these requirements (under Question 33).</p>	<p>In its implementation of the Accessory Dwelling Unit project at Homes First's Lacey DADU project in 2023/2024, we managed contracts that were required to comply with all of the regulations cited. We have had no findings related to managing those contracts</p>
<p>34. If you are unable to implement your proposed project without a minimum funding award, list the</p>	<p>Any less than \$198,476 we will not be able to purchase any homes. At this number, we believe</p>

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.)

we can purchase one.

Verification and Signature form

[Verification\\_and\\_Signature\\_Form\\_-\\_2026\\_Tumwater\\_CDBG\\_SIGNED.pdf](#) (142 KB)

Federal Funds Acknowledgement of Required Assurances form

[Federal\\_Funds\\_Acknowledgement\\_Form.pdf](#) (1007 KB)

OHHP 2026 Risk Assessment form

[OHHP2026RiskAssessment\\_Homes\\_First\\_FINAL.pdf](#) (256 KB)

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

[Homes\\_First\\_Board\\_February\\_2026.pdf](#) (183 KB)  
[HF\\_ArticlesofIncorp\\_and\\_Bylaws.pdf](#) (9.28 MB)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return

[Homes\\_First\\_501c3\\_Letter.pdf](#) (146 KB)  
[HF\\_990\\_2024.pdf](#) (324 KB)

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

[2024.Financial\\_Audit\\_Homes\\_First.pdf](#) (319 KB)

Resumés

[Development\\_Team\\_Resumes\\_2026.pdf](#) (287 KB)

General Liability Insurance Certificate

[CDBG\\_Homes\\_First\\_2025\\_Master\\_11-24-2025\\_1054263816.pdf](#) (93 KB)

Housing Financing Sources form

[TumwaterCDBG\\_DVHomeCapitalProjectsFinancingSourcesForm.xlsx](#) (18 KB)

Housing Team Summary form

[HF\\_CapitalProjectsTeamSummaryForm\\_2026.xlsx](#) (13 KB)

Housing Timeline form

[TumwaterCDBG\\_DVHomeCapitalProjectsTimelineForm.xlsx](#) (19

KB)

Housing Budget table (Excel) or Housing Budget table (fillable PDF)

[TumwaterCDBG\\_DVHomeBudgetForm.xlsx \(78 KB\)](#)

Housing Projects Pro Forma form

[TumwaterCDBG\\_DVHomeProForma.xlsx \(33 KB\)](#)

Housing Rents and AMI table

[TumwaterCDBG\\_DVHomeAMIForm.xlsx \(19 KB\)](#)

Housing Development Budget

[TumwaterCDBG\\_DVHomeRequired\\_Budget\\_Format.xlsx \(10 KB\)](#)

Other attachments (Environmental Review Documentation, Project Map/Service Area, etc.)

[MOUs\\_Consolidated\\_-\\_Homes\\_First\\_2026.pdf \(6.84 MB\)](#)  
[PM.\\_Policy\\_Handbook\\_3.23.2022\\_1.pdf \(741 KB\)](#)

Description of other file attachments

Question 9: MOUs  
 Question 12: Programmatic policies

Last Update

2026-03-19 18:06:43

Start Time

2026-03-19 17:40:25

Finish Time

2026-03-19 18:06:43

IP

76.135.22.217

Browser

Chrome

Device

Desktop

Referrer

<https://fs23.formsite.com/res/formLoginReturn>

## PY26 CDBG RFP Application

Reference #	17805846
Status	Complete
Login Username	eaecker@comcast.net
Login Email	eaecker@comcast.net
Project/Program Name	Rebuilding Together Critical Home Repair Program
Amount Requested	100000
First Name	Cathy
Last Name	Johnson
Email	<a href="mailto:cathyjohnson@rebuildingtogethertc.org">cathyjohnson@rebuildingtogethertc.org</a>
Phone Number	(360) 556-3027
Organization Legal Name	Rebuilding Together Thurston County
Street Address	1224 Legion Way SE
City	Olympia
State	Washington
Zip Code	98501
Organization Phone Number	(360) 539-7830
Organization Website	<a href="http://www.rebuildingtogethertc.org">www.rebuildingtogethertc.org</a>
First Name	Pete
Last Name	Kmet
Title	Treasurer
Email Address	<a href="mailto:pete@rebuildingtogethertc.org">pete@rebuildingtogethertc.org</a>
1. What type of project are you proposing?	CDBG - Affordable Housing (Tumwater only)
2. What is the type of organization that is applying for funding? If your organization	Private/Non-Profit

qualifies as a "By and For" Organization, check all boxes that apply. 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 identify as LGBTQIA2S+; individuals with disabilities or who are deaf; and Native Americans.

3. What population(s) is to be targeted for the service provided? Check all that apply.

- Adults (18 years or older)
- Senior Citizens (55 years or older)
- Families with Children
- Veterans

4. 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?

No. RTTC was founded in 2003. Our first projects were done in 2004. We became an IRS designated 501 c 3 in 2006.

5. Describe the purpose of your program. Why is your program or project needed in the community? Summarize supporting data that documents the identified need.

Rebuilding Together Thurston County's (RTTC) program is dedicated to preserving affordable housing and ensuring 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 who earn less than or equal to 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 estimates Tumwater's population in 2024 was 27,470. By 2045, they estimate the city's population to reach 37,380.

This profile also indicates that a significant number of households in Tumwater are struggling to afford the cost of their current home. Thirty-percent of households are cost-burdened, which means they spend more than 30% of their income on housing costs. In addition, about 25% of households in Tumwater have incomes less than \$50,000.

The federal definition of "low-income" refers to those who make 80% or less of the AMI. In 2025, HUD said this equals \$65,350 per year for one person in Thurston County. Other Thurston County limits are: "very...

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... low-income" which is at or below 50% of the AMI – for one person this is \$40,850; and "extremely low-income" which is at or below 30% of the AMI – for one person this is \$24,500.

Sixty-three percent of our clients fall in to the "extremely low-income" category. Median income for our homeowner applicants in 2025 was \$20,436 which equates to \$1,419 a month -\$100

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a month lower than the average rent for a one-bedroom apartment in Thurston County. The enormous financial strain on these homeowners means they spend most of their money on necessities such as mortgage, food, and health care. There is often no money left over for critical home repairs.

When critical repairs are not made, people live in homes with no heat or hot water. Seniors and disabled clients cannot safely access their homes and showers. Water leaks and non-functioning toilets lead to further problems that can affect residents' health. Rodent and insect infestations, toxic mold, and rotting flooring are some of the secondary problems we often see.

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 an efficiency or studio apartment in Thurston County in FY2025 was \$1,538. This is not financially feasible for our clients.

**6. 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.**

RTTC will use awarded funds to do critical home repairs for eligible low-income homeowners and their families in Tumwater, WA who earn less than or equal to 80% Area Median Income (AMI). 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 2025 is to serve 50 households and 75 occupants in need in Thurston County.

If awarded the requested \$100,000, we estimate that RTTC can provide critical home repair

projects for 10 households and serve approximately 15 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.

Eligible applicants must meet all the following criteria:

- have owned and lived in their home in the City of Tumwater, WA for at least two years, and plan to remain ...

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...in their home for at least the next five years

- be low income (80% or less of annual median income)

- be unable to complete the repair work on their own

AND meet at least one of the following criteria:

- be living with a disability

- be 62+ years old

- be a veteran

- be a family with children

Critical home repairs made with these funds may include, but is not limited to:

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- building a ramp for a wheelchair-bound veteran
- replacing a family's hot water heater
- repairing failing, water-damaged flooring
- pumping a septic tank to prevent sewage from backing up into the home
- repairing a front door and deadbolt for home security
- modifying bathtubs and installing grab bars for a senior at high risk of falling
- repairing a home's heating or cooling system
- roof replacement/repairs
- plumbing and electrical repairs
- other repairs that are critical to the health and safety of the occupants

RTTC completes critical repair projects year-round that improve the safety and livability of homes and address mobility issues. Many of our repairs are completed by our skilled volunteers. The remaining work is completed by our project managers and licensed/bonded contractors.

**7. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities? Please explain how you would quantify or measure these results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes.**

RTTC's goal is to preserve affordable housing and ensure 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 10 eligible Tumwater households, improving the homes of approximately 15 residents during the CDBG grant cycle (9/1/26 – 8/31/27). 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 at or below 80% of AMI to help maintain affordable housing options in Tumwater, WA.

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 easily accessible because of a disability. We will provide free repairs so they can stay in their homes safely and not become even more financially stressed.

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...

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... completed; low-income households and household members are served, and what type of home they live in. We also track how many clients are veterans, senior citizens, people living with disabilities, and families with children. We also take before and after pictures of many of the projects to document success.

Since 2003, our program has helped restore, repair, and modify over 487 homes and enabled 703 of our neighbors in Thurston County to live in safer and healthier homes. In 2025, over 100 volunteers contributed more than 9,000 hours to

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help complete repair projects in 57 homes that directly benefitted 81 household members.

Of these 81 people, 69% of them were 62 years old or older. In 68% of the homes, at least one person living there had a disability. While most of our clients are considered low-income, 63% live in households considered extremely low-income, under 30% of the average minimum income.

**8. 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 dis-proportionality and 4) support historically vulnerable and disadvantaged populations?**

Our services occur on-site where the homeowners live. We will serve clients who live in the city of Tumwater, WA. About 9% of our overall applications come from Tumwater.

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 offer services specifically for persons with disabilities. We build wheelchair ramps, modify tubs, install grab bars, and convert faucets to levers for people who are disabled. In 2025, 54% of the people we served lived with disabilities. Our services are accessible to this population because we meet all clients on site in their homes. There is no need for them to travel.

3.)To reduce racial dis-proportionality, we seek applicants through agencies that serve a variety of different people, such as CIELO and ASHHO. To better assist Spanish-speaking people, our brochure is available in Spanish. It is also included at the local CIELO office and in food bank packets.

4.)We do outreach to cultural organizations (Korean Women's Assoc., ASHHO, CIELO, and local tribes) to encourage historically vulnerable and disadvantaged homeowners to apply for our services.

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

RTTC has strong partnerships and collaborates with many local businesses, nonprofits, government agencies, and individuals to maintain affordable homes in Thurston County. While none of these collaborations has a formal partnership agreement, they are ongoing and well-established relationships.

Much of RTTC's home repair work is accomplished by our 100 talented and dedicated volunteers. This volunteer base includes about 25 skilled contractors - such as carpenters, plumbers, and electricians - who provide us with some discounts and expedited service. We hire licensed and bonded contractors when needed.

Our community businesses partner with us by providing discounts on materials, in-kind materials, and volunteers. Business partners include Home Depot, Lowe's, Bayview Lumber, Ace Carpet Repair, and DL Hendrickson drywall.

The following church groups, service organizations, and businesses lend us volunteer support: Catholic Community Services, Columbia

Bank, First United Methodist Church, Olympia Federal Savings Bank, Pope John Paul II High School, SCJ Alliance, St. Michael Catholic Church, and Peak Credit Union. In addition to the Hawks Prairie Rotary, we are also supported by volunteers from the Lacey and Olympia Rotary Clubs. A very special mention goes to the First United Methodist Church's men's group. They have done a large Rebuilding Day Project for us each year for eight years now and build most of our wheelchair ramps.

**10. 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.**

Cathy Johnson, Executive Director

Cathy has been with Rebuilding Together since 2013. She started volunteering with the organization in 2013 on Rebuilding Day, joined the Board of Directors in 2014, and has been Executive Director since 2019. She 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.

Nate Treat, Project Manager

Nate joined RTTC as a Project Manager in December 2024. Nate has worked in plumbing and other construction trades for years and used to volunteer on Rebuilding Together projects. He performs site visits on potential critical repair projects, determines needed repairs and ADA modifications, and completes approved home repairs.

Bonnie Jennings, Application Coordinator

Bonnie joined our team in March 2023 taking on the duties of processing applications and tracking details about our projects. She coordinates site

inspections and verifies program eligibility.

Carlee R. Petshow, RTTC Bookkeeper

Carlee joined RTTC in June 2021. RTTC

contracts with her through Bulldog Accounting.

Carlee keeps track of all our project receipts for grant reporting requirements.

**11. How do you define beneficiaries served by the program (households, individuals, etc.)? How many unduplicated beneficiaries will be served by the program or project? What is the total project cost per beneficiary served. Please show your calculation: Total project budget/number of beneficiaries = total cost per beneficiary.**

Project budget total = \$100,000. Number of unduplicated individuals served 15 (10 households).  $\$100,000/10 = \$10,000$  per household.

**12. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. Attach your organization's policies and procedures for programmatic operations to assure the proper use and safeguarding of public funds on the Documents Page (page 4).**

RTTC has an extensive client application process to ensure compliance with all funder-required guidelines. A copy of RTTC's client application is attached to this grant application. There is a three-step application process:

- 1)Application review and eligibility are verified by RTTC staff. Applicants must submit proof of income (social security award letter, pay stubs) for everyone in the household to prove they meet our income requirements. RTTC verifies homeownership and the property's location by using County Assessor records.
- 2)The project manager or an experienced volunteer visits the client's home, assesses client's need, and writes a report.
- 3)The Executive Director reviews all site inspection reports and approves eligible critical repair projects under \$2,000. Projects between \$2,000 and \$4,999 are reviewed and approved/denied by a board officer. Any projects requiring \$5,000 or more need board approval. 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.

We comply with the prevailing wage requirements. When we take bids from contractors for repair work, we state that the bid is for a prevailing wage job. After contractors finish the job and receive payment, they send us a statement of compliance letter. We keep this on file.

We limit our projects such that we are not addressing lead-based paints or possible contaminated areas.

**13. 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.**

RTTC uses QuickBooks Non-Profit software for its accounting system. Our bookkeeping firm processes our payments, and records and reconciles deposits. The firm uses 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 with only the executive director and board president having access to them.) 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 funds received and provides detailed information for staff and

fundere.

Segregation of duties is policy when possible. The executive director and office staff record client names, file numbers, and applicable data 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 recording each month's information is in binders in the RTTC office.

Financial reports are reviewed by the treasurer and president. They provide a report to the directors at the meeting for review and approval. The bookkeeping firm participates in this portion of the meeting.

Our application coordinator 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 audit as our funding sources and the size of our budget do not require one. The cost of an audit would substantially limit the efforts toward the mission of the organization.

**14. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

No audit conducted in past 24 months.

15. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)

Monitoring conducted with NO program monitoring findings.

16. 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). All required funds must be committed before a written agreement with Thurston County will be executed.

RTTC's funding plan for this program is sustainable for several reasons. One primary reason is the nature of our program. Most of the repair jobs we do are relatively low-cost. Roofs are the most expensive projects we do. To ensure that the project can be fully and successfully completed, we do not start a repair job until we have the money to pay for it. The other reason for sustainability is experience. We have over 20 years of successful fundraising in support of our programs.

The program described here does not solely rely on this award request. We receive a variety of grants from government sources, private foundations, and corporate foundations. Our donations largely come from business sponsors and individuals through our annual fundraising events and appeals.

RTTC's budget total for 2026 is \$646,000. This is based on our goal of serving 50 households and 75 occupants. We get most of our funding from grants that are awarded later in the year. Committed funding at this date is not a measure of successful project completion because each individual project we do is relatively small and its funding is secured before we start.

17. What type of CDBG Affordable Housing

Homeowner Rehab

Project is being proposed? Select all the boxes that apply.

18. Describe your plan for completing this project on time, on budget, and in compliance with all program requirements. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for all Housing projects. A Project Timeline and Project Team Summary are required for all public service projects. These forms can be found under the Documents Page (page 4) and should be uploaded to the same tab after completion. Include a thorough timeline for project completion. Include important target dates, such as dates when regulatory requirements, such as permitting, will be completed. Include information regarding staff capacity to execute the project on the proposed timeline. Who from your agency will be responsible for different project requirements? For Housing 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.

On Time - Our critical repairs program is ongoing and year-round. A portion of the funds awarded would be put into use within the first few months for eligible projects that are already approved by our organization. (We currently have 55 applications pending for the whole county, including some from City of Tumwater residents.) Any remaining funds would be spent per project as eligible homeowners' projects get approved throughout the year. We aim to spend down the awarded funds within the first year. We have recently hired a second part-time project manager to complete ADA modifications and critical repair work. Matthew's hiring will enable RTTC to more quickly respond to our community.

On Budget - We do not start a repair project unless we already have the funds to complete it.

In Compliance - We have proven experience of being in compliance with all funding program requirements.

19. What is the readiness of the project to proceed once a funding award is made? What types of assessments, permits, purchase/sale agreements, etc., will be required for the project to proceed and what is their current status?

We can start on critical repair projects right away for eligible homeowners who have already been approved and are on our waiting list.

For clients who are new to us, there is a longer process. We review their applications and verify eligibility requirements such as income qualifications and homeowner status. We also need to do a site visit to determine the scope of the repair work needed. Site visit reports are then reviewed by a Board officer – or sometimes the

entire Board depending on the scope and cost of the work - before they can be approved. The whole process can take 6-16 weeks depending on the number of applications in process and the availability of contractors or weather conditions in some cases.

Beyond this, we do not have assessments or permits necessary for the type of work we do.

**20. 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 Page (page 4).**

Cathy Johnson, Executive Director at Rebuilding Together Thurston County

Cathy has been with Rebuilding Together since 2013. She started volunteering with the organization in 2013 on Rebuilding Day, joined the Board of Directors in 2014, and has been Executive Director since 2019. She manages the organization, 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.

Pete Kmet, Board of Directors at Rebuilding Together Thurston County.

Pete joined RTTC in July 2022. He currently serves on the Board and volunteers as a project manager on some of the more complex home repair projects. In this lead role he interacts with clients, coordinates volunteers and staff, monitors budgets, and establishes schedule and material and labor requirements. He is retired from a career as an environmental engineer for the WA State Department of Ecology's contaminated sites cleanup program. He was also Mayor of Tumwater for 12 years.

**21. Please describe how the project will meet and document income eligibility requirements. How will your income eligibility review process meet the HUD-approved documentation requirements listed in the RFP instructions (located at the bottom of the Overview Page - page 1)?**

Our project will serve low-income clients, defined as households earning less than or equal to 80% of the AMI. All applicants are required to submit proof of income for everyone in the household with their applications for repairs.

Acceptable forms of income documentation are HUD-approved income verification documents. These include: award letters (preferred) from Social Security, pension, retirement, or military; OR two consecutive paystubs showing YTD income and prior year's W-2, OR qualifying documentation from: Medicaid, TANF, Earned Income Tax Credit, the Low Income Housing Credit, or Supplemental Nutrition Assistance Program. Households currently receiving unemployment income may apply after permanent income or benefits are received.

**22. Is this a phased project? If this is a Housing project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in Question #18 that you will submit on the Documents Page, Housing projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.**

This is not a phased project. The project is not dependent on future funding to be fully operational. RTTC does not start a critical repair project unless they already have the funds to finish it.

Our Critical Home Repair program is ongoing and year-round. Therefore, we are not required to submit a project timeline.

**23. 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? Select all that apply.**

None of the above.

**24. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Anti-displacement and Relocation Assistance Plan**

No

(RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents Page (page 4). 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.

25. Is your Project currently underway?	No
26. 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
27. What type of activity will the project perform? The City of Tumwater is accepting applications for affordable housing and public service activities for funding.	Affordable Housing Rehabilitation/Preservation
29. What is the service area or operation area (e.g. census tract, neighborhood)?	City of Tumwater, WA
30. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons?	Housing Benefit (for Housing activities only - see RFP Instructions on Page 1)
32. 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	Our project aims to serve 10 separate single-family homes. All of the households will be low income, defined as at or below 80% AMI.

## construction

33. If applying for a Housing project, please describe your experience and familiarity with managing contracts for which regulations such as Washington State prevailing wage, Davis Bacon & Related Acts (DBRA), Buy America Build America (BABA), Section 3, or Women and Minority Owned Businesses Enterprises apply? Please see the Questions Instructions at the top of this page for more information regarding the funding thresholds that trigger these requirements (under Question 33).

We have managed small contracts for which the WA State prevailing wage regulations applied, most recently in November 2025 for a roofing contract. We have also received and administered several CDBG awards over the years with the Davis Bacon requirements.

34. 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.)

No minimum required

Verification and Signature form

[RTTC\\_-\\_CDBG\\_Tum\\_Verification.pdf \(1.15 MB\)](#)

Federal Funds Acknowledgement of Required Assurances form

[RTTC\\_-\\_Federal\\_Funds\\_Req.\\_Assurances.pdf \(945 KB\)](#)

OHHP 2026 Risk Assessment form

[OHHP2026RiskAssessment\\_RTTC.pdf \(196 KB\)](#)

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

[RTTC\\_Board\\_List\\_2026.pdf \(147 KB\)](#)  
[RTTC\\_ARTICLES\\_OF\\_INCORPORATION\\_.pdf \(123 KB\)](#)  
[RTTC\\_Board\\_By\\_Laws\\_Amended\\_4-25-2023.docx\\_1.pdf \(134 KB\)](#)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return

[RTTC\\_501c3\\_letter.pdf \(192 KB\)](#)  
[RTTC\\_-\\_2023\\_990.pdf \(146 KB\)](#)

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

[RTTC\\_2025\\_Financial\\_docs.pdf \(61 KB\)](#)

statement)

<b>Resumés</b>	<a href="#">Cathy_Johnson_resume_Feb_2026.docx.pdf (50 KB)</a> <a href="#">Pete_Kmet_resume_Feb_2026.pdf (85 KB)</a>
<b>General Liability Insurance Certificate</b>	<a href="#">Certificate_of_Liability_Insurance_3.2026.pdf (36 KB)</a>
<b>Housing Financing Sources form</b>	<a href="#">2026_CDBG_RFP_CapitalProjectsFinancingSources_RTTC.pdf (91 KB)</a>
<b>Housing Team Summary form</b>	<a href="#">2026_CDBG_RFP_TeamSummary_RTTC2026.pdf (92 KB)</a>
<b>Housing Timeline form</b>	<a href="#">RTTC_Capital_Projects_Timeline.pdf (63 KB)</a>
<b>Housing Budget table (Excel)orHousing Budget table (fillable PDF)</b>	<a href="#">2026_CDBG_RFP_-_Capital_Projects_Budget_Table-_RTTC.xlsx (14 KB)</a>
<b>Housing Projects Pro Forma form</b>	<a href="#">RTTC_Capital_Projects_Pro_Forma_RTTC.pdf (64 KB)</a>
<b>Housing Rents and AMI table</b>	<a href="#">RTTC_Capital_Projects_Housing_Rents_and_AMI.pdf (64 KB)</a>
<b>Housing Development Budget</b>	<a href="#">RTTC_Capital_Projects_Development_Budget_RTTC.pdf (65 KB)</a>
<b>Other attachments (Environmental Review Documentation, Project Map/Service Area, etc.)</b>	<a href="#">2026_Homeowner_Application.pdf (165 KB)</a>
<b>Description of other file attachments</b>	<p>Other attachment is our Homeowner application that accompanies question # 12.</p> <p>We are in the process of updating our Certificate of Liability Insurance with our national organization. We will email the new one to Thurston County soon.</p>
<b>Last Update</b>	2026-03-03 15:40:23
<b>Start Time</b>	2026-03-03 15:08:22
<b>Finish Time</b>	2026-03-03 15:40:23

<b>IP</b>	98.59.246.226
<b>Browser</b>	Chrome
<b>Device</b>	Desktop
<b>Referrer</b>	<a href="https://fs23.formsite.com/res/formLoginReturn">https://fs23.formsite.com/res/formLoginReturn</a>

## PY26 CDBG RFP Application

Reference #	17793135
Status	Complete
Login Username	binnsgrants@gmail.com
Login Email	binnsgrants@gmail.com
Project/Program Name	Home repair
Amount Requested	200,000
First Name	Elizabeth
Last Name	Walker
Email	<a href="mailto:elizabeth@spshabitat.org">elizabeth@spshabitat.org</a>
Phone Number	(360) 956-3456
Organization Legal Name	South Puget Sound Habitat for Humanity
Street Address	910 5th Avenue SE
City	Olympia
State	Washington
Zip Code	98501
Organization Phone Number	(360) 956-3456
Organization Website	<a href="http://www.spshabitat.org">www.spshabitat.org</a>
First Name	Elizabeth
Last Name	Walker
Title	CEO
Email Address	<a href="mailto:elizabeth@spshabitat.org">elizabeth@spshabitat.org</a>
1. What type of project are you proposing?	CDBG - Affordable Housing (Tumwater only)
2. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check	Private/Non-Profit

all boxes that apply. 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 identify as LGBTQIA2S+; individuals with disabilities or who are deaf; and Native Americans.

3. What population(s) is to be targeted for the service provided? Check all that apply.

- Adults (18 years or older)
- Children (younger than 18 years)
- Senior Citizens (55 years or older)
- Families with Children
- Veterans

4. 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?

No, the Home Repair Program started in 2020.

5. Describe the purpose of your program. Why is your program or project needed in the community? Summarize supporting data that documents the identified need.

SPSHFH's Home Repair (HR) programs connect homeowners and household residents in need with a multitude of resources. Becoming involved with SPSHFH means clients connect with our caring, knowledgeable staff. Our staff help clients explore savings plans for cost-sharing repair work and better understand their own financial well-being. SPSHFH also offers a financial empowerment program.

Many of our HR 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. SPSHFH is committed to helping our neighbors to improve their quality of living through the Home Repair program.

Thurston County is facing an affordable housing crisis with 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. Per the 2020-2045 Thurston County Housing Needs report, Thurston County will need an additional 54,356 housing units to meet the increased need.

According to the Thurston Regional Planning Council, the median housing price in the City of Tumwater is \$509,980 with a median household income of \$93,635. Out of the total 10,863 households in Tumwater,...

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... over 3,262 (30%) were cost burdened, meaning they spend more than 30 percent of their income on rent, mortgage payments, and other housing expenses. Of these, 1,549 are severely cost burdened, spending more than half of their income on housing expenses.

SPSHFH's Home Repair program keeps residents in their homes and homes in the

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market. Repairing critical systems keeps residents safely at home and extends the life of the structure. It prevents homelessness and displacement, without constructing additional housing. Investment in the current stock of housing is an important element in addressing the affordable housing crisis.

**6. 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.**

The goal of our Home Repair Programs 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 find themselves unable to maintain or repair critical aspects of their homes. The Home Repair Programs provide affordable home repairs and livability upgrades to prevent low-income homeowners from being displaced from their residences and improve the quality and health of those homes.

The Home Repair Programs consist of three program areas:

1. Critical Home Repairs – Addresses high-priority home repair needs and reduce catastrophic home and safety failures. Includes roofs, siding, accessibility, plumbing, flooring, and more.
2. Aging in Place – Supports the well-being and longevity of aging homeowners; reduce risk of falls; increase independence and mental well-being, includes ramps, lifts, grab bars, railings, shower safety, lighting improvements, home & fire safety, and more.
3. Energy Efficiency Upgrades – Includes improvements aimed at improving the environmental health of homes, decreasing home energy costs, reducing carbon emissions,

increasing climate resilience, and preventing premature home systems failures through maintenance and home systems improvements. Includes weatherization and mechanical system replacements.

SPSHFH's philosophy is to provide a homeowner with a hand up, not a handout. The Home Repair Programs allow homeowners to get repair work done promptly and affordably. Homeowners ...

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...pay for a small portion of the repair work, the amount of which depends on the type of project, the cost of the project, and total household income. We offer zero-interest payment plans for 12 or 24 months.

Depending on the costs of the projects, households pay between \$0-104 per month. Financial contributions allow homeowners to invest in their home and build their long-term, wealth-building asset. Homeowners and household members who are able can complete partner volunteer hours, meaning they help complete the repair work on their home or another's home.

Repair work is organized and facilitated by the Repair Programs Manager. Repair work is completed by SPSHFH construction staff, our skilled volunteers, clients completing partner volunteer 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 roofing, plumbing, and electrical, as well as for any type of 'environmental' (lead, asbestos) remediation

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**7. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities? Please explain how you would quantify or measure these results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes.**

work.

This funding application is for the Critical Home Repair program.

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SPSHFH will restore safe and healthy homes for about 68 low- to moderate-income household residents by completing approx. 45 repair projects in FYE2027 (Jul-Jun) helping residents avoid displacement and homelessness. With this funding, a minimum of 13 of these projects would take place in Tumwater, serving approx. 19 residents. Other nonrestrictive funding sources may additionally serve Tumwater residents.

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 complete a pre- and post-assessment. Their responses pre- and post- program participation are compared to assess their experience and knowledge due to their participation in our program.

In FYE2025, we completed 25 Critical Home Repair projects in Thurston County, including 8 projects in Tumwater. Of the 25 total projects, 23 were for households at or under 50% AMI. 17 of the 25 homes had a female head of household. We served 16 seniors, 1 Veterans and 17 disabled clients. By ethnicity, we served 3 African

American, 1 Native American, 1 Asian, 17 White, and 4 undisclosed households. We currently have 5 projects in process and 107 active applicants.

We expect to complete approx. 30 Critical Repairs in FYE26 (21 complete...

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... to date, five in progress). Part of this funding request, along with others, is to continue expanding this important program. With full funding from anticipated sources, we would aim to complete approx. 45 projects in FYE27. With funding, a minimum of 13 of these would be for Tumwater residents.

The impact of owning an affordable, safe, and healthy home is powerful. It's a home AND the foundation for a better life. Homeownership strengthens communities, their neighborhoods, children, and health.

Homeownership is healthy – low-income homeowners spending less than 30% of their income on housing report:

- Higher satisfaction, self-esteem, and control over their lives;
- Better physical and psychological health; and
- Allocating more than twice as much of their income towards buying healthier food, medicine and health care, and insurance.

Homeownership improves neighborhoods – homeowners are:

- 28% more likely to repair and improve their homes;
  - 11% more likely to know who represents them in congress; and
  - 28% more likely to vote.
-

Homeownership is good for children – children of homeowners:

- Are 25% more likely to graduate from high school;
  - Are 116% more likely to graduate from college;
  - Will earn 24% higher income in their lifetime;
- and
- Are far less likely to become teenage parents or depend on public assistance later in life.

**8. 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 dis-proportionality and 4) support historically vulnerable and disadvantaged populations?**

Services will be provided in Tumwater.

1) The Home Repair Programs Manager and relevant agency staff plan several community events, regularly attend other community events and outreach opportunities, and advertise in print and digital media. We are regularly featured on social media, Mixx 96 FM, Roxy, The Ranger and Thurston Talk.

2) We anticipate that many of the Home Repair program projects will either focus on modifications for accessibility (grab bars, widening of doorways, flooring fortification, and ramp installation) and/or critical repairs that mobility-limited homeowners cannot self-perform.

3) When we recruit homeowners for the Home Repair 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.

Ethnicity of client households served by SPSHFH from 2016 to 2025:

- 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. Most of those SPSHFH serves are cost-burdened with 30% or more of their monthly income going to housing.

Beyond income and housing cost-burden, unless funding calls for it, SPSHFH does not specifically designate repair projects 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

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

SPSHFH partners with other housing and nonprofit community organizations to recruit potential applicants in Thurston County, including all schools and head start programs, and other nonprofits. We work to partner with organizations throughout Thurston County, including the Olympia metro area and rural communities.

Program outreach partners include:

Community Youth Services  
 Providence Hospital  
 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

Capital Christian Center  
 Thurston Thrives  
 Family Support Center  
 Lacey Veterans Services Hub  
 STEDI  
 Coordinated Entry  
 Timberland Regional Library

**10. 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.**

Elizabeth Walker – CEO, 2 years 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 national standards , 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.

Amanda Schuyler - Home Repair Programs Manager, 3 years at SPSHFH. Amanda serves as the Home Repair Program Manager and is responsible for managing the repair programs that SPSHFH provides to low- and moderate-income homeowners throughout Thurston County. Amanda's role is dually administrative and front-facing. With over 20 years of experience in management, administration, and hospitality, Amanda brings a mix of skills and compassion to this role.

Farra Layne Hayes – Sr. Director of Programs, <1 year at SPSHFH. Farra oversees all program operations including, land, construction, homebuyer support and education, public education, and volunteers.

**11. How do you define beneficiaries served by the program (households, individuals, etc.)? How**

Beneficiaries are defined as households. Total Project Budget (\$720,000) ÷ Number of

many unduplicated beneficiaries will be served by the program or project? What is the total project cost per beneficiary served. Please show your calculation: Total project budget/number of beneficiaries = total cost per beneficiary.

Households Served (45)= Total Cost Per Households - \$16,000.

12. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. Attach your organization's policies and procedures for programmatic operations to assure the proper use and safeguarding of public funds on the Documents Page (page 4).

SPSHFH has extensive programmatic policies in place to ensure the proper use and safeguarding of public funds. We are currently working to revise and update our Financial Policy Manual (current version attached), which covers the accounting, audit and financial management policies of SPSHFH.

13. 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.

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 organization must annually complete an audit completed by an independent, professional third party

B) The Board of Directors approves financial policies periodically. The policies are reviewed more frequently by the Finance Committee. In the interim any necessary changes as determined by the Finance Committee will be

- presented to the Board of Directors for approval.
- C) Current job descriptions will be maintained for all employees, indicating financial duties and responsibilities.
  - D) 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.
  - E) Employee/volunteer dishonesty insurance will be maintained at an amount not less than \$250,000.
  - F) Affiliate finance staff will maintain a current and accurate log of the chart of accounts and job accounts.
  - G) Segregation of duties is implemented to the greatest extent feasible within the limitations of the size of the organization staff.
  - H) The fiscal year for the SPSHFH is July 1st through June 30th.

**14. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

Audit conducted with NO audit findings

**15. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)**

Monitoring conducted with NO program monitoring findings.

**16. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you have identified financial**

The program is not solely dependent on this award. Total costs average approx. \$16,000 per project (with a range from \$5,000-25,000). There

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). All required funds must be committed before a written agreement with Thurston County will be executed.

is a minimum threshold of about 18 projects in a year to make our program viable. Above that is the opportunity for greater reach for those in the county in need of critical home repairs (107 active applications at the moment). Our current staffing, systems, and subcontractor network have capacity to take on significantly more work than our minimum threshold. Our committed funding for FYE27 has yet to reach the minimum viability threshold for the program, so while the program is not solely dependent, it does rely on additional funding to stay healthy.

Committed Funding:

Thurston County Veterans Services, total award \$150k, expected FYE27 balance \$100k (limited to repairs for Veteran households)

Olympia CDBG, total award \$40k, expected FYE27 balance \$20k

Uncommitted Funding:

Thurston County Affordable Housing request of \$300k to be used fully in FYE27

Tumwater CDBG, request of \$200k to be used fully in FYE27

USDA Home Preservation Grant, anticipated request of \$50k to be used fully in FYE27

Thurston County Veterans Services, anticipated request of \$150k with approx. \$50k to be used in FYE27 (limited to repairs for Veteran households)

17. What type of CDBG Affordable Housing Project is being proposed? Select all the boxes that apply.

Homeowner Rehab

18. Describe your plan for completing this project on time, on budget, and in compliance with all program requirements. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for all Housing projects. A Project Timeline and Project Team Summary are required for all public service projects. These forms can be found under the Documents Page (page 4) and should be uploaded to the same tab after completion.

Include a thorough timeline for project completion. Include important target dates, such as dates when regulatory requirements, such as permitting, will be completed. Include information regarding staff capacity to execute the project on the proposed timeline. Who from your agency will be responsible for different project requirements? For Housing 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 Team Summary and Financing Sources forms are attached. Project Timeline is not required for Critical Home Repair programs. SPSHFH has 30+ years of extensive experience on planning, budgeting and executing construction projects. The Home Repair projects are conducted on a rolling basis throughout the grant period based on client readiness and funding availability.

For this workstream, the program manager handles intake, regulatory requirements, subcontracting, grant management, and reporting. The field specialist scopes all projects and executes work we opt to complete directly. A director and accountant further support this team in managing goals, timelines, requirements, and reporting.

Demand is high for these programs and so we do not anticipate delays for lack of applications. Beyond that, we have spent five years incrementally improving our systems and processes so that we can efficiently and thoroughly address critical home needs. We have contingencies for periods of high volume so that we do not fall behind grant terms.

We are anticipating a relevant staffing change (program manager) during the term of this funding (if awarded). We are proactively planning for this with documentation and planned overlapping training for a new hire.

19. What is the readiness of the project to proceed once a funding award is made? What types of assessments, permits, purchase/sale agreements, etc., will be required for the project to proceed and what is their current status?

SPSHFH has seven projects located in Tumwater on our waitlist. We are ready to proceed into additional projects when the funding award is made.

No assessments, permits, purchase/sale agreements are required for the project to proceed.

**20. 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 Page (page 4).**

Amanda Schuyler, Home Repair Programs Manager, 3 years at SPSHFH. Amanda serves as the Home Repair Program Manager and is responsible for managing the repair programs that SPSHFH provides to low- and moderate-income homeowners throughout Thurston County. Amanda's role is dually administrative and front-facing. With over 20 years of experience in management, administration, and hospitality, Amanda brings a mix of skills and compassion to this role.

Philip Tobias- Home Repair Specialist, 2 years at SPSHFH. Philip became a General Contractor in Washington State in 2007. Philip has over 20 years of experience in commercial and residential construction and has spent 15 years specializing in remodeling and repairs, before joining SPSHFH Philip worked at the King County Habitat in the repairs department.

**21. Please describe how the project will meet and document income eligibility requirements. How will your income eligibility review process meet the HUD-approved documentation requirements listed in the RFP instructions (located at the bottom of the Overview Page - page 1)?**

As an affordable, fair housing developer, SPSHFH typically serves Home Repair applicants with an income between 30 to 80% AMI, unless otherwise defined by funding sources. Applicants must own a home in Thurston County. Applicants are required to disclose and document six months' worth of their household income and assets.

Applicants must submit Form W-2, wage, and tax statement to ensure that the household meets the income guidelines. SPSHFH verifies homeownership and other liens against the property through the Thurston County Auditor's

Office.

22. Is this a phased project? If this is a Housing project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in Question #18 that you will submit on the Documents Page, Housing 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. Repair projects are self-contained to the funding in question. If there is sufficient funding, we will perform and close out a project that is of significant importance to the homeowner. Any future funding enables additional projects and people served.

23. 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? Select all that apply.

None of the above.

24. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Anti-displacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents Page (page 4). 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.

No

25. Is your Project currently underway?

Yes

26. 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

NEPA environmental review is dependent on homeowner selection. SPSHFH has completed one in the past for Home Repair funding. We are familiar with the requirements and prepared to go through the process once homeowners are selected.

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.

<p>27. What type of activity will the project perform? The City of Tumwater is accepting applications for affordable housing and public service activities for funding.</p>	<ul style="list-style-type: none"> <li>• Energy Efficiency Improvements</li> <li>• Affordable Housing Rehabilitation/Preservation</li> </ul>
<p>29. What is the service area or operation area (e.g. census tract, neighborhood)?</p>	<p>City of Tumwater</p>
<p>30. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons?</p>	<p>Limited Clientele Benefit (program directly benefits specific individuals/households - see RFP Instructions on Page 1)</p>
<p>31. For Limited Clientele Benefit, indicate whether you will serve at least 51% low-and-moderate income (LMI) individuals and how it will meet income eligibility requirements, how it will document income of beneficiaries, or if it will exclusively serve a presumed LMI category.</p>	<p>SPSHFH will serve 100% LMI individuals. Applicants must submit Form W-2, wage, and tax statement to ensure that the household meets the income guidelines.</p>
<p>33. If applying for a Housing project, please describe your experience and familiarity with managing contracts for which regulations such as Washington State prevailing wage, Davis Bacon &amp; Related Acts (DBRA), Buy America Build America (BABA), Section 3, or Women and Minority Owned Businesses Enterprises apply? Please see the Questions Instructions at the top of this page for more information regarding the funding thresholds that trigger these requirements (under Question 33).</p>	<p>We have many years of experience with managing public contracts and their requirements for both our home building and repairs work. Many requirements are already built into our program designs, systems, and subcontractor management.</p>
<p>34. 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</p>	<p>N/A</p>

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.)

Verification and Signature form	<a href="#">SPSHFH_Verification_and_Signature_Form_-_2026_3.17.26.docx</a> (18 KB)
Federal Funds Acknowledgement of Required Assurances form	<a href="#">FEDERALFUNDSACKNOWLEDGEMENTOFREQUIREDASSURANCESFORM_3_1.pdf</a> (238 KB)
OHHP 2026 Risk Assessment form	<a href="#">SPSHFH_OHHP2026RiskAssessment_FINAL_3.3.26.docx</a> (72 KB)
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)	<a href="#">2026_Board_Roster_rev_2026-03-03.docx</a> (117 KB) <a href="#">2024-10_SPS_Habitat_Amended__Restated_Bylaws-Signed.pdf</a> (143 KB) <a href="#">2024-10_SPS_Habitat_Amended__Restated_Articles_of_Incorporation-Signed_2025-02-21.pdf</a> (251 KB)
For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return	<a href="#">2023-2024_South_Puget_Sound_Habitat_for_Humanity_990_Final.pdf</a> (889 KB) <a href="#">SPSHFH_501c3.pdf</a> (217 KB)
Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	<a href="#">FYE24_SPS_Habitat_Audited_Financial_Statements.pdf</a> (250 KB)
Resumés	<a href="#">SPSHFHHomeRepairsResumes.pdf</a> (307 KB)
General Liability Insurance Certificate	<a href="#">Cert_of_Insurance_2025-04-01.pdf</a> (286 KB) <a href="#">Cert_Dept_of_Public_Health_and_Social__53460174.pdf</a> (49 KB)
Housing Financing Sources form	<a href="#">SPSHFH_2026_CDBG_RFP_-_Capital_Projects_Financing_Sources_Form_3.17.26.xlsx</a> (19 KB)
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Housing Rents and AMI table	<a href="#">Not_required.docx (13 KB)</a>
Housing Development Budget	<a href="#">Not_required.docx (13 KB)</a>
Other attachments (Environmental Review Documentation, Project Map/Service Area, etc.)	<a href="#">Employee_Handbook_-_May_2025.pdf (904 KB)</a> <a href="#">South_Puget_Sound_Habitat_Core_Values.pdf (82 KB)</a> <a href="#">Financial_Policy_Handbook_3.pdf (206 KB)</a>
Description of other file attachments	Employee Handbook, Core Values Statement, Financial Policy Handbook
Last Update	2026-03-17 10:18:10
Start Time	2026-03-17 09:50:55
Finish Time	2026-03-17 10:18:10
IP	75.253.113.125
Browser	Chrome
Device	Desktop
Referrer	<a href="https://fs23.formsite.com/res/formLoginReturn">https://fs23.formsite.com/res/formLoginReturn</a>



**Request for Proposals**  
**Community Development Block Grant (CDBG) Projects**  
**City of Tumwater, WA**

**Issue Date:** February 6, 2026

**Closing Date:** March 20, 2026

### **CONTACT AND INQUIRIES**

**Sharif Hocine, Affordable Housing Program Specialist**

Thurston County Public Health and Social Services

412 Lilly Road NE

Olympia, WA 98506-5132

Phone: (360) 463-7889

Email: [sharif.hocine@co.thurston.wa.us](mailto:sharif.hocine@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 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. Two rotating annual funding rounds have been designated through Memorandums of Understanding between the cities, towns and the county. **The 2026 funding round is for projects serving the City of Tumwater.**

Using the Thurston County Consolidated Plan 2023-2027 as the guiding document, each member of the Urban County partnership establishes its own goals and priorities for its funding round. In 2026, the City of Tumwater will determine which projects will be awarded funding.

**CDBG Project Funding Period: September 1, 2026 – August 31, 2027**

**Approximate CDBG Funding Available: \$800,000**

### **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) and housing.

## **APPLICATION WORKSHOP**

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A virtual bidder’s conference will be held on Tuesday February 10, 2026, at 2:00 p.m. via Zoom. This workshop is highly recommended, but not mandatory, for potential applicants. Registration information is available at: <https://www.thurstoncountywa.gov/departments/public-health-and-social-services/social-services/office-housing-and-homeless>.

Optional pre-application conferences will be held the week of February 16-20. Applicants are highly encouraged to schedule a time to meet with Thurston County staff to discuss application before submission. E-mail [Sharif.Hocine@co.thurston.wa.us](mailto:Sharif.Hocine@co.thurston.wa.us) to schedule a conference.

**TO BE CONSIDERED FOR FUNDING, AN APPLICATION MUST BE COMPLETED AND SUBMITTED ELECTRONICALLY NO LATER THAN 12:00 P.M (NOON), ON FRIDAY, MARCH 20, 2026. APPLICATIONS MUST BE SUBMITTED VIA FORMSITE AT [HTTPS://FS23.FORMSITE.COM/WG80XB/IC9T6L781K/INDEX](https://FS23.FORMSITE.COM/WG80XB/IC9T6L781K/INDEX).**

**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 the 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 6, 2026: Notification of Funding Availability/RFP published in Nisqually Valley News, the County’s newspaper of record.
- February 10, 2026: Bidder’s conference, virtual via Zoom. Zoom information is available here: <https://www.thurstoncountywa.gov/departments/public-health-and-social-services/social-services/office-housing-and-homeless>.
- Feb. 16-20, 2026: Optional pre-application conferences held.
- March 20, 2026: **Applications must be submitted via e-mail no later than 12:00 p.m. (noon).**
- April 2026: Tumwater City Council may invite applicants to present on their proposals. Tumwater City Council will review proposals.
- April-June 2026: Thurston County completes additional requirements related to the Annual Action Plan including public hearings.

- May 2026: Tumwater City Council will make final decisions on funded projects.
- July 15, 2026: Thurston County to submit 2026 Annual Action Plan to HUD.
- August 2026: Preliminary award letters sent to successful applicants.
- September-  
December 2026: 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 Sharif Hocine at (360) 463-7889 (TTY/WA Relay 711), or by sending an e-mail to [sharif.hocine@co.thurston.wa.us](mailto:sharif.hocine@co.thurston.wa.us). 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 Sharif Hocine at (360) 463-7889 (TTY/WA Relay 711), or by sending an e-mail to [sharif.hocine@co.thurston.wa.us](mailto:sharif.hocine@co.thurston.wa.us).

All referenced supplementary documents are available on the Thurston County Office Housing and Homeless Prevention 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 is soliciting applications for CDBG funding, which is available for activities that involve public services and housing benefitting low- and moderate-income individuals/households. Examples of such activities are listed below.

### *Public Services*

Up to 15% of the total CDBG allocation may be used for public services (approximately \$120,000). Public service activities must be provided by organizations located in the City of Tumwater 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 City of Tumwater elected officials.

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.

**CDBG Project Funding Period: September 1, 2026 – August 31, 2027**  
**Approximate CDBG Funding Available: \$800,000**

## **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, and 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 2026 Annual Action plan between May and June 2026. 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 16, 2026 to

provide community members an opportunity to comment on the activities that will be carried out in FY 2026 (September 1, 2026 to August 31, 2027).

## **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 cities of Olympia and Lacey are not part of the Thurston County Urban County CDBG Consortium; they are both their own entitlement communities and receive direct allocations of CDBG funds from HUD.

- Unincorporated Thurston County
- Town of Bucoda
- City of Rainier
- City of Tenino
- City of Yelm
- City of Tumwater

**The 2026 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. LMI census tracts that qualify for low-moderate income area benefit in Tumwater include Block Group 1, Census Tract 108.01; Block Group 1, Census Tract 109.20; Block Group 2, Census Tract 108.01; Block Group 2, Census Tract 109.10; Block Group 4, Census Tract 108.02; and Block Group 4, Census Tract 109.10.

**Note: Prior to submittal of application,** please contact Sharif Hocine at (360) 463-7889 or by sending an e-mail to [sharif.hocine@co.thurston.wa.us](mailto:sharif.hocine@co.thurston.wa.us) 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) Exclusively 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 Income Limits Summary Table below) 24 CFR 570.208 (a)(2)(b); or

<b>TABLE A</b> <b>FY 2025</b> <b>As of June 1, 2025</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	\$116,700	Extremely Low Income (30%)	24,500	28,000	31,500	35,000	37,800	40,600	43,400	46,200
		Very Low Income (50%)	40,850	46,700	52,550	58,350	63,050	67,700	72,400	77,050
		Low Income (80%)	65,350	74,700	84,050	93,350	100,850	108,300	115,800	123,250

\*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, above.

- 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 Jacinda Steltjes at (360) 490-2626 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, childcare, 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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Thurston County staff will work with successful applicants to ensure specific benchmark or milestone requirements are met. Thurston County staff will require monitoring activities be conducted at each of the following phases of a project:

**Predevelopment:** Upon award of funding, Thurston 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, staff will meet regularly with the applicant to ensure all program requirements are being met. On-site inspections will be conducted during project construction or program operation; and

**Close Out:** Prior to project close out, 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 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, Thurston 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 exclusively designed for and exclusively 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, below:

<p><b>Table B</b> <b>HUD Final FY 2026</b></p>
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Thurston County Fair Market Rents by Unit Bedrooms					
Unit Size	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
Fair Market Value	\$1,538	\$1,682	\$1,960	\$2,613	\$3,288

- 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**

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

Thurston 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. Additionally, those applying for federal funds are required to be registered at SAM.gov.

**APPLICATION EVALUATION PROCEDURE AND CRITERIA**

Thurston County 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.

City of Tumwater City Council will review and select eligible projects to receive funds. Selections are anticipated to occur in April 2026.

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 Thurston County. See additional information on Environmental Review requirements in the Notification of Required Assurances section.

## **UNACCEPTABLE SUBMITTALS**

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Applications submitted that are not responsive to the requirements of the Request for Proposals (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 March 20th, 2026.
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 virtual bidder’s conference will be conducted by Thurston County. 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**

To be eligible for consideration, the full application must be completed and received **no later than noon on March 20th, 2026**:

1. One (1) signed electronic application submitted to the county via Formsite at <HTTPS://FS23.FORMSITE.COM/WG80XB/IC9T6L781K/INDEX> 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. Thurston 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**

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**

The County is not 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 Thurston County.

## **RIGHT TO REJECT OR NEGOTIATE**

The County reserves the right to reject any or all applications, if such a rejection is in the County's best interest. This Request for Proposals 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 County. The County 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, Thurston 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 around July 2026 when Thurston County submits its one-year action plan to HUD for approval. Awarded contracts will begin on or about October 1, 2026, 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, 2026. Once the funding agreement is received by the County, all proposed projects will be reviewed and approved by Thurston County staff for completed NEPA-level / HUD environmental reviews. After the environmental reviews are approved by Thurston County staff, a Subrecipient Agreement will be developed and executed.

## **RIGHT TO APPEAL**

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

An aggrieved applicant may, within seven (7) business days after the selection of prospective eligible projects, appeal in writing to the County Manager. The appeal must state all facts and arguments upon which the appeal is based. The County Manager will review the content of the solicitation document (RFP), the applicant's proposal, and the facts which form the basis for the appeal. A written decision will be made within thirty (30) business days of the receipt of the appeal.

## **CANCELLATION OF APPLICATIONS**

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. Thurston 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 Thurston 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 Homelessness 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. Thurston 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 Thurston 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.

*Thurston 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. 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 \$1,000,000 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

Thurston 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 5 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 the date that the general local government is no longer considered by HUD to be part of the urban county.
- 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
\$10,001 - \$15,000	5 years
\$15,001 - \$40,000	10 years
\$40,001 and above	25 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 EMAIL**
- 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. Financial commitments**
  - f. General liability insurance certificate**
  - g. Uniform Relocation Act documentation**
  - h. Residential Anti Displacement and Relocation Assistance Plan**
  - i. 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. 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:

- [Compliance with 2 CFR 200](#) (as appropriate);
- 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](#);
- [Buy America Build America](#);
- [Title VI of the Civil Rights Act of 1964](#), as amended;
- [The Fair Housing Act](#);
- [Age Discrimination Act](#);
- [Americans with Disabilities Act](#);
- [Section 504 of the Rehabilitation Act](#);
- [Violence Against Women Act](#);
- 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.**

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Printed Name and Title

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Signature

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Agency

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Date

**Housing Capital Project Applications**

Organization	Program/Project	Funding Request	BFC Option 1: If Projects Were Funded Based on the Same Percentage	BFC Option 2:	BFC Option 3:	April 23, 2026 Budget and Finance Committee Recommendation
Foundation for the Challenged	FFC Homes XV	\$100,000	\$98,954.68			
Homes First	Home for Survivors of Domestic Abuse	\$198,476	\$196,401.29			
Rebuilding Together Thurston County (RTTC)	Critical Home Repair	\$100,000	\$98,954.68			
South Puget Sound Habitat for Humanity	Critical Home Repair	\$200,000	\$197,909.36			
	<b>TOTAL</b>	<b>\$598,476.00</b>	<b>\$592,220.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Potential Total Available from HUD      \$592,220.00      \$592,220.00      \$592,220.00      \$592,220.00      \$592,220.00**

**Difference      (\$6,256.00)      \$0.00      \$592,220.00      \$592,220.00**

**Contingencies**

- 1
- 2
- 3
- 4
- 5

**Public Service Applications**

Organization	Program/Project	Funding Request	BFC Option 1: If Projects Were Funded Based on the Same Percentage	BFC Option 2:	BFC Option 3:	April 24, 2026 Budget and Finance Committee Recommendation
<b>Boys and Girls Clubs of Thurston County</b>	Tumwater Scholarships for Youth Experiencing Homelessness	\$52,500.00	\$23,696.80			
<b>Community Action Council of Lewis, Mason, and Thurston Counties</b>	Tumwater Housing Stability & Homelessness Prevention	\$30,000.00	\$13,541.03			
<b>OlyMAP</b>	Shelter-in-Place Outreach Program	\$55,282.00	\$24,952.51			
<b>Senior Services for South Sound</b>	Home Share	\$25,000.00	\$11,284.19			
<b>Thurston County Food Bank</b>	FORKids Backpack	\$40,000.00	\$18,054.71			
<b>TOGETHER!</b>	Tumwater Community Schools Program	\$100,000.00	\$45,136.77			
	<b>TOTAL</b>	<b>\$302,782.00</b>	<b>\$136,666.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Potential Total Available from HUD      \$136,666.00      \$180,000.00      \$180,000.00      \$180,000.00      \$180,000.00**

**Difference      (\$166,116.00)      \$43,334.00      \$180,000.00      \$180,000.00**

**Contingencies**

- 1
- 2
- 3
- 4

