



## City of Lacey, Washington Human Services Workgroup Agenda

Refer to the bottom of the agenda for meeting information.

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Thursday, June 20, 2024

5:30 PM

Council Chambers and Online

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- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda, Previous Meeting Minutes, and Consent Items**
  - A. Approval of Agenda
- 4. Public Comment**

Refer to the bottom of the agenda for instructions on how to provide public comment.
- 5. Business Items**
  - A. Election of Presiding Officers
  - B. Rules of Procedure
  - C. Human Services Grant Program Overview
  - D. Human Services Needs Assessment Introduction
- 6. Adjourn**

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### Attendance and Public Comment

#### Attend Remote or In-Person

There are several ways to attend the Human Services Workgroup Meeting:

In-Person: Council Chambers at Lacey City Hall  
420 College Street SE, Lacey, WA 98503

Zoom: [https://us02web.zoom.us/webinar/register/WN\\_f9AdmhRyShS96jv84wU\\_WA](https://us02web.zoom.us/webinar/register/WN_f9AdmhRyShS96jv84wU_WA)

City Website: <https://cityoflacey.org/government/public-meetings/>

YouTube: [https://www.youtube.com/watch?v=sS7E\\_B8Ww5c](https://www.youtube.com/watch?v=sS7E_B8Ww5c)

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 873 9173 0197)

### **Verbal Public Comment**

The opportunity for verbal public comment is available in-person or by Zoom:

In-Person: Use the sign-up sheet located in the Council Chambers.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:

[https://us02web.zoom.us/webinar/register/WN\\_f9AdmhRyShS96jv84wU\\_WA](https://us02web.zoom.us/webinar/register/WN_f9AdmhRyShS96jv84wU_WA)

Instructions and access details will be provided once registration is complete.

### **Written Public Comment**

Please email written public comments to [PublicComment@cityoflacey.org](mailto:PublicComment@cityoflacey.org) by 4:00 p.m. on Thursday, June 20, 2024. Members will receive all written public comments provided by this deadline. Comments may not be addressed during the meeting. All comments are part of the official record.





## AD HOC HUMAN SERVICES WORK GROUP RULES OF PROCEDURE

Adopted \_\_\_\_\_

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### 1. Meetings

#### 1.1. General:

- 1.1.1. All Work Group meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Work Group.
- 1.1.2. A Work Group meeting may be cancelled at the notice of the Chair, and notice should be posted online on the City's website and at the meeting place.
- 1.1.3. Except as modified by these Rules of Procedure or in conflict with state law, ordinances of the city or resolution, Robert's Rules of Order, Revised, shall guide the formal decision process by the Work Group in making their recommendation to Council.

#### 1.2. Regular Meetings:

- 1.2.1. The Work Group shall meet regularly on the first Thursday of each month at 5:30 p.m. Work Group members will attempt to conduct business at all Regular Meetings in a manner, which will allow for adjournment no later than 8:30 p.m.
- 1.2.2. When a regular meeting falls on a legal holiday, the Work Group will meet on the day following that legal holiday or as scheduled by the Work Group.
- 1.2.3. In general, regular meetings will include the following elements:

- Call to Order
- City of Lacey - Land Acknowledgement (abbreviated)
- Approval of agenda, previous meeting minutes, and consent items
- Public Comment
- Work Group Business (includes, reports, presentations, etc.)
- Work Group Member Reports
- Director's Report
- Adjourn

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#### 1.3. Work sessions and Special Meetings:

- 1.3.1. The Chair of the Work Group may call for a Work session or special meeting when a certain case, question or matter of interest arises where it would be necessary and proper for the Work Group, or committee, to meet.

1.3.2. Although most formal Work Group action occurs at Regular Meetings, the Work Group may make decisions and take official action at Work sessions or Special Meetings.

1.3.3. In general, Work sessions and special meetings will include the following elements:

- Call to Order
- City of Lacey - Land Acknowledgement (abbreviated)
- Work Group Business (includes, reports, presentations, etc.)
- Adjourn

Commented [MC3]: Removed "Full"

## 2. Terms of Office

2.1. Terms for Ad Hoc Work Group members shall be for one year or until the work of the group is complete.

Commented [MC4]: Removed language related to elections

## 3. Nomination of Presiding Officer(s)

3.1. The officer(s) of the Work Group shall be a Chair and a Vice-Chair elected by the appointed members of the Work Group, and such other officers as the Work Group may elect.

3.2. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice-Chair, and the Vice-Chair will be replaced by a vote of the members of the Work Group.

## 4. Duties of Officers

4.1. The Chair shall preside over the meetings of the Work Group and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Work Group.

4.2. The Chair shall have power to create temporary committees of one or more Work Group Members.

4.2.1. Committees of the Work Group shall be created at the direction of the Work Group and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Work Group. No committee shall have the power to commit the Work Group to the endorsement of any plan, case or program without the approval of the full Work Group.

4.3. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict of interest, appearance of fairness, suspension of meetings, timing for discussion of issues, and clarification of issues and questions.

4.4. In the absence of the Chair, the vice-chair will perform all duties of the Chair.

4.5. Absences of Chair and Vice-Chair: The Chair and Vice-Chair, both being absent, the present Work Group Members may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

## 5. City Staff Support

5.1. City staff shall perform the usual and necessary administrative support functions of the Work Group, including preparation of meeting minutes, drafting meeting agendas, and creating or arranging presentations to the Work Group.

## 6. Quorum

6.1. Four members the Work Group, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Work Group business. If a quorum is not present, the Work Group meeting is cancelled.

6.2. Any action taken by a majority of those present, when those present constitute a quorum, at any Regular, Special meeting, or Work session of the Work Group, is deemed and taken as the action of the Work Group.

## 7. Conflict of Interest

7.1. Any member of the Work Group who has a conflict of interest with a particular case must publicly announce this conflict of interest at the earliest possible opportunity or when the conflict is realized. This member must recuse themselves from participation and decisions on the particular case in question.

## 8. Organization and Responsibility

8.1. All recommendations of the Work Group shall be forwarded to the Lacey City Council for final action.

8.2. No official action from the Work Group or recommendation of any committee will be considered prior to any required public hearing. Exceptions may be considered only on items which have had prior hearings and which have been resubmitted for consideration, provided that no new conditions or no new information is present.

8.3. It shall be the responsibility of the Chair to present to the City Council, through the Staff, special information regarding those cases or proposals having unusual significance.

## 9. Public Comment (draft council packet for 6/18)

9.1. The Work Group will provide the opportunity for public comment at Regular Work Group meetings. Public comment at Special Meetings and Work session meetings will be allowed at the discretion of the Work Group.

9.2. Members of the public providing public comment must provide their name and city of residence.

9.3. Members of the public providing public comment must limit their address to three minutes.

9.4. If several members of the public wish to speak to the same issue, the Chair may limit the total amount of time dedicated to that specific issue.

9.5. The Chair may interrupt public comments that continue too long.

## 10. Amendment:

**Commented [MC5]:** Removed details regarding public comment pending Council Action on 6/18/24

**Commented [MC6]:** Removed extra language regarding extra time given

**Commented [MC7]:** Removed language regarding subjective interpretation such as "offensive"

10.1. The Rules of Procedure may be amended at a meeting by the Work Group by a majority vote of the entire membership.

APPROVED by the City of Lacey Human Services Ad Hoc Work Group on this day \_\_\_\_\_.

**Commented [MC8]:** Removed amended language

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

DRAFT



## HUMAN SERVICES WORK GROUP

June 20, 2024

**SUBJECT:** Human Services Grant Program Overview

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**RECOMMENDATION:** Provide feedback on HSGP policies, application, scoring rubric, and workshop presentation

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**STAFF CONTACT:** Shannon Kelley-Fong, Assistant City Manager *SKF*  
Michelle Chavez, Human Services Coordinator *mjc*

**ORIGINATED BY:** City Manager's Department

**ATTACHMENTS:**

1. Draft HSGP Policies
2. Draft HSGP Application
3. Draft HSGP Scoring Rubric
4. Draft HSGP Workshop Presentation

**FISCAL NOTE:** 2024 budget includes \$300,000 for the Human Services Grant Program.

**PRIOR REVIEW:** [City Council Worksession – March 12, 2024](#)  
[City Council Meeting – March 19, 2024](#)  
[Commission on Equity – March 25, 2024](#)

**WORK PLAN GOAL:  
AND STRATEGY** Vibrant Place to Live, Work and Play  
D. Finalize Homeless Response Plan and Enhance Social Services

An Engaged Community  
L. Enhance Communication and Engagement Efforts

**BACKGROUND:** General information on the City of Lacey's (City) Human Services can be accessed here: <https://cityoflacey.org/human-services/>.

As part of the 2024 Budget, the Lacey City Council allocated \$300,000 to establish a comprehensive, reliable, and accessible Human Services Grant Program (HSGP). This program was established to take the place of the ad hoc funding the City provided to various non-profit groups over the past few years to make the process more equitable, efficient, and predictable for the community and the organization.

City staff provided the Lacey City Council with a detailed presentation on the HSGP at the [City Council Worksession on March 12, 2023](#).

At the [City Council Meeting – March 19, 2024](#) meeting, the Lacey City Council passed Resolution 1145 establishing an ad hoc Human Services Work Group (Work Group).

### **Year-One Program Priorities:**

The Lacey City Council authorized the following elements for the 2024 Human Services grant funding:

**2024 Funding Priorities:** Essential Social Services for low-income and special needs populations. Services must focus on basic needs and serve Lacey community members. Basic needs are defined as:

- a. **Housing:** expanding and upgrading affordable housing programs, emergency rental assistance, housing education, creating and maintaining supportive housing services.
- b. **Survival:** access to food, water, shelter, sleep, clothing.
- c. **Security:** job training and placement, mental and physical health care, drug and alcohol recovery, support in times of personal and family crisis, transportation.

**Minimum and Maximum Awards:** The program will allow for a maximum grant of \$50,000 for capital projects (brick and mortar) and include an acknowledgement that some applicants will receive partial funding. No minimum or maximum for service-based projects.

### **Ad Hoc Human Services Workgroup:**

- Meet once per month or as needed through 2024;
- Review 2024 HSGP applications and make recommendations to Lacey City Council for 2024 funding allocations;
- Advise on a human services needs assessment;

- Make recommendations on longer-term priorities for HSGP funding; and
- Make a recommendation on a standing human services advisory board.

**Next Steps:** The purpose of tonight's discussion is for the Work Group to review the following draft HSGP application materials and provide feedback to City staff:

1. Draft HSGP Policies
2. Draft HSGP Application
3. Draft HSGP Rubric
4. Draft HSGP Workshop Presentation

**Proposed Program Timeline:** Table 1 provides a proposed timeline for the Human Services Workgroup and Grant Program.

<b>Table 1</b>				
<b>Proposed Grant Program Timeline</b> (Dates subject to change)				
<b>Human Services Grant Program</b>	<b>Dates</b>	<b>Needs Assessment</b>	<b>Comprehensive Plan: Human Services Element</b>	
Lacey City Council update on the Draft HSGP	March 12 <sup>th</sup>	Research and development	Collaborate with CED on planning and engagement	
Lacey City Council authorizes Human Services Work Group and the 2024 HSGP priorities	March 19 <sup>th</sup>			
City opens applications for the Human Services Workgroup members	March 25 <sup>th</sup> to April 12 <sup>th</sup>			
Mayor interviews Human Services Workgroup applicants	April 24 <sup>th</sup> to May 3 <sup>rd</sup>			
Lacey City Council approves Human Services Workgroup members	June 4 <sup>th</sup>			
Human Services Workgroup Orientation	June 13 <sup>th</sup>	Outreach and Engagement	Work with Human Services Workgroup and Planning Commission on Human Services Element	
Human Services Workgroup Orientation	June 20 <sup>th</sup>			
HSGP Applicant Workshop	June 27 <sup>th</sup>			
Human Services Workgroup	July 11 <sup>th</sup>			
HSGP Applications Open	June 27 <sup>th</sup> to July 26 <sup>th</sup>			
Human Services Grant Applicant Presentations (Joint Meeting with City Council)	August 8 <sup>th</sup>			
Human Services Workgroup reviews HSGP applications	July 31 <sup>st</sup> to August 9 <sup>th</sup>			
Human Services Workgroup finalizes HSGP funding recommendations	August 22 <sup>nd</sup>			
Human Services Workgroup Meeting	September 5 <sup>th</sup>			
Lacey City Council reviews HSGP funding recommendations and approves funding	Sept 17 <sup>th</sup>			
Human Services Workgroup Meeting	October 3 <sup>rd</sup>			
HSGP Program Year	October 1, 2024 to September 30 <sup>th</sup> 2025			Draft presented to Workgroup; Recommendation from Workgroup
Humans Services Workgroup finalizes advisory board recommendation	October/November			
Human Services Work Group Meeting	November 7 <sup>th</sup>			
Human Services Work Group Meeting	December 5 <sup>th</sup>			
Lacey City Council reviews advisory board recommendation Lacey City Council reviews needs assessment and 2025 HSGP priorities Lacey City Council approves needs assessment, 2025 HSGP priorities, takes action on potential advisory board	December/ Jan			

<b>2025*</b>			
2025 HSGP application opens	Jan/Feb		
Lacey City Council receives presentation on 2024 HSGP funding	Feb		
Human Services Grant Applicant Workshop	Jan/Feb		
Pending direction: Advisory Board makes recommendations on 2025 HSGP funding	March		
Lacey City Council reviews 2025 HSGP funding/ recommendations	March/April		
Lacey City Council approves 2025 HSGP funding	March/April		
2025 HSGP funding is awarded and funds are used	April – December 2025		
<b>2026*</b>			
2026 HSGP application opens	Jan/Feb		
Lacey City Council receives presentation on 2025 HSGP funding	Feb		
Human Services Grant Applicant Workshop	Jan/Feb		
Pending direction: Advisory Board makes recommendations on 2026 HSGP funding	March		
Lacey City Council reviews 2026 HSGP funding/ recommendations	March/April		
Lacey City Council approves 2026 HSGP funding	March/April		
2026 HSGP funding is awarded and funds are used	April – December 2026		
*Pending budget funding			

Yellow highlighted rows are potential work group meetings.



# Human Services Grant Program Policy

## Goals

The City provides and supports a broad range of local human services to community members. These services are targeted to help individuals access community resources. One of the core ways the City engages in this work is by providing funding to support the work of non-profits. In 2024, the City created a new competitive Human Services Grant Program (HSGP) to allocate up to \$300,000 in grant funding to support the community with a focus on basic needs, including housing, survival, and security.

## Categories

In 2024, HSGP funds are prioritized on providing essential social services for low-income and special needs populations. Services must focus on basic needs and serve Lacey community members. Basic needs are defined as:

Housing: expanding and upgrading affordable housing programs, emergency rental assistance, housing education, creating and maintaining supportive housing services.

Survival: access to food, water, shelter, sleep, clothing.

Security: job training and placement, mental and physical health care, drug and alcohol recovery, support in times of personal and family crisis, transportation.

## Information

- 1) The City at its discretion awards funding. Selected applicants may not receive full funding.
- 2) No maximum award for human service programs.
- 3) Maximum of \$50,000 for capital (brick and mortar) projects.
- 4) Proposals do not require a dollar-for-dollar funding match for City funds awarded. However, proposals with funding matches may be allocated additional points during evaluation.
- 5) The Human Services Work Group will review proposals and make recommendations for final approval by the Lacey City Council. The Human Services Work Group and Lacey City Council may request presentations by HSGP applicants.

- 6) A signed, written agreement with the City will be required before funds are awarded.
  - a. Contract will include an approved scope of work, term, and reimbursement guidelines, and any other requirements as deemed necessary by the City.
  - b. Proof of insurance is required as laid out in the grant program agreement.
- 7) Applicants will need to provide the following documents as part of their applications:
  - a. Program or Project Budget (using the City's form)
  - b. Current list of Board Members
  - c. IRS Tax-Exempt Determination as a 501(c)3
  - d. Copy of organization's I-990 tax filing or year-end financial statement
  - e. A copy of the agency's current annual operating budget (income and expenses)
- 8) Organizations selected to receive human services funding must be able to:
  - a. Provide proof of general liability insurance coverage of at least \$1,000,000 and meet other City insurance requirements
  - b. Provide reports and invoices with back up documentation.
  - c. Provide 501c3 determination letter or equivalent.
  - d. Sign documents electronically through City approved systems.
  - e. Commit to an annual site visit by City of Lacey staff.
  - f. Submit an annual report.
  - g. Retain records for seven years.
- 9) Organizations that apply must be authorized by their governing body or executive director (or equivalent) to apply and receive program funds.
- 10) Probation for Incomplete Projects
  - a. If an agency is unable to complete the project within the program year and does not use any portion of the allocated grant funds, the agency will be ineligible to participate in the HSGP the following year.
  - b. Accommodations may be made to the above for extenuating circumstance

## Eligibility

### Requirements:

- 1) Proposals must be submitted by non-profits.
- 2) Applicants do not need to be physically located in Lacey to apply. However, applicants must demonstrate how programs and projects would positively benefit community members in Lacey.
- 3) All programs and projects must meet city regulations, ordinances, and non-discrimination policies.
- 4) Agencies may submit more than one application per funding cycle. However, only one program or project should be included on each application.
- 5) Capital projects: Maximum award for capital (brick and mortar) projects is \$50,000. Capital projects must be located in Lacey.
- 6) Service projects: There is no maximum award for service projects.
- 7) Applicants may receive partial funding.
- 8) Applications must be completed and submitted before the deadline.

### The following are not eligible for the HSGP:

- 1) Applications from individuals, for-profit groups, or political groups.
- 2) Projects that are for routine maintenance purposes or any maintenance of previously funded projects.
- 3) Capital (brick and mortar) projects outside of the City of Lacey.
- 4) Projects that seek to promote any public or private group, business or commercial enterprise, political or religious group.
- 5) Organizations or projects that do not meet the City's non-discrimination policies.

## Timeline

2024 HSGP Calendar (subject to change)	
Applications Open	June 27 to July 26
Application Workshop	June 27 at 10:00am (PST)
Application Deadline (No late applications)	July 26 at 4:00pm (PST)
Applicant Presentations	August 8 at 5:30pm (PST)
Work Group Recommendations	August 22
City Council Decisions	September 17
Program Year	October 1, 2024 to September 30, 2025

## Contact

For further details, contact Michelle Chavez, Human Services Coordinator, at 360-486-8746 or email [HumanServices@cityoflacey.org](mailto:HumanServices@cityoflacey.org)



# Draft 2024 Human Services Grant Application

The Lacey City Council established essential social services for low-income and special needs populations as the 2024 Human Services Grant priorities. Grant funding will be prioritized on program or projects that focus on basic needs that serve Lacey community members. Basic needs include: housing, survival, and security. Example applications could include the following:

- a. **Housing:** expanding and upgrading affordable housing programs, emergency rental assistance, housing education, creating and maintaining supportive housing services.
- b. **Survival:** access to food, water, shelter, sleep, clothing.
- c. **Security:** job training and placement, mental and physical health care, drug and alcohol recovery, support in times of personal and family crisis, transportation.

## Grant Requirements (in brief see full policy):

- Applicants must be non-profits.
- Applicants do not need to be physically located in Lacey to apply. However, applicants must demonstrate how programs and projects would positively benefit community members in Lacey.
- Maximum award for capital (brick and mortar) projects is \$50,000. Capital projects must be located in Lacey. There is no maximum award for service projects. **NOTE:** Applicants may receive partial funding.
- Program Year Runs October 1, 2024 to September 30, 2025.

## Timelines:

- **Applicant Workshop:** June 27, 2024 10:30am to 12:00pm (noon) at Lacey City Hall and Via Zoom
- **Applications open:** June 27 to July 26th, 2024. Applications are due July 26th 2024 by 4pm (PST).
- **Applicant Presentations:** August 8 at 5:30pm at City Hall and via Zoom
- **Contact:** Michelle.Chavez@CityofLacey.org or 360-486-8746

**Please fill out this form completely. Applications are due July 26th 2024 by 4pm (PST). Late Applications will not be accepted.**

# Section 1. General Information

## 1.1 Name of Agency \*

## 1.2 Program or Project Name \*

Submit one program or project per application

## 1.3 Identify program or project type in the drop-down menu below.\*

## 1.4 Is this a new or existing program or project? \*

## 1.5 Program or Project Area \*

Select all that apply.

## 1.6 Have you received funding from the City of Lacey for this project or program in the last three years? If yes, what were the outcomes?

## 1.7 Please provide the number of Lacey community members that will be served by this project or program within the contract year, if funding is awarded. \*

Scored Question (10 points total)

## 1.8 Program or Project Description \*

Briefly describe your program or project (2-3 sentences).

## 1.9 Does the program or project meet the priority focus (basic needs that serve Lacey community members).

**Basic needs include: housing, survival, and security)? If yes, please provide a description of how it meets the priority focus.**

*Scored Question (15 points total)*

**1.10 Program Requirements \***

**Organizations selected to receive human services funding must be able to:**

- Provide proof of general liability insurance coverage of at least \$1,000,000.
- Provide reports and invoices with back up documentation.
- Provide your 501c3 determination letter or equivalent.
- Sign documents electronically through City approved systems.
- Commit to an annual site visit by City of Lacey staff.
- Submit an annual report.
- Retain records for seven years.

**1.11 Authorization**

To the best of my knowledge, all information in this application is true and correct. The applicant's governing body or Executive Director (or equivalent) has authorized this application to be submitted. My organization is able to provide all program requirements noted above and if funded, will comply with all contractual obligations.

**Authorized Representative and Title \***

**Date Approved \***

**Section 2. Organization Overview**

**2.1 Organization Legal Name \***

**2.2 Mailing Address \***

**2.3 Physical Street Address if different from mailing address**

**2.4 Main Business Phone \***

**2.5 Contract Signatory (Name and Title) \***

**2.6 Signatory Email Address for approval \***

**2.7 Organization Primary Contact (Name and Title) \***

**2.8 Primary Contact Phone \***

**2.9 Primary Contact Email \***

**2.10 Years in business (current dba or previous) \***

*Provide names and number of years the agency has been in business under current or previous names including additional assumed business names.*

*Scored Question (5 points total)*

**2.11 Federal Tax ID \***

**2.12 Partnerships and Service Coordination \***

*Describe how your organization collaborates and coordinates with local entities, organizations, stakeholders, or community members.*

*Scored Question (5 points total)*

**2.13 Client Centered Programming \***

*Describe how you incorporate a client-centered voice to ensure program quality and effective services.*

*Scored Question (10 points total)*

**2.14 Diversity, Equity, Inclusion and Belonging \***

*Describe how your agency applies diversity, equity, inclusion and belonging principles in your work.*

*Scored Question (10 points total)*

## Section 3. Program or Project Overview

**3.1 Program or Project Description \***

*Please describe how the program or project will be delivered.*

*Scored Question (10 points total)*

**3.2 Program or Project Outcomes \***

*Describe the program or project's specific and measurable outcomes.*

*Scored Question (10 points total)*

**3.3. Program or Project Eligibility \***

*Who will receive services under this grant and how will you determine service eligibility?*

*2024 Funding Priorities are essential social services for low-income and special needs populations. Services must focus on basic needs and serve Lacey community members. Basic needs include housing, survival, and security.*

*Scored Question (10 points total)*

**3.4 Project Location \***

**3.5 Project Address \***

**Section 4. Budget Overview**

**4.1 Budget Narrative \***

*Please describe how the Lacey Human Services Grant funds will be used to fund your program or project.*

*Scored Question (5 points total)*

#### 4.2 Audit Findings \*

*Have you had an audit finding in the last two years? If yes, please explain.*

*Scored Question (5 points total)*

#### 4.3 Project Sustainability \*

*If your program or project is not fully funded by the requested amount, would you still be able to provide services and/or complete the project? Describe the impacts to you anticipate to receiving less than full funding.*

*Scored Question (5 points total)*

#### **Please attach the following documents:**

Program or Project Budget using the linked form

Current list of Board Members

IRS Tax-Exempt Determination as a 501(c)3

Copy of organization's I-990 tax filing or year-end financial statement

A copy of the agency's current annual operating budget (income and expenses)

Drag and drop files here

## Human Services Grant Program Application Scoring Rubric

Reviewer Name \_\_\_\_\_

Total Score \_\_\_\_\_

Section 1 – General Information	Answer Descriptors	Total Possible Points	Points Awarded
1.7 Please provide the number of Lacey community members that will be served by this program or project within the contract year, if funding is awarded.	<p>Does the funding expand the number of participants?</p> <p>0 – No, it does not.</p> <p>5 – Shows some ability to expand.</p> <p>10 – Yes, it clearly it does.</p>	10	
<p>1.9 Does the program or project meet the priority focus (basic needs that serve Lacey community members)?</p> <p>Basic needs include: housing, survival, and security.</p> <p>If yes, please provide a description of how it meets the priority focus.</p>	<p>Does the program or project meet the priority areas (basic needs that serve Lacey community members. Basic needs include: housing, survival, and security)?</p> <p>0 – No, it does not.</p> <p>10 – Somewhat.</p> <p>15 – Yes, it clearly it does.</p>	15	
Section 2 – Organizational Overview	Answer Descriptors	Total Possible Points	Points Awarded
<p>2.10 Years in business (current dba or previous)</p> <p>Provide names and number of years the agency has been in business under current or previous names including additional assumed business names.</p>	<p>Years in business.</p> <p>0 – Less than one year.</p> <p>3 – One to two (1-2) years.</p> <p>5 – Three (3) or more years.</p>	5	
2.12 Describe how your organization collaborates and coordinates with local	<p>Does the organization describe collaboration or coordination with others?</p> <p>0 – No, it does not.</p>	5	

entities, organizations, stakeholders, or community members.	<p>3 – Shows some ability to partner and coordinate.</p> <p>5 – Yes, it clearly it does.</p>		
2.13 Describe how you incorporate a client-centered voice to ensure program quality and effective services.	<p>Does the program or project include people receiving services from the community in creating the program or project?</p> <p>0 – No, it does not.</p> <p>5 – Shows some ability.</p> <p>10 – Yes, it clearly it does.</p>	10	
2.14 Describe how your agency applies diversity, equity, inclusion and belonging principles in your work.	<p>Does the organization have established DEIB principles and practices?</p> <p>0 – No, it does not.</p> <p>5 – Shows some ability.</p> <p>10 – Yes, it clearly it does.</p>	10	
<b>Section 3 – Program or Project Overview</b>	<b>Answer Descriptors</b>	<b>Total Possible Points</b>	<b>Points Awarded</b>
3.1 Please describe how the program or project will be delivered.	<p>Does the applicant clearly describe the program or project and how it will be delivered?</p> <p>0 – No, it does not.</p> <p>5 – Somewhat.</p> <p>10 – Yes, it clearly it does.</p>	10	
3.2 Describe the program or project’s specific and measurable outcomes.	<p>Does the applicant clearly describe the program or project’s specific and measurable outcomes?</p>	10	

	<p>0 – No, it does not.</p> <p>5 – Somewhat.</p> <p>10 – Yes, it clearly it does.</p>		
<p>3.3 Who will receive services under this grant and how will you determine service eligibility?</p> <p><i>2024 Funding Priorities are essential social services for low-income and special needs populations. Services must focus on basic needs and serve Lacey community members. Basic needs include housing, survival, and security.</i></p>	<p>How will the program or project determine who is eligible for services? Are the benefactors of the program or project primarily low income and Lacey community members?</p> <p>0 – No, it does not.</p> <p>5 – Somewhat.</p> <p>10 – Yes, it clearly it does.</p>	10	
<b>Section 4 – Budget Overview</b>	<b>Answer Descriptors</b>	<b>Total Possible Points</b>	<b>Points Awarded</b>
<p>4.1 Please describe how the Lacey Human Services Grant funds will be used to fund your program or project.</p>	<p>Does the applicant clearly describe how they will use the HSGP funds?</p> <p>0 – No, it does not.</p> <p>3 – Somewhat.</p> <p>5 – Yes, it clearly does.</p>	5	
<p>4.2 Have you had an audit finding in the last two years? If yes, please explain.</p>	<p>Has there been audit findings in the past two years?</p> <p>5 – No</p> <p>0 – Yes</p>	5	
<p>4.3 Project Sustainability</p>	<p>Does the applicant have outside funding?</p>	5	

	<p>0 – No, it does not.</p> <p>3 – Yes, but less than 50% of total project</p> <p>5 – Yes, 50% or greater of the project</p>		
Attachments	Are all the required attachments included in the application?	Y/N	NONE
<b>Total</b>		<b>100</b>	

DRAFT

# City of Lacey Human Services Grant Program 2024

June 27, 2024



## Topics

- Eligible Agencies /Programs / Projects
- Priority Focuses for Funding
- Application Timeline
- Application Overview and Required Attachments
- Questions



## Eligible Agencies

- Non-Profits – 501c3s
- History of Serving Lacey
- Financial Stability
- Responsive and allow site visits
- Ability to manage grant requirements
- Submit program reports and invoices with back up documentation



## Priority Areas for Funding

- **Housing:** Expanding and Upgrading Affordable Housing Programs, Emergency Rental Assistance, Housing Education, Creating and Maintaining Supportive Housing Services
- **Survival:** Access to Food, Water, Shelter, Sleep, Clothing
- **Security:** Job training and placement, mental and physical health care, drug and alcohol recovery services, support in times of personal or family crisis, transportation



## Application Timeline

- Open to non-profits providing human services to Lacey community members
- Agency does not need to be physically located in Lacey to apply (exception capital projects)
- [Applications open from June 27 to July 26, 2024](#)
- Applicant Presentations August 8 at 5:30pm (PST)- City Hall and via Zoom
- [Maximum award for capital \(brick and mortar\) projects is \\$50K](#)



## Application Timeline

- [Capital projects must be located in Lacey](#)
- Program Year Runs October 1, 2024 to September 30, 2025
- Please fill out form completely.
- [Applications are due July 26th 2024 by 4pm \(PST\)](#)
- Late Applications will not be accepted.



## Section 1. General Information

- General information about the project
- Past experience with Lacey Human Services Grant Funds
- Includes Number Served and Anticipated to be Served
- Includes Program Description
- 25 points total

### 1.10 Program Requirements \*

**Organizations selected to receive human services funding must be able to:**  
 Provide proof of general liability insurance coverage of at least \$1,000,000.  
 Provide reports and invoices with back up documentation.  
 Provide your 501c3 determination letter or equivalent.  
 Sign documents electronically through City approved systems.  
 Commit to an annual site visit by City of Lacey staff.  
 Submit an annual report.  
 Retain records for seven years.



## Section 2. Organization Overview

- Primary Contact Information
- Federal Tax ID #
- Years in Business
- Partnerships and Coordination
- Client Centered Programming, DEIB principles, etc.
- 30 points total



### Section 3. Program / Project Overview

- Program / Project Design
- Program / Project Outcomes
- Eligibility
- Project location and address
- 30 points total



### Section 4. Budget

- Sustainability
- Budget
- Audits
- Attachments
- 15 points total

Lacey Human Services Grant - Program and Project Budget	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match, identify if funding is secured	Total Funding
<b>Personnel</b> Expenses for staff that work directly on a specific project.					\$ -
<b>Administration</b> Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.					\$ -
<b>Project or Program Costs</b> Expenses for items that directly support a specific project.					\$ -
<b>Other Costs</b> (Please describe below)					\$ -
Totals		\$ -	\$ -		\$ -



## Required Attachments

**Please attach the following documents:**

- Program or Project Budget using the linked form
- Current list of Board Members
- IRS Tax-Exempt Determination as a 501(c)3
- Copy of organization's I-990 tax filing or year-end financial statement
- A copy of the agency's current annual operating budget (income and expenses)



## Questions?

Michelle Chavez, Human Services Coordinator  
Office of the City Manager  
420 College St. SE  
Lacey WA 98503  
360-486-8746 (o) 564-233-8973 (c)  
[michelle.chavez@cityoflacey.org](mailto:michelle.chavez@cityoflacey.org)





## HUMAN SERVICES WORK GROUP

JUNE 20, 2024

**SUBJECT:** Human Services Needs Assessment Overview

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**RECOMMENDATION:** Discussion only.

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**STAFF CONTACT:** Shannon Kelley-Fong, Assistant City Manager *SKF*  
Michelle Chavez, Human Services Coordinator *mjc*

**ORIGINATED BY:** City Manager's Department

**ATTACHMENTS:** 1. Lakewood Community Needs Report and Strategic Plan

**FISCAL NOTE:** 2024 budget includes \$300,000 for the Human Services Grant Program.

**PRIOR REVIEW:** [City Council Worksession – March 12, 2024](#)  
[City Council Meeting – March 19, 2024](#)  
[Commission on Equity – March 25, 2024](#)

**WORK PLAN GOAL:  
AND STRATEGY** Vibrant Place to Live, Work and Play  
D. Finalize Homeless Response Plan and Enhance Social Services

An Engaged Community  
L. Enhance Communication and Engagement Efforts

**BACKGROUND:** Beginning in early 2024, City staff researched existing human services programs from other communities around Washington state and beyond. As part of this process, the City contacted five (5) communities about their programs and best practices. The cities interviewed were Bellevue, Issaquah, Lakewood, and Marysville in Washington, and Hillsboro in Oregon. **Table A** provides a high-level overview of these five communities and their respective human services grant programs. From these interviews, all of the five communities had:

- Stand-alone human services grant programs funded by general funds;
- Used some type of advisory board or work group to make recommendations on funding allocation; and
- A competitive grant application process to determine funding.

In addition, of the five communities:

- 80% performed needs assessments (see below for more detail). One City modeled their priorities off other nearby cities;
- 60% only allowed social services programming to be funded;
- 40% allowed smaller capital projects, such as equipment purchases and ADA improvements. This allows the human services grants to fill gaps that Community Development Block Grants (CDBG) and other federal dollars do not fund;
- 60% had minimum grant awards and one (1) did not allow for partial funding unless the application was the lowest scored and there were not enough dollars left for a full award; and
- 40% had a maximum award.

<b>Table A</b>											
<b>Comparison of Select Human Services Grant Programs</b>											
<b>Agency</b>	<b>State</b>	<b>Stand Alone Human Services Program</b>	<b>Advisory Board / Work Group</b>	<b>Competitive Application</b>	<b>Only Social Services Funding</b>	<b>Small Capital Projects</b>	<b>Min. Award</b>	<b>Max Award</b>	<b>No partial funding</b>	<b>Community Needs Assessment</b>	<b>Advisory Board Name</b>
Bellevue	WA	X	X	X	X		X			X	Human Services Commission
Hillsboro	OR	X	X	X		X	X	X	X	X	Impact Grant Work Group - Finance Commission and Community Members
Issaquah	WA	X	X	X	X					X	Human Services Commission
Lakewood	WA	X	X	X	X		X	X		X	Community Services Advisory Board
Marysville	WA	X	X	X		X					Uses CDBG Advisory Committee

## Needs Assessment

Most of the communities interviewed performed a human service needs assessment to determine the priority areas for funding and to inform strategic planning.

The City will be performing a needs assessment of human services gaps in the community to help inform future HSGP funding rounds, if budgeted in future years. This preparation involves research, survey development and creating a community engagement plan. This assessment can be performed in a number of ways, including combinations of an electronic survey, in-person focus groups, on-on-one interviews, hybrid meetings, workshops, etc.

Performing a needs assessment can take up to six months or more, **see Table B**.

Activities included in the engagement plan would be:

- Interviews with community partners, particularly in the non-profit sector serving Lacey low income and special needs community members;
- An on-line survey for all community members;
- Focus groups with public safety workers, health care (including mental health care) professionals;
- Focus groups with non-English speakers and recent immigrants;
- Interviews with clients receiving direct services; and
- Focus groups with youth, school staff, and older adults.

<b>Table B</b>	
<b>Proposed Human Services Needs Assessment Timeline (2024)</b>	
March to May	Research and Development
June to September	Outreach and Engagement
October	Writing Draft and Presenting to Work Group
November	Present Draft Report and Recommendations to City Council

### Examples of Needs Assessments:

**Attachment 1** provides an example of a needs assessment from the City of Lakewood, WA.

Additional examples can be accessed here:

- [Issaquah, WA](#)
- [Bellevue, WA](#)

**Next Steps:** The purpose of tonight's discussion is to review and discuss Needs Assessments generally.

2020



# Community Needs Report and Strategic Plan

City of Lakewood Human Services



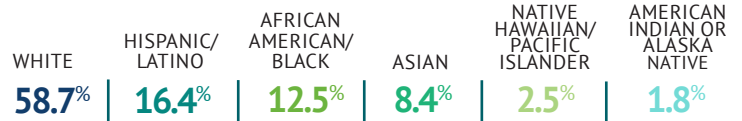
# Summary

The City of Lakewood is a diverse community of more than 60,000 residents in the heart of Pierce County<sup>1</sup>. The 2020 Census will likely reveal a more robust population than the most recent data from 2017 suggest.

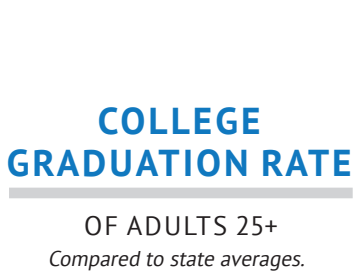
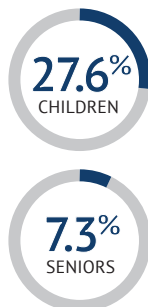
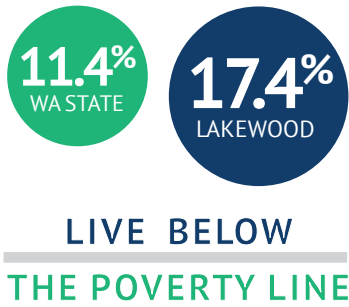
## Lakewood is one of the most diverse communities in the state



## 60,000+ Residents in Lakewood



WITH AROUND



## Community Solutions

The City has been intentional to build relationships with and among vulnerable communities. Gentrification may be one of several economic pressures driving up cost of living. Typically the term is used for the process of middle-class housing “take overs.” But other factors are contributing, such as manufacturing /commercial redevelopment, intensification of low paying jobs, for example. We look to other communities around the country struggling with the same issues of abundant low-paying jobs, expensive housing, insufficient infrastructure, and substance abuse, and we do not see anyone that has figured out real solutions. Lakewood is particularly skilled and able to collaborate and work together to solve problems, so we have as good a shot as any to lead the way on these issues.

<sup>1</sup> 2017 ACS Census. <https://www.census.gov/quickfacts/lakewoodcitywashington>

# Lakewood's Promise and Human Services Funding



## The 5 promises

of America's Promise Alliance

1. Caring Adults
2. Safe Places
3. A Health Start
4. Effective Education
5. Opportunities to Help Others

Since incorporation, the city has had a Lakewood's Promise advisory board of eleven representatives to ensure our youth grow into thriving adults. This is a local chapter of a national initiative focusing on five promises to a community's youth<sup>2</sup>. Lakewood's Promise provides a quarterly What's UP! newsletter to the community through the schools, oversees the monthly Lakewood Community Collaboration meetings (page 11), and supports the city's Youth Council. It also serves as the strategic initiatives wing of human services, so for 2020-21 Lakewood's Promise is focused on two primary goals which are further explained in this report:



Prevent homelessness among Lakewood's children, youth and families by focusing on awareness and training for local living wage jobs.



Partner on an initiative to address the mental health of Lakewood's youth.

## Human Services Funding

In 2009, the City Council began to invest 1% of its budget in human services through local nonprofits. The human services department is now made up of Lakewood's Promise, manages the City's investment by working with the Lakewood's Promise and Community Services Advisory Boards which recommend how to invest those funds, and a monthly community collaboration meeting to understand the city's most urgent needs and how to address them together.

2019 - 2020

### Human Services Funding supports

5

CATEGORIES

18

ORGANIZATIONS

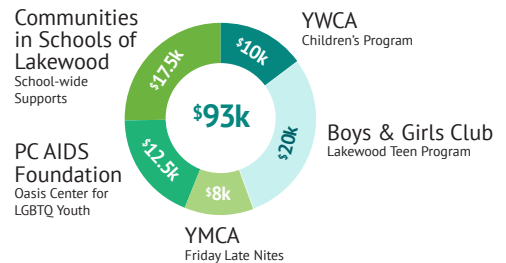
23

PROGRAMS

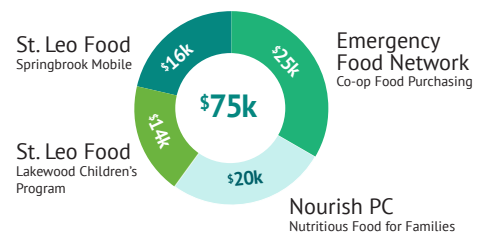
The request for proposals to allocate funding for 2021-22 will be released the first week in July 2020.

## City of Lakewood 2020 Human Services Funded Programs

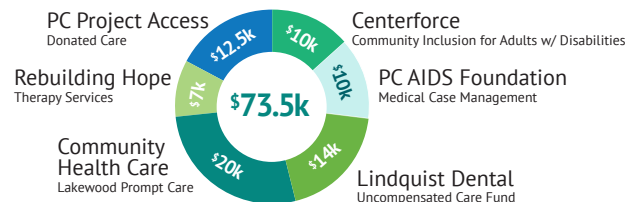
### Emotional Supports & Youth Programming



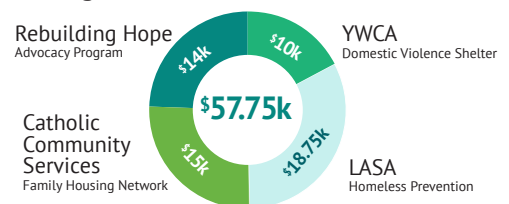
### Access to Food



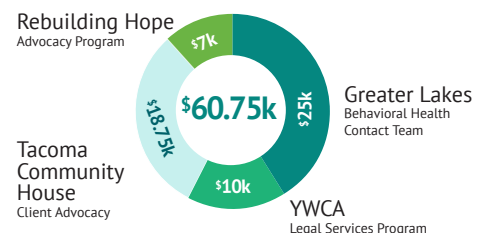
### Access to Health & Behavioral Healthcare



### Housing Assistance & Homeless Prevention



### Other Crisis Stabilization



# Community Needs Survey



The human services department last conducted a community needs assessment in 2014. An the needs remain largely the same as in 2014. Housing prices began to soar around 2015 and have suppressed everyone's ability to achieve other outcomes. Most solutions to chronic issues such as food insecurity or access to transportation involve helping someone get a job or navigate into a higher paying one. However, rising housing prices have outpaced wages.

**An average two-bedroom apartment in Lakewood requires a household income of \$62,000 and average household income in Lakewood is currently \$50,000.** Since we know what the needs are, rather than reassess them, the human services department decided to focus more on investigating and articulating what we are doing about it.

**2**   
**Apartment**

= \$62,000  
per year

  
**Average**



= \$50,000  
per year

**Human services released a survey in August 2019** to gather some information from Lakewood residents about needs in the community. The release of the survey was followed up by several in person community conversations. Conversations were held at the Lakewood Library, Springbrook Connections, YMCA and YMCA Late Nites. 315 responses were collected. Rather than survey what the needs are, the survey asked respondents to rank the severity of the community's needs.



 **315**  
Participants

**“ Quote here or statement  
Mi, volorerici undae magnis  
maximol essitibus demporr  
si net est, omnihil. “**

# Survey Results

Not surprisingly, all the social services currently or historically supported by the city were rated as at least a 3 on a scale of 1 to 5 (5 being very needed). However, three needs stood out as particularly important: safety, affordable housing and mental health.

These results are consistent with the qualitative feedback we received at the in-person conversations. We see more people experiencing homelessness and more tents, and we hear about more families sleeping in cars and 2-3 families cramming into one-bedroom apartments. One surprising result was that youth ages 15-24 also rated mental health as the second biggest need in the community behind affordable housing. More conversations with our youth-serving organizations since the survey confirm youth are experiencing an alarming amount of anxiety and depression.



Safety, which included *safe communities* and *safe places for youth to play* is an interesting need from a human services perspective. To the degree it is about directly addressing crime it is a law enforcement issue. Human services intersects with this need in two ways.

**First, the city funds several youth-focused organizations that provide safe places for youth. Second, addressing the affordable housing and homelessness issue should affect the perception, or fear, or a lack of safety in the community.**

Therefore, human services will likely continue to fund a full range of social services as best as it can, while focusing the work of Lakewood’s Promise and the community collaboration on the issues of affordable housing and youth mental health.

**“ Quote here or statement  
Mi, volorerci undae magnis  
maximol essitibus demporr  
si net est, omnihil. “**

# Affordable Housing & Homelessness


Affordable housing and homelessness have become problems impacting every Lakewood resident. Residents need a variety of things, those needs can vary, and they are often intertwined. However, a common denominator is the cost of housing compared to average wages. The average cost for a two bedroom apartment in Lakewood was \$1,595 as of October 2019, and rent has been increasing at double digit rates in Pierce County for a number of years. Families are considered cost burdened if they spend more than 30% of their monthly income on housing. Therefore a Lakewood household needs to earn \$63,800 per year to afford an average two bedroom apartment. For single parents or households with one earner that translates to more than \$30/hr. As of October 2019, the average hourly wage in Lakewood was \$17. Attend a local Springbrook Connections meeting, for example, and you will hear that wages for workers in low income communities are closer to \$14-15/hr for part time jobs. The median home value as of October 2019 was \$335,000. This problem is compounded by the fact that two of the fastest growing jobs in Pierce County are home health care workers and retail workers, both of which typically pay low wages with limited benefits. One strategy for many two-parent households is for both adults to work, but the notoriously prohibitive cost of child care often negates a second income.

**2**  = **\$1,595**  
per month



The general recommendation is rent should be 30% of your gross monthly income

**\$30+** Needed per hour  
 Rent has been increasing at double digits


**\$17** Average hourly wage in Lakewood and as low as ...  


**\$14-15** per hour  


 median home value  
**\$335,000**

## Fasting Growing Jobs in Pierce County

  
Healthcare

  
Retail

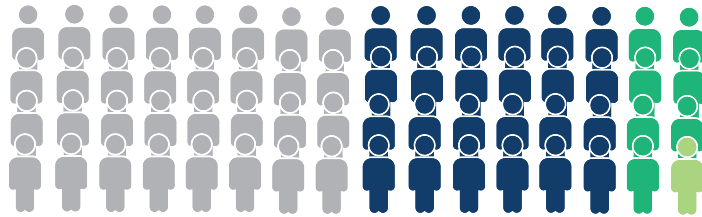
## Our Goal

Support services while helping families get into living wage jobs



One goal for the City of Lakewood and its partners is to help residents understand what the local living wage jobs are, what competencies are required for those jobs, and how someone can attain those competencies through work experience or a training program at one of our local institutions. The goal for the human services funding, then, is to provide as much funding as possible to local organizations to maintain support services that keep Lakewood children, youth and families from becoming homeless while we navigate families into living wage jobs so they no longer require support. This strategy is easier said than done, but is the clearest path to actually solving some problems.

# Other Human Services Priorities



*Issues surrounding poverty are complex and controversial, but we must at least proceed with an understanding that our response to the current affordable housing crisis will affect our youth and what Lakewood will look like in the future when they are adults.*

## CHILDREN BELOW THE POVERTY LINE



5x more likely to experience 4+ ACEs

As the list of partner organizations supported by human services funding shows, we know what the main needs are in Lakewood. The challenge in recent years has been to adapt to new urgency and a changing understanding of what it means to support children, youth and families. Affordable housing and homelessness have become dominant, obvious problems which increase the severity of all the social and economic problems we have been tackling. Additionally, we now understand that supporting youth means ensuring communities and families are healthy, safe and thriving. This is as important as providing direct services to children and youth. These perspectives informed how we conducted our community needs assessment and shaped our strategic plan.

Part of this understanding comes from the research

regarding Adverse Childhood Experiences (ACEs). The CDC defines ACEs as “potentially traumatic events that occur in childhood (0-17 years)...aspects of the child’s environment that can undermine their sense of safety, stability and bonding...and are linked to chronic health problems, mental illness, and substance abuse in adulthood.

**As one report effectively articulated, “The experience of housing-insecurity, defined as high housing costs, poor housing quality, unstable neighborhoods, overcrowding, and especially homelessness, places children at risk of ACE exposure. Housing-insecure youth and families report instance of physical and emotional abuse, financial exploitation, and sex-trafficking while staying in shelters, on the streets, or ‘doubled-up’ with acquaintances, family, or strangers.”**

## What is ACEs?

Adverse Childhood Experiences (ACEs) are potentially traumatic events that occur in a child's life

The three types of ACEs include:

Abuse			
Neglect			
Household Dysfunction			
			

# The Overall City Strategy



The goal for human services is to complement the overall strategy to address the issue of affordable housing. Most economically thriving communities in the country are struggling with the cost of housing, so there are no obvious solutions. Lakewood's Community Development department focuses on the infrastructure and market side of housing, and its various efforts can be defined as three strategies:

## Incentivize the development of both market rate and affordable housing.

Demand for housing is high, but that means developers have their pick of projects, so incentivizing anything other than market rate luxury condos or large single-family housing developments is a challenge. Nevertheless, the city is reviewing all opportunities for tax incentives, land use policy, and direct investment.

One promising strategy more cities are considering is accessory dwelling units (ADUs). These are essentially tiny homes permanently built on lots in areas zoned for single family dwellings if they have sufficient square footage. ADUs can be an excellent way to increase housing density in a way that financially benefits existing homeowners. The challenges are considerations to infrastructure, especially parking, and the high cost of building ADUs since not many contractors have a lot of experience yet.

**Preserve housing stock**  
The average age of a house in Lakewood is 67 years.



**Maintaining the existing housing we have is an underrated part of a comprehensive housing strategy.**

## Increase economic opportunity

The city is engaging in a nation-wide promotional campaign to attract new businesses and investment. The community is still affordable compared to its neighbors on all sides, and there are long term plans to continue to build commercial infrastructure and a vibrant downtown. These efforts also contribute to human services' plan to emphasize workforce development as a key strategy in the response to the question, who will be the ones to participate in these expanding economic opportunities: outsiders or existing Lakewood residents?

# Human Services 2020 Strategy

## The Strategy of the City and the advisory boards is fourfold:



Navigate workers from Lakewood families into family wage jobs



Use the Community Collaboration “move the needle” on strategies related to youth development and homelessness prevention for families



Invest in a partner-based strategy to address youth mental health



Continue to manage human services funding applications, rating, and monitoring

## Family-focused Workforce Development

Since the focus is on long-term strategies to increase housing stock and expand economic opportunities, that leaves Human Services with medium and short-term interventions. This is why two of the four ongoing goals for the department are:



Navigate families into living wage jobs so they can afford whatever housing we do have, and



Invest human services funding in high-impact social services to help prevent families from becoming homeless

Fortunately, many of Lakewood’s workforce development partners are already members of the Lakewood’s Promise Advisory Board, including:



- Pierce College
- Clover Park Technical College

- Clover Park School District
- Pierce County Library System (now a WorkSource affiliate)



These and other partners will collaborate to:



Identify family wage jobs in and near Lakewood



Identify competencies required for those jobs and how those competencies can be attained through our local training providers



Raise awareness of these opportunities throughout the community



Align funded services where possible to support Lakewood families with someone in a high-potential training program

# COVID-19 Update

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The information about COVID-19 and its direct and secondary effects on the community are ever changing. As this update is being written it is the summer of 2020. It is unclear whether the virus will accelerate in the fall, whether schools will open in a couple months, and whether the economy will mostly recover or if we are in for a long recession. We do not know what will happen when enhanced unemployment benefits run out or when eviction moratoriums end. Nevertheless, the human services department has been working to understand the needs in the community and respond as best we can.

Since April 2020, the monthly Community Collaboration has moved to virtual meetings and the partners continue to convene to gather as much data and perspective as we can. Through that work it is fairly clear that the impact of the virus has, so far, not created any new needs in the community but exacerbated the existing challenges. Human services is focused on four needs in particular: Economic Resilience, Domestic Violence and Behavioral Health, Youth Mental Health and Summer Learning Loss, and Access to Food. These needs informed how the City of Lakewood utilized the human services portion of its CARES Act Relief Funds from July through October 2020 (SEE CHART).

While it is unclear precisely what will happen to the economy in the coming months and years, the need to navigate working parents into living wage jobs is all the more important. The most significant response of the human services department to the impact of COVID-19 is to double down on its commitment to providing interim stabilization services to prevent homelessness while developing a productive family workforce initiative.



AGENCY	PROGRAM & DESCRIPTION	COVID-19 JUSTIFICATION	OUTPUTS
<b>ECONOMIC RESILIENCE</b>			
	 <p>Rental Assistance</p> <p>Approximately 250-300 households receiving one-time rental assistance payments. Payments are one month's rent up to \$1,500. Annual household income must be less than \$60,000.</p>	<p>Recipients must demonstrate loss of income due to COVID-19.</p>	<p>Number of households receiving rental assistance: TBD Average cost of rent: Tracking</p>
<b>YOUTH MENTAL HEALTH &amp; LEARNING LOSS MITIGATION</b>			
	 <p>Support for Out-of-School Youth</p> <p>Provide continued case management and support services for students and families from Clover Park School District who were being supported through the 2019-20 school year. Services include virtual mentorship, wellness checks, basic need deliveries, reading material deliveries, PPE deliveries, and other virtual content and engagement.</p>	<p>Some services such as providing PPE are new for CIS. Programs were scheduled to end for the summer, but students and families need support more than ever to provide connection in this time of isolation and crisis. Students' relationships with caring adults (staff and volunteer) are essential building blocks of resilience and continuing these relationships over the summer are important now more than ever.</p>	<p>Lakewood residents served: 190 Students receiving case management and support services: 190 Transition supports for students entering middle/high school: 100 Families receiving food and other basic needs: 100</p>
	 <p>TBD</p>	<p>TBD</p>	<p>TBD</p>
	 <p>Summer Experience at the Y: summer camp for at least 85 youth 5-13 years old at Idlewild, Custer, and Midland Elementary. Power Scholars Academy: Virtual academic achievement for 300 CPSD students that combines academic instruction with enrichment activities to support the social and emotional wellness for students.</p>	<p>Both of these programs are new for CPSD and have been designed to respond to the issue of youth mental health and summer learning loss as a result of COVID-19.</p>	<p>Number of students attending Summer Experience: 85 Number of students attending Power Scholars Academy: 300</p>
	<p>TBD</p> <p>Equipment for virtual community building and case management, including tablets to check out to clients and webcams for staff home offices.</p>	<p>Community engagement and wellness checks are done virtually by staff working at home rather than at the center.</p>	<p>Amount of equipment purchase: Tracking</p>
<b>DOMESTIC VIOLENCE &amp; BEHAVIOR HEALTH</b>			
	 <p>Hazard pay for direct service workers.</p>	<p>Telehealth services are working for some clients, but not others. Some clients are starting to return to the office for in-person therapy and advocacy services, which requires direct service staff to return to the offices and meet with various clients in person.</p>	<p>Number of hours: TBD Average amount of hazard pay over regular wages: TBD</p>
	 <p>Rental assistance and food gift cards for Lakewood residents who are survivors of domestic violence.</p>	<p>TCH has identified 15 Lakewood families on their existing caseload who have lost income due to COVID-19. They are at higher risk of being compelled to return to an abuser's home. These funds help these families maintain independence while TCH helps them find new employment.</p>	<p>Number of rent assistance payments: 15 Number of other basic needs: 15</p>
	 <p>These funds will be used for software and digital security to maintain telehealth services, and some will be used for PPE and equipment to make the office safer to return to for clients and staff.</p>	<p>About half of Rebuilding Hope's clients want to continue with telehealth services, and about half want to return to in-person services.</p>	<p>Telehealth software: 2,900 Database EHR software: 2,000 Security: 2,000 Mileage for supplies to clients: 1,000 Other IT expenses: 4,000 Other technology: 8,500 Cleaning services: 2,300 PPE: 1,500 Plexiglass: 800</p>
	 <p>Equipment to make it safer for clients to receive in-person therapy and advocacy services at the Lakewood location.</p>	<p>Telehealth services are working for some clients, but not others. Some clients are starting to return to the office for in-person therapy and advocacy services. GLMH will invest in equipment to ensure the office is safe and easy to sanitize regularly.</p>	<p>Equipment purchase: Tracking</p>

## Lakewood Community Collaboration

The community collaboration takes place at the City Council Chambers every second Wednesday of the month, 9:00-10:30 am. This meeting is open to all members of the community and takes place every month except July and August. To receive the agendas, email the human services coordinator [bhumphreys@cityoflakewood.us](mailto:bhumphreys@cityoflakewood.us).

## 2021-22 funding

The Request for Proposals for the next biennium of human services funding will be released the first week of July 2020.

## Thanks to City Council; Lakewood's Promise; Community Services Advisory Board

### Community Service Advisory Board Members

Sarah Yamamoto, Chair  
Brandon Wirth, Vice Chair  
Edith Owen-Wallace  
Michael Lacadie  
Laurie Maus  
DeeAnn Harris  
Elisapeta Scanlan  
John Mayfield

### Youth Council Representatives

Meagan Duncan  
Annette Ray

### Lakewood's Promise Advisory Board Members

Ellie Wilson, Chair  
Community Volunteer & CISL founder  
Dr. Joyce Loveday, Vice Chair  
President  
Clover Park Technical College  
Ron Banner, Clover Park School District  
Elise Bodell, Lakewood Library  
Leanna Christian Director, Lakewood YMCA

Mary Dodsworth Director, Lakewood Parks & Recreation  
Beverly Howe, St. Clare Hospital Representative  
Dr. Michele Johnson  
Chancellor, Pierce College  
Dr. Wanda Elder, Community Member  
Andie Gernon, Community Member  
Abel Alvarado, Youth Council Liaison  
**City Council**  
Don Anderson, Mayor

Jason Whalen, Deputy Mayor  
Mary Moss  
Michael Brandstetter  
Linda Farmer  
Paul Bocchi  
John Simpson  
**City Manager**  
John Caulfield