



City of Lacey, Washington Human Services Workgroup Agenda

Refer to the bottom of the agenda for meeting information.

Thursday, August 8, 2024

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgement

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge, and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the Medicine Creek Treaty of 1854.

4. Approval of Agenda, Previous Meeting Minutes, and Consent Items

- A. Approval of Agenda
- B. Approval of July 11, 2024, meeting minutes

5. Public Comment

Refer to the bottom of the agenda for instructions on how to provide public comment.

6. Business Items

A. Human Services Grant Application Summary and Presentations

Michelle Chavez, Human Services Coordinator

- 1. **Homes First**
Lacey Accessible Dwelling Units (ADUs)
- 2. **Dry Tikes and Wet Wipes**
Thurston County Diaper Bank

3. **Garden Raised Bounty (GRuB)**
Grub Garden Project
4. **Senior Services for South Sound**
Home Share Program
5. **Rebuilding Together Thurston County**
Critical Home Repair
6. **Thurston County Council on Aging**
Medical Equipment Bank
7. **Community Action Council of Lewis, Mason and Thurston Counties**
Lacey Housing Services
8. **Capital Christian Center**
Solid Rock Ranch Camper Fund
9. **Family Support Center of South Sound**
Homeless Family Services Program
10. **Interfaith Works**
Sergio's Service Center
11. **South Puget Sound Habitat for Humanity**
Home Repair Program
12. **Boys and Girls Clubs of Thurston County**
Scholarships for Youth Experiencing Homelessness
13. **North Thurston Education Foundation**
Student Assistance Grants
14. **TOGETHER!**
Host Homes and Club House (Two Applications)
15. **Our Ark**
Place of Safety and Home

7. Adjourn

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_YEgLL4KgT-2-DVVNZgdLWQ
- City Website: <https://cityoflacey.org/government/public-meetings/>



YouTube: https://www.youtube.com/watch?v=SE_pjiWVo-4

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 861 2699 5589)

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_YEgLI4KgT-2-DVVNZgdLWQ

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

Written Public Comment

Please email written public comments to HumanServices@cityoflacey.org by 4:00 p.m. on Thursday, August 8, 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.





City of Lacey, Washington
Human Services Workgroup Minutes
Thursday, July 11, 2024 - Council Chambers and Online

1. Call to Order

Chair Stephens called the meeting to order at 5:30 p.m.

2. Roll Call

BOARD MEMBERS PRESENT: Chair Brandon Stephens; Vice Chair James Broman; Board Member(s) Nathaniel Clay; Nancy Dihle; Juliet Lawson-Hall (remote); and Tiffany Walker (remote)

BOARD MEMBERS EXCUSED: Board Member Dalia Martinez

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Michelle Chavez, Human Services Coordinator; and Elissa Fontaine, City Clerk

3. Land Acknowledgment

Chair Stephens read the abbreviated Land Acknowledgment.

4. Approval of Agenda, Previous Meeting Minutes, and Consent Items

- A. Approval of Agenda
- B. Approval of June 13, 2024, meeting minutes
- C. Approval of June 20, 2024, meeting minutes

Vice Chair Broman moved to adopt the agenda as presented. Board Member Clay seconded. The motion carried.

Vice Chair Broman moved to adopt the June 13, 2024, meeting minutes. Board

Member Dihle seconded. The motion carried.

5. Public Comment

Verbal Public Comment

Zero (0) people signed up to speak at the meeting.

Written Public Comment

Zero (0) written public comment was received.

6. Business Items

A. Introduction to Human Services Needs Assessment

Michelle Chavez, Human Services Coordinator

Chavez introduced the framework for the Human Services Needs Assessment. The City will be performing a needs assessment of human service gaps in the community to help inform future Human Services Grant Programs (HSGP) funding rounds. The preparation includes creating a community participation plan.

The Workgroup reviewed the draft Community Participation Plan and draft Needs Assessment Outline in order to provide feedback. Discussion ensued.

B. Human Services Grant Program Workshop Update

Michelle Chavez, Human Services Coordinator

Chavez presented an update on the Human Services Grant Program (HSGP) Workshop. The Workshop was held on June 27, 2024, for eligible nonprofits that are considering applying for the new HSGP funds. The workshop addressed HSGP eligibility criteria, priority focus areas, application timeline, the grant application and required attachments.

The City began accepting HSGP applications on Thursday, June 27 through Friday, July 26, 2024. The City has up to \$300,000 available for non-profit human service providers serving Lacey community members. Eligible programs or projects must meet basic human needs for housing, survival, or security.

7. Adjourn

Chair Stephens adjourned the meeting at 6:33 p.m.





HUMAN SERVICES WORK GROUP

AUGUST 8, 2024

SUBJECT: Human Services Grant Application Summary

RECOMMENDATION: None. Information Only

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

ORIGINATED BY: City Manager's Department

ATTACHMENTS:
1. 2024 HSGP Scoring Rubric
2. 2024 HSGP Grant Applications

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](#)
[Human Services Workgroup – June 20, 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: The City of Lacey (City) concluded the first open application cycle for the Human Services Grant Program (HSGP). The application cycle was open from June 27 until July 26, 2024. The City received 16 applications from 15 non-profits.

Fifteen of the applications were for service-based programs and one application was for a capital project (brick and mortar). The City received over \$1.1 million in requests for an initial funding allocation of \$300,000.

Of the three priority areas for funding:

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

10 applicants emphasized survival: access to food, water, shelter, sleep, clothing.

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

Applicants were allowed to pick more than one priority area that their program or project addressed.

Table 1 is a summary of the applications received.

Table 1

2024 Human Services Grant Program Applications Received

Agency Name	Program or Project Name	Capital project or service project	New or existing program or project	Program or Project Area	Budget Request
TOGETHER!	Together! Club House	Service (Human Services Based)	Existing	Housing: Security: Survival:	\$25,000
Our Ark	Place Of Safety and Home	Service (Human Services Based)	Existing	Housing: Security: Survival:	\$99,700
TOGETHER!	TOGETHER! Host Homes	Service (Human Services Based)	Existing	Housing: Security: Survival:	\$25,366
North Thurston Education Foundation (NTEF)	Student Assistance Grants	Service (Human Services Based)	Existing	Housing: Survival:	\$60,000
Boys & Girls Clubs of Thurston County	Lacey Boys & Girls Club Scholarships for Youth Experiencing Homelessness	Service (Human Services Based)	Existing	Security	\$25,000
South Puget Sound Habitat for Humanity (SPSHFH)	Home Repair Program	Service (Human Services Based)	Existing	Housing	\$50,000
Interfaith Works	Sergio's Service Center	Service (Human Services Based)	Existing	Security, Survival	\$120,000
Family Support Center of South Sound	Homeless Family Services Program	Service (Human Services Based)	Existing	Housing	\$50,000
Capital Christian Center	Solid Rock Ranch Camper Fund	Service (Human Services Based)	Existing	Security	\$40,000
Community Action Council of Lewis, Mason, and Thurston Counties	Lacey Housing Services	Service (Human Services Based)	Existing	Housing, Security, Survival	\$284,129.52
Thurston County Council on Aging (TCCA)	Medical Equipment Bank	Service (Human Services Based)	Existing	Security	\$10,000
Rebuilding Together Thurston County (RTTC)	Critical Home Repair	Service (Human Services Based)	Existing	Housing, Security, Survival	\$125,000
Senior Services for South Sound	Home Share Program	Service (Human Services Based)	Existing	Housing, Survival	\$50,000
Garden-Raised Bounty (GRuB)	GRuB Garden Project	Service (Human Services Based)	Existing	Security, Survival	\$6,000
Dry Tikes and Wet Wipes	Thurston County Diaper Bank	Service (Human Services Based)	Existing	Security, Survival	\$100,000
Homes First	Lacey Accessible Dwelling Units	Capital Project (Brick and Mortar)	New	Housing, Security	\$50,000
Total Requested					\$1,120,195.52

Next Steps: The purpose of tonight's discussion is for the Work Group to review the applications and receive presentations from the HSGP Applicants.

1. 2024 HSGP Scoring Rubric
2. 2024 HSGP Grant Applications

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 anticipated 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 answer fully explain the number of participants?</p> <p>0 – No, it does not.</p> <p>3 – Shows some explanation.</p> <p>5 – Yes, it clearly it explains.</p>	5	
<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
2.12 Describe how your organization collaborates and coordinates with local entities, organizations, stakeholders, or community members.	<p>Does the organization describe collaboration or coordination with others?</p> <p>0 – No, it does not.</p> <p>3 – Shows some ability to partner and coordinate.</p> <p>5 – Yes, it clearly it does.</p>	5	
2.13 Describe how you incorporate a client-centered	<p>Does the program or project include people receiving services from the community in creating the program or project?</p>	15	

voice to ensure program quality and effective services.	<p>0 – No, it does not.</p> <p>10 – Shows some ability.</p> <p>15 – Yes, it clearly it does.</p>		
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>10 – Shows some ability.</p> <p>15 – Yes, it clearly it does.</p>	15	
Section 3 – Program or Project Overview	Answer Descriptors	Total Possible Points	Points Awarded
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> <p>0 – No, it does not.</p> <p>5 – Somewhat.</p> <p>10 – Yes, it clearly it does.</p>	10	
3.3 Who will receive services under this grant and how will you determine service eligibility?	<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>	10	

<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>0 – No, it does not. 5 – Somewhat. 10 – Yes, it clearly it does.</p>		
<p>Section 4 – Budget Overview</p>	<p>Answer Descriptors</p>	<p>Total Possible Points</p>	<p>Points Awarded</p>
<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? 0 – No, it does not. 5 – Somewhat. 10– Yes, it clearly does.</p>	<p>10</p>	
<p>4.3 Project Sustainability</p>	<p>Does the applicant have outside funding? 0 – No, it does not. 3 – Yes, but less than 50% of total project. 5 – Yes, 50% or greater of the project.</p>	<p>5</p>	
<p>Attachments</p>	<p>Are all the required attachments included in the application?</p>	<p>Y/N</p>	<p>NONE</p>
<p>Total</p>		<p>100</p>	



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

Homes First

1.2 Program or Project Name *

Submit one program or project per application

Lacey Accessible Dwelling Units

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Capital Project (Brick and Mortar)

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

New

1.5 Program or Project Area * Select all that apply.

Housing: (Expanding and Upgrading Affordable Housing Programs, Emergency Rental Assistance, Housi

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? *

No, Homes First has not received funding from the City of Lacey for this project.

1.7 Future Community Members Served *

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

Scored Question (5 points total)

4

1.8 Program or Project Description *

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

Homes First seeks to complete finishes and equipment/utilities at two Accessory Dwelling Units (ADUs) at its Lacey ADU project in order to have them ready for occupancy by November, 2024. These units, each 600 square feet, will provide accessible, affordable housing for very low income persons with disabilities. Residents of the two units will receive supportive services through two Homes First partners – Kokua and Ambitions – which each work with persons who have developmental disabilities and are at 30% AMI or below.

1.9 Priority Focus *

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)

Homes First projects creates healthy, safe, decent affordable housing for those most in need in the Lacey community. Homes First residents all have incomes below 50% of median income, many less than that, and typically have experienced homelessness or living in substandard housing. A significant number of Homes First residents live with disabilities, are low-income seniors, or are in recovery from behavioral health problems.

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 *

Trudy Soucoup, CEO

Date Approved *

07/18/24

Section 2. Organization Overview

2.1 Organization Legal Name *

Homes First

2.2 Mailing Address *

5203 Lacey Blvd SE - Ste A, Lacey, WA 98503

2.3 Physical Street Address if different from mailing address

5203 Lacey Blvd SE - Ste A, Lacey, WA 98503

2.4 Main Business Phone *

360-236-0920

2.5 Contract Signatory (Name and Title) *

Trudy Soucoup, CEO

2.6 Signatory Email Address for Approval *

ceo@homesfirst.org

2.7 Organization Primary Contact (Name and Title) *

Trudy Soucoup, CEO

2.8 Primary Contact Phone *

360-742-0834

2.9 Primary Contact Email *

ceo@homesfirst.org

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.

Homes First has been in business as Homes First solely for the past 35 years.

2.11 Federal Tax ID *

94-3124800

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)

While our primary purpose is to serve as a responsible and innovative housing developer and a responsive landlord, we also recognize that barriers to housing faced by our tenants, and overcoming them, call for support resources.

Part of what helps our residents remain stably housed long-term is connecting to and support accessing community services. Often, when people struggle to remain housed, they have limited capacity to manage other challenges in their lives. While we do not provide support services directly, all Homes First residents can work with our Program Services Navigator who assesses the needs of tenants as they arise and then matches them to a wide variety of community partners to help them meet their needs and their life goals. Our Navigator works with each household and those who factor significantly in their long-term care (household members, therapists, clergy, teachers, parole officers, and family members) to create a long-term plan to overcome their challenges. They help connect household members to services that are needed to implement their plan, arranging appointments and assisting with paperwork when necessary.

Our service partners are diverse, including among others youth service agencies, family support programs, services for people with developmental disabilities and veterans support organizations. We partner with Kokua, Place1, Dunganven, Ambitions of WA, Community Resources, LLC, Oxford House, Olympia Sober Housing, Community Youth Services, and the Thurston Mason Behavioral Health Administration Organization. We also continuously build collaborative relationships with other groups to connect them with more clients and support their work.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

On a day-to-day basis, we incorporate client-centered voice through relationships of trust and respect built with residents by our Program Services Navigator, who serves as an emotional sounding board for residents looking for support and connection, and helps them assess their needs as they define them. The Program Services Navigator connect residents with a wide variety of community partners to help them meet their needs, address challenges they are facing such as access to health care, food, counseling, child care, reliable transportation and more. In addition, the Program Services Navigator brings back to other members of the Resident Services Team feedback on their housing conditions and any needs for accommodation measures, maintenance or renovations as they arise. Contact with the Program Services Navigator is supplemented by resident contacts with the Property Manager and maintenance staff, who develop strong relationships with residents as they maintain and improve our housing stock on an ongoing basis to ensure that residents live in safe, comfortable and dignified homes.

On an annual basis, we formally assess the impact of our work. We believe the success of our work is strongly indicated by our treatment of residents. We track this through an annual survey sent out in January to a variety of stakeholders including tenants, donors, partners, current and past board members, and community members. Residents are specifically asked about their experiences with staff and ways in which Homes First can improve. Responses are all reviewed by the CEO and our Tenant Services Team, and a summary of responses is shared with the Board of Directors. In 2023, 100% of resident survey responses agreed that Homes First has changed their lives:

- “Homes First is the best landlord I have ever had. At 73, I have had many rentals.”
- “Everyone we have interacted with this year have been helpful, respectful and genuinely happy to help.”
- “I have stable housing because of Homes First!”

Finally, in recruiting for both our staff and our Board, we strive to open opportunities for employment and for governance to current and previous residents. As a certified Community Housing Development Organization (CHDO), we are required and committed to have members of our Board of Directors who are members of Boards of Neighborhood Associations who serve the low income community or those who are members of the low-income community themselves.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

We understand that being a housing provider is integrally linked with issues of equity and social justice. We recognize that exclusion and displacement are woven into the history of American housing programs, and that we must work continuously to incorporate equity and belong in our work.

We are working on becoming a more diverse and culturally responsive organization at all levels – board, executive leadership, staff and volunteers. We are committed to:

- Fostering an inclusive environment; embracing differences and ensuring that any individual or group feels a sense of belonging; feels respected and valued, and feels a level of supportive energy and commitment from others so that they can do their best work.
- Use our equity and belonging lens to deeply analyze and recognize how past efforts in our sector have historically created barriers to equitable housing. We are committed to applying this lens to our policies, practices, and procedures, and to removing barriers to access.
- Engaging local communities of color in decision-making, and working on building deeper relationships. We will work together to identify barriers and organizational intersections.
- Training our staff on inclusive communication and interrupting oppression. We are also committed to providing education and awareness around institutional racism, as well as historical and persisting inequities pertaining to housing, land ownership, and environmental impacts within our service area.
- Actively supporting policy priorities benefiting diverse communities and communities of color. When we consider supporting housing policies, we will work to acknowledge and better understand their equity implications.
- Maintaining a Diversity, Equity & Inclusion Committee that is active and provides continuous learning opportunities, and holds the organization accountable.
- Taking risks and challenging ourselves in this area.

We carry out a regular review of our racial equity progress in the areas of Board Strategy, Governance and Development, Staff Training and Development, Stakeholder & Community Engagement, and Organizational Practices & Investments.

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

In 2024, we are focusing on wage equity through a wage study, updating our compensation plan, and creating a plan for wage increases to work towards the goal of all staff having a more livable wage.

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

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

This project represents the final stage of bringing two ADU units, each 600 square feet, to occupancy for low to very low-income individuals with disabilities in Lacey. Residents of the Lacey ADU Project will receive support services from Kokua (one unit) and Ambitions (one unit), both established partners with Homes First. Homes First is a housing developer, and services to residents who need supportive services are delivered through collaborations with trusted partners with specific expertise to serve the varied needs of our resident population.

The project includes purchasing and applying or installing final finishes on these two units, including interior and exterior paint, cabinets and countertops, flooring, doors and miscellaneous trim, plumbing, mirrors, doorknobs, blinds and hardware. In addition, the project will include purchase and installation of appliances including refrigerators, stoves, dishwashers, range hoods and stacked washer/dryer units.

Because all construction has been completed, the project is ready to move forward, and purchase and installation should be completed within 1 month of contract signing. Homes First is eager to bring these units to occupancy, and will move forward expeditiously once funding is secured.

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

This project is an exact fit for what Homes First has done for 34 years – use a combination of public and private funds, match them with donations and grants, to acquire, and if needed rehabilitate, properties for the people in our community who struggle the most to find and retain budget-friendly rental housing. In this project, we are constructing additional affordable housing in the community.

This specific project will result in the following outcomes:

- Creation and occupancy of two ADU units, each providing permanent, safe, healthy, accessible and affordable housing to individuals living at 50% or less of AMI, who also have disabilities.
- Reduction of housing instability and insufficiency of affordable housing in the community.

We monitor and evaluate our success through core performance indicators that include rental income, turnover time, project development timelines and proformas, resource development, and resident relations and satisfaction. Through making comparisons on projected outcomes and outputs to actual, we see which aspects of our operations work well and what needs to change. We will measure these outcomes as well for this project.

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

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

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We monitor and evaluate our success through core performance indicators that include rental income, turnover time, project development timelines and proformas, resource development, and resident relations and satisfaction. Through making comparisons on projected outcomes and outputs to actual, we see which aspects of our operations work well and what needs to change. We will measure these outcomes as well for this project.

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)

Homes First serves low- to extremely low-income households with incomes at or below 50% (very low-income) of the area median income, who have barriers to finding and retaining a home they can afford. The population we serve includes persons with disabilities, persons with mental health disorders, persons in recovery, elders and veterans among others. We work with our local providers, our Coordinated Entry agencies, and the Housing Authority of Thurston County to reach out to specific demographic segments (as required) but also post on our social media and share information with local, new outlets, the libraries, and online for 'general' household opportunities.

This project will meet the basic need for housing for low income and special needs population who are residents of Lacey.

Service eligibility is established by our funding requirements and maintained by a comprehensive set of checks and balances to ensure all income eligibility requirements are met prior to occupancy. We are required to complete a variety of demographic information for all residents, including incoming/new residents, by our public funders. These data include income verification, background and rental history checks, and proof of residency. We track this data in Buildium, our property management database.

3.4 Project Location *

Inside Lacey City Boundaries

3.5 Project Address *

4618 31st Ave SE, Lacey and 5211 22nd Ave SE, Lacey

Homes First

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 (10 points total)

The Lacey Human Services Grant funds will be used for final finishes and appliances for each of two ADUs that make up Homes First's Lacey ADU project. One unit is located at 4618 31st Ave SE, Lacey, and the other at 5211 22nd Ave SE, Lacey. Each unit is very close to occupancy, needing only final finishes and appliances.

Specifically, across the two units, Homes First will complete:

- Interior and exterior painting
- Purchase and installation of cabinets and countertops
- Purchase and installation of flooring
- Plumbing fixtures including toilets, sinks, faucets and miscellaneous plumbing items
- Purchase and installation of doors, trim and base trim
- Installation of finishes such as mirrors, doorknobs, hardware and blinds
- Purchase and installation of high-efficiency appliances, including: refrigerators, stoves, dishwashers, range hoods, and stacked washer/dryer units

Total direct costs of these items are \$42,390. In addition, \$3,371 is budgeted for contingencies/price changes; and \$4,239 is budgeted for taxes. This brings the total of requested funds of the project to \$50,000. In addition, Homes First is allocating staff time for contract and project management and direct work on installation. These costs total \$7,728 in match.

4.2 Audit Findings *

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

Homes First has had no audit findings in the last two years.

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

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

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

This project is not solely dependent on this award. Homes First and its funders have already made significant investments in these buildings, including \$1,024,149 in acquisition and construction costs through the Housing Trust Fund, Thurston County Home funds, Olympia Home fund, and a Mortgage from Oly Fed . In addition, Homes First will cover all project management costs for the rehabilitation, including selecting contractors, negotiating contracts, supervising contracts, and coordinating for any needed inspections, especially for electrical and plumbing work.

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

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)

Lacey Human Services Grant - Program and Project Budget					
	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match, i	Total Funding
Personnel Expenses for staff that work directly on a specific project.			\$7,228	Agency resources to pay for staff time on the project, including approximately 0.02FTE each by the CEO, Director of Programs & Assets, Property Manager, and Maintenance staff to facilitate contracts, evaluate bids and finalize contracts, and provide hands-on installation support.	\$ 7,228.00
Administration Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.					\$ -
Project or Program Costs Expenses for items that directly support a specific project.	Purchase and installation costs for final finishing and appliances for 2 accessible ADU units. See detail below.	\$42,390			\$ 42,390.00
Other Costs (Please describe below)	Contingencies and allowance for price changes; Tax - See detail below.	\$7,610			\$ 7,610.00
Totals		\$ 50,000.00	\$ 7,228.00		\$ 57,228.00

Items for Both ADUs	Cost
Paint interior & exterior	\$ 1,200.00
Cabinets & Countertops	\$ 24,000.00
Flooring	\$ 2,000.00
Plumbing	
Toilets	\$ 400.00
Sinks	\$ 400.00
Faucets	\$ 700.00
Misc	\$ 300.00
Doors/Trim, Misc	
Doors	\$ 2,500.00
Trim/Base	\$ 600.00
Misc	
Mirrors	\$ 150.00
Doorknobs exterior/interior	\$ 340.00
Hardware	\$ 200.00
Blinds	\$ 400.00
Appliances	
Refrigerators	\$ 2,000.00
Stoves	\$ 1,800.00
Dishwashers	\$ 1,400.00
Range hoods	\$ 800.00
Stacked W/D	\$ 3,200.00
Contingency/Price Changes	\$ 3,371.00
Totals	\$ 45,761.00
Tax	\$ 4,239.00
Total	\$ 50,000.00



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

Dry Tikes and Wet Wipes

1.2 Program or Project Name *

Submit one program or project per application

Thurston County Diaper Bank

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Survival: (access to food, water, shelter, sleep, clothing), Security: (job training and placement, mental and

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? *

No

1.7 Future Community Members Served *

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

Scored Question (5 points total)

Based on our monthly calculations for 2024 we anticipate that the following amount of communities members will be served during the contract year: 6,648 Families 10,872 Children 184,824 Diapers Distributed

1.8 Program or Project Description *

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

The Dry Tikes and Wet Wipes Diaper Bank program provides essential diapers, wipes to families in need within our community. By alleviating financial strain associated with diaper expenses, the program aims to promote health, hygiene, and dignity among infants and toddlers, ensuring they have access to the basic necessities required for their well-being.

1.9 Priority Focus *

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)

Yes. The Dry Tikes and Wet Wipes Diaper Bank directly addresses the priority focus of basic human needs and security by providing essential supplies—diapers, wipes, and period products—to families experiencing financial hardship. By ensuring access to these basic necessities, the program helps alleviate stress and uncertainty related to diaper costs, allowing parents to redirect limited resources towards other critical needs such as food, shelter, and healthcare. This support enhances the overall security and well-being of infants and toddlers, fostering a healthier and more stable environment for vulnerable families in our community.

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 *

Haley Connor, Board Member

Date Approved *

07/24/24

Section 2. Organization Overview

2.1 Organization Legal Name *

Dry Tikes and Wet Wipes

2.2 Mailing Address *

6530 36TH LN SE, LACEY, WA, 98503-3949

2.3 Physical Street Address if different from mailing address

3700 MARTIN WAY E STE 110, OLYMPIA, WA, 98506-5052

2.4 Main Business Phone *

360-584-8684

2.5 Contract Signatory (Name and Title) *

Lance Benson, Executive Director & Founder

2.6 Signatory Email Address for Approval *

lance@drytikesandwetwipes.org

2.7 Organization Primary Contact (Name and Title) *

Lance Benson, Executive Director & Founder

2.8 Primary Contact Phone *

360-584-8684

2.9 Primary Contact Email *

lance@drytikesandwetwipes.org

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.

Dry Tikes and Wet Wipes just celebrated 10 years in business and making an impact in the Lacey & Thurston County Community. We have only done business under the name Dry Tikes and Wet Wipes. Eric Johnson with KOMO News featured Dry Tikes on Eric's Heroes in 2017. You can watch the feature here:

<https://komonews.com/news/erics-heroes/erics-heroes-the-diaper-guy-is-a-savior-to-families-in-need>

2.11 Federal Tax ID *

46-3241745

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)

The Dry Tikes and Wet Wipes Diaper Bank program collaborates extensively with local entities, organizations, stakeholders, and community members to maximize its impact and reach. This collaboration includes:

Partnering with Local Nonprofits and Agencies: The program works closely with local nonprofits, social service agencies, and community centers that serve families in need. These partnerships facilitate referrals and outreach efforts, ensuring that diapers and wipes reach those who need them most.

Engaging with Corporate and Business Partners: Dry Tikes and Wet Wipes collaborates with corporate and business partners who provide financial support, in-kind donations, or volunteer resources. These partnerships enable the program to expand its services and resources available to families.

Involvement of Volunteers: The program actively involves volunteers from the community who assist with diaper packaging, distribution events, and fundraising activities. Volunteers play a crucial role in the day-to-day operations of the program and help build a sense of community engagement around the issue of diaper need.

Community Awareness and Advocacy: Dry Tikes and Wet Wipes engages in community outreach and advocacy efforts to raise awareness about diaper need and its impact on families. This includes participating in local events, speaking engagements, and collaborating with media outlets to highlight the issue and promote solutions.

Feedback and Continuous Improvement: The program values feedback from stakeholders and community members to continuously improve its services. Regular communication and collaboration with stakeholders help identify emerging needs and ensure that the program remains responsive to the community it serves.

Overall, Dry Tikes and Wet Wipes fosters a collaborative approach by working closely with a wide range of local entities, organizations, stakeholders, and community members. These partnerships enhance its ability to effectively address diaper insecurity and support the basic needs and security of families in the community.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

The Dry Tikes and Wet Wipes diaper bank exemplifies client-centered practices by prioritizing the needs, experiences, and feedback of its clients to ensure program quality and effective services. Here's how we incorporate a client-centered voice:

Client Needs Assessment: We begin by understanding the specific needs of families who require diaper assistance. This involves gathering information from our clients to gain insights into their challenges, preferences, and the impact of the diaper bank's services on their lives.

Tailored Service Delivery: Based on client feedback and needs assessment, the diaper bank customizes its services. This could include offering different sizes or types of diapers, providing additional hygiene products, or adjusting distribution methods to better meet the needs of families.

Continuous Improvement: Dry Tikes and Wet Wipes uses client feedback as a primary driver for continuous improvement. We analyze feedback to identify trends, common issues, or areas where they can enhance their services. For example, if clients consistently request a certain diaper size that isn't always available, we work toward adjusting our inventory accordingly.

Empowerment and Respect: We treat clients as partners in the service delivery process, respecting their dignity and empowering them to voice their needs and opinions without judgment.

Cultural Sensitivity: Recognizing that clients come from diverse backgrounds, Dry Tikes and Wet Wipes ensures cultural sensitivity in its interactions and service offerings. This involves language accommodations.

By integrating these client-centered practices, Dry Tikes and Wet Wipes not only improves the quality and relevance of its services but also builds a stronger, more supportive relationship with the families it serves. This approach ensures that the diaper bank remains responsive to the evolving needs of its clients and maintains a positive impact on the community.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

The Dry Tikes and Wet Wipes Diaper Bank demonstrates a commitment to diversity, equity, inclusion, and belonging (DEIB) principles throughout its operations and service delivery. Here's how we apply these principles:

Diverse Representation: The diaper bank ensures diversity in its volunteers and board members. We actively recruit individuals from diverse backgrounds, including race, ethnicity, gender, age, ability, and socio-economic status, to reflect the community we serve.

Equitable Access: We prioritize equitable access to diaper assistance for all families in need. This includes removing barriers such as language barriers or documentation requirements that may disproportionately affect marginalized communities.

Inclusive Service Delivery: We create inclusive environments where all clients feel welcomed and respected. This involves understanding the unique needs of different families we serve.

Belonging and Empowerment: We foster a sense of belonging and empowerment among clients. We engage with clients as partners in decision-making processes, value their input, and provide opportunities for leadership and advocacy within the diaper bank.

Continuous Learning and Improvement: Dry Tikes and Wet Wipes continuously learns and improves its DEIB practices.

By applying these DEIB principles, Dry Tikes and Wet Wipes not only ensures that our services are accessible and inclusive but also contributes to a more equitable community where every family feels valued and supported. This approach helps us better address the diverse needs of families experiencing diaper need while promoting social justice and equity in our service area.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

The delivery of the Dry Tikes and Wet Wipes Diaper Bank program typically involves several key components to ensure efficient and effective service to families in need of diaper assistance. Here's how the program is delivered:

Needs Assessment and Eligibility Determination:

Families in need of diaper assistance reach out to the diaper bank through various channels such as our phone number, website, or community partners. A needs assessment is conducted to understand the family's specific needs, including the number and sizes of diapers required.

We do not deploy an eligibility criteria such as income verification or confirmation of other qualifying circumstances.

Diaper Distribution:

Families in need are able to pick up diapers through our Diaper Bank located on Martin Way as well as our satellite office in Yelm once per week. We are open to the community for pickup Tuesdays and Thursdays from 11am-2pm

Client-Centered Approach:

Throughout the process, the diaper bank maintains a client-centered approach. This includes respecting the dignity and privacy of families, addressing individual needs and preferences, and providing personalized support where possible. Volunteers and Board Members are trained to engage with families in a compassionate and respectful manner, recognizing the challenges they may face.

Additional Support Services:

In addition to diapers, the diaper bank provides other essential hygiene items such as period products, diaper cream, and sometimes clothing or baby supplies depending on donations and partnerships. Referrals to other community resources and services may also be offered to help families address broader needs related to health, education, or social services.

Partnerships and Community Engagement:

Dry Tikes and Wet Wipes establishes partnerships with local businesses, community organizations, and donors to secure donations of diapers and funding to sustain our program. We engage in community outreach and awareness campaigns to raise visibility about diaper need and encourage support from the community.

Adaptation and Growth:

Based on feedback and evaluation results, Dry Tikes and Wet Wipes adapts our program to better meet the evolving needs of families and improve service delivery. We seek opportunities for growth and expansion to operate more efficiently and help more families in need within our service area.

Overall, the delivery of the Dry Tikes and Wet Wipes Diaper Bank program is characterized by its client-centered approach, commitment to equity and inclusion, and dedication to providing essential support to families facing diaper insecurity.

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

The specific and measurable outcomes of the Dry Tikes and Wet Wipes Diaper Bank program are designed to assess its impact on addressing diaper need within the community. Here are some examples of these outcomes:

Number of Families Served: This measures the reach of the diaper bank in providing diaper assistance to families in need. It includes both new families served and repeat clients over a specific period (e.g., monthly, annually).

Number of Diapers Distributed: This quantifies the volume of diapers provided to families, including different sizes to meet the needs of infants and toddlers. It helps assess the program's ability to meet the demand for diapers in the community.

Cost Efficiency: This evaluates the efficiency of the program in terms of cost per diaper distributed or cost per family served. It helps assess the financial sustainability of the program and its ability to maximize resources.

Measuring these outcomes allows the Dry Tikes and Wet Wipes Diaper Bank to demonstrate the impact of its services, identify areas for improvement, and communicate its effectiveness to stakeholders such as donors, partners, and the community at large. It ensures accountability and helps drive continuous improvement in meeting the needs of families experiencing diaper insecurity.

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)

If Dry Tikes and Wet Wipes is awarded this grant, the services typically target families and caregivers who are experiencing diaper insecurity and cannot afford an adequate supply of diapers for their infants and toddlers and sometimes the elderly. Here's how eligibility for these services would typically be determined:

Criteria for Eligibility:

Income Level: The Families we serve are focused on low-income and special needs. may need to meet certain income criteria to qualify for diaper assistance.

Family Size: The number of children in diapers within the household may also be considered. Larger families with multiple children in diapers may have higher diaper needs.

Geographical Location: We primarily service clients located within Lacey & Thurston County

Periodic Reassessment: Eligibility for diaper assistance may be periodically reassessed to ensure that families continue to meet the criteria and that resources are distributed fairly and efficiently.

Dry Tikes and Wet Wipes will ensure that any grant funds awarded are used effectively to support families facing diaper insecurity. This approach helps prioritize those most in need while maintaining accountability and transparency in grant management.

3.4 Project Location *

Other

3.5 Project Address *

3700 Martin Way E, Suite 110, Olympia, WA 98506

Dry Tikes and Wet Wipes

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 (10 points total)

1. Personnel Costs:

Executive Director: The grant will fund our Executive Director for overseeing daily operations, coordinating volunteers, managing client intake, and ensuring compliance with grant requirements. Their role is crucial in maintaining efficient operations and providing quality services to families in need.

2. Diaper Procurement:

The majority of the grant funds will be allocated towards purchasing diapers of various sizes to meet the diverse needs of infants and toddlers in the community. Bulk purchasing allows us to maximize the impact of the grant funds, ensuring a consistent supply of diapers for distribution. Some of the other items will include wipes and period products.

3. Operational Expenses:

Lease: Funds will cover expenses related to our Diaper Bank facility where we store and distribute diapers.

Administrative Supplies: Basic office supplies, such as paper, printing materials, and stationery, are essential for daily administrative tasks, communication with clients, and reporting to stakeholders.

4. Outreach and Awareness:

Marketing and Outreach Materials: The grant will support the development and distribution of outreach materials (e.g., flyers, brochures) to raise awareness about diaper need in the community. This includes promoting the diaper bank's services and encouraging donations and volunteerism.

Community Engagement Events: Funds will be used to host community events aimed at engaging stakeholders, increasing visibility, and fostering partnerships with local businesses, organizations, and potential donors.

5. Evaluation and Reporting:

Data Collection Tools: Resources will be allocated for data collection tools and software to track the number of families served, diapers distributed, client demographics, and feedback. This data is crucial for evaluating program impact and reporting to grantors and stakeholders.

6. Contingency Fund:

A small portion of the grant funds will be set aside as a contingency to address unforeseen expenses or fluctuations in demand for diaper assistance. This ensures flexibility in responding to emerging needs and maintaining uninterrupted service delivery.

4.2 Audit Findings *

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

No

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

If the Dry Tikes and Wet Wipes Diaper Bank Program does not receive full funding from the requested amount, there would likely be several impacts on the ability to provide services effectively and complete the project as initially planned. Here are some anticipated impacts:

Reduced Diaper Distribution: A shortfall in funding could lead to a reduction in the quantity of diapers available for distribution to families in need. This means that fewer families would receive the diaper assistance they require, potentially leaving some without an adequate supply.

Limited Outreach and Awareness: Funding limitations might curtail outreach efforts aimed at raising awareness about diaper need in the community. This could hinder efforts to reach vulnerable families who may not be aware of the diaper bank's services or hesitate to seek assistance.

Operational Constraints: Insufficient funding may restrict operational capacity, such as limiting the hours of staff or volunteers dedicated to intake, distribution, and coordination. This could impact the efficiency and responsiveness of the diaper bank in serving clients.

Impact on Program Sustainability: The ability to sustain the program long-term could be compromised if funding gaps persist. This includes challenges in maintaining adequate inventory levels, securing necessary operational resources, and sustaining partnerships crucial for program support.

Reduced Program Effectiveness: With less funding, there could be limitations in implementing program enhancements, conducting evaluations, or adapting services based on client feedback and community needs. This may hinder the program's ability to evolve and improve over time.

Potential for Service Disruptions: In extreme cases of funding shortfall, there could be disruptions in service delivery, such as temporary suspensions or restricted service hours, which would directly impact families relying on the diaper bank for essential supplies.

To mitigate these potential impacts, the diaper bank would need to explore alternative funding sources, prioritize cost-effective strategies, and potentially adjust program operations while continuing to advocate for additional support from donors, community partners, and grantors. Communication with stakeholders about the funding situation would also be crucial to manage expectations and seek collaborative solutions to sustain and expand the impact of the program despite financial challenges.

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)

Lacey Human Services Grant - Program and Project Budget					
	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match, if any	Total Funding
Personnel Expenses for staff that work directly on a specific project.	We have not been able to pay for staff in the 10 years we have operated. We have only been able to operate with volunteers. we would like to pay our Executive Director \$1000/month during the program year to show appreciation for his 10 years of service	\$ 10,000.00			\$ 10,000.00
Administration Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.	We would like to incorporate a bigger marketing budget for the program year to use toward more fundraising events	\$ 4,000.00			\$ 4,000.00
Project or Program Costs Expenses for items that directly support a specific project.	Expenses for Diapers, Wipes, Feminine Hygeine Products and Bagging Supplies for the products we distribute direct to consumer	\$ 60,000.00			\$ 60,000.00
Other Costs (Please describe below)	Expenses for our lease and utilities for the program year	\$ 26,000.00			\$ 26,000.00
Totals		\$ 100,000.00	\$ -		\$ 100,000.00



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

Garden-Raised Bounty (GRuB)

1.2 Program or Project Name *

Submit one program or project per application

GRuB Garden Project

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Survival: (access to food, water, shelter, sleep, clothing), Security: (job training and placement, mental and

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? *

GRuB's Outcomes in 2024

GRuB's Garden Project installed a total of eleven (11) backyard gardens for people with low incomes in Lacey, WA in 2024! We also provided workshops with free materials and resources to bring home to help sustain their GRuBby Garden each month. Additionally, we have a free seed shed at the Lacey Timberland Library for Lacey residents. Finally, we also grew a more robust variety of plant starts this spring, and we chose the plant starts based on participant requests. Note: Our program leaders are working on consolidating our 2024 Garden Build testimonials, and we are happy to provide these testimonials at your request!

GRuB's Outcomes in 2023

GRuB's Garden Project installed a total of nine (9) backyard gardens for people with low incomes in Lacey, WA in 2023! These gardens directly impacted 34 individuals. GRuB also helped recruit and connect folks to our multi-month beekeeper certification courses, offered online with in-person workshops at other apiary sites. These courses are open to everyone, and free for Veterans.

GRuB's Outcomes in 2022

GRuB's Garden Project installed a total of 8 backyard gardens for people with low incomes in Lacey, WA in 2022! These gardens directly impacted 28 individuals. GRuB also implemented a multi-month honey beekeeper certification course on both the GRuB Farm and the BIPOC-and-veteran-led Victory Farm. These services helped certify 93 individuals!

1.7 Future Community Members Served *

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

Scored Question (5 points total)

We invite the City of Lacey to continue your legacy of partnering with GGP to empower low-income families in Lacey to grow nutritious produce in their own backyards through a donation of \$6,000 which would support the building of up to 10-12 gardens, depending on number of applications received in our 2025 garden-build season (April - June). Household sizes range from 1 to 6+. We estimate that the building of 10-12 gardens will reach between 25 and 35 individuals directly. In addition to the direct building of the gardens, this funding would support monthly free gardening workshops and resources for continued gardening success!

1.8 Program or Project Description *

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

GRuB’s Garden Project fosters community connections, increases food security, and grows the number of home food producers in our community. Our staff, with support from volunteers and community members, lead this program in bringing free home gardens and ongoing gardening support to individuals and families in need! To date, we have built over 4,000 gardens for and with community members with low income!

1.9 Priority Focus *

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)

Our program directly addresses the priority focus of the basic need of food security. Food insecurity is a significant issue in our community. According to a study conducted in 2021 by Washington State University, 8% of Washington residents were food insecure. That number jumped to 11.4% in just a year, and there is no cumulative data available since 2022. In 2022, 11.6% of residents of Thurston County are food insecure (Feeding America, 2022). The cost of living has increased dramatically since then, and emergency SNAP food benefits ended in March 2023. The issue of food insecurity is critical during this time and the GRuB Garden Project is on the ground, bringing joy, resiliency, and increased food security for low-income people through the gift of free gardens!

Each year, GGP brings homegardens, training, and resources to anywhere between 35-60 low-income households (funding dependent). Each garden is filled with weed-free, high organic-content soil. We also distribute seeds, vegetable starts, gardening guides, and provide free monthly workshops. Workshops topics include sustainable gardening practices, garden planning, weeding, harvesting, and cooking.

However, GRuB gardens go far beyond bringing one meal! Gardens increase food security at home and provide hundreds of meals annually, increasing long-term resiliency, wellbeing, and skill-building. Gardens also allow people to connect with family, friends, and neighbors through learning together and sharing photos, excess veggies, and garden recipes. In addition, GRuB and community volunteers build the gardens together with the families and provide monthly gardening mentorship—building community and ongoing support to ensure gardener success. GRuB also partners with local farms, seed companies, and the Food Co-op to provide resources for our program. These resources ensure the likelihood of long-term success towards food sovereignty and personal resiliency!

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 *

Sadie Gilliom, Operations Director

Date Approved *

07/24/24

Section 2. Organization Overview

2.1 Organization Legal Name *

Garden-Raised Bounty (GRuB)

2.2 Mailing Address *

2016 Elliott Ave NW

2.3 Physical Street Address if different from mailing address

2.4 Main Business Phone *

3607535522

2.5 Contract Signatory (Name and Title) *

Deb Crockett Executive Director

2.6 Signatory Email Address for Approval *

deb@goodgrub.org

2.7 Organization Primary Contact (Name and Title) *

Clare Follmann

2.8 Primary Contact Phone *

3607535522

2.9 Primary Contact Email *

clare@goodgrub.org

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.

31

2.11 Federal Tax ID *

91-1594312

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)

GRuB deeply values the relationships we have from our collaboration efforts, and have over 100 different partners—and counting! Some key partnerships that our GRuB Garden Project works closely with include:

- + CIELO, which promotes community, self-sufficiency, and leadership of Latinos in the South Puget Sound.
- + Washington State SNAP-ED: Through a partnership with SNAP-Ed, the GGP is working to increase gardener resources and education opportunities.
- + WA Department of Veterans Affairs provides resources and support for veteran programming; the Veterans Conservation Corps (VCC) provides veteran interns at GRuB.
- + Haki Farmers Collective: Through GRuB's collaboration with Haki Farmers Collective, GRuB and Haki tend to several honeybee hives in Lacey, offering workshops and classes for burgeoning beekeepers!
- + As well as Thurston County Conservation District and Thurston County Master Gardeners.

The GRuB Garden Project also has roots in a strong foundation of community support from various businesses, including T&S Tree Services, Olympia Food Coop, Great Western Supply, Spring Creek Farm, United Way of Thurston County, Hume Seeds Company, and Lowes, each of which donated materials and supplies such as soil, lumber, and plant starts. With their generosity, we are able to provide all of our gardeners the resources they need to grow food.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

The GRuB Garden Project is highly collaborative. Our program is informed by relevant community members, so it grows, and changes with the needs of our community. GRuB prioritizes outreach to program alums (or people with similar lived experience) as part of our staff and board recruitment. Two of our nine current board members are GRuB Garden Project program alumni. Having leadership with similar lived experiences as the communities we serve help us to make sure our programs are offering the community what they need.

Additionally, our organization-wide evaluation framework includes incorporating participant-defined outcomes into our cohort programs. Through defining their own outcomes, individuals gain power in shaping and reflecting on their experiences; we also learn the priorities and values of participants in their terms and can modify programs accordingly.

We work with gardeners to help create a garden space that works best for them. . In the application, there are options for applicants to fill out certain needs for their garden, and during gardener orientation, these options are discussed in great detail. For example, small spaces or balconies can still grow an abundance of food with strategic container gardening or vertical arrangements. For Elders and folks with certain disabilities, we offer high-rise garden beds. We meet with low-income garden recipients, scope out their space, and work together to design and build a garden that suits their needs! We also continue to keep in touch for years after the garden is built to provide ongoing support and mentorship. In addition, after analyzing and reviewing each GGP recipient evaluation, we use this data to redouble our efforts to adjust our program to best serve the needs of our community!

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

From our earliest years, GRuB identified diversity and multicultural community as core values and goals of our work. We were also aware that, as a white-founded organization, our staff and board composition did not reflect the cultural, economic, and racial diversity of our community. Today, half of our core staff and board identify as LGBTQIA+ and 42% are people of color; a full 83% are either program alums or share lived experience with the people in our programs.

In 2022, we developed a framework that considers our mission through an anti-oppression lens. Equity and community are central topics to our programs and are woven throughout our curriculum and community practices. We seek to engage participants in all of our programs as leaders in breaking cycles of hunger, poverty, inequality, and oppression. Each of our programs set their own equity goals, and report on them twice annually. In addition, our organizational dashboard disaggregates data based on demographics in order to better understand ways we can grow.

We would like to lift up a few of our programs and projects in their anti-oppression work:

GGP is prioritizing BIPOC and LGBTQIA+ households in criteria for selection of backyard garden recipients, and is incorporating support for gardeners like culturally relevant crops, translated materials, and garden workshops such as “Queerness in Nature.”

Our newest program, the Growing Home Collective (GHC), highlights Black cultural resilience, creativity, and earth wisdom through sharing food, gardening, and community building. Black community members, including black youth, are re-claiming and re-centering our land as a healing place. The Growing Home Collective is led by an advisory group of 6 Black community members and engages 75+ Black community members across the year.

We are honored to recognize how our Wild Foods and Medicines (WFM) Program centers Indigenous communities in its work. WFM's teachings and curriculums are created in collaboration with local tribal educators, and WFM prioritizes sharing this knowledge with Indigenous educators to share with Indigenous youth. To date, 47 tribes and tribal organizations currently use WFM educational materials. WFM has collaborated with tribal Elders and cultural knowledge keepers to ensure that information in the curriculum is appropriate to share broadly (which means some plants and plant knowledge have been purposefully left out).

In general, we are oriented to adapt or shift our programs or resources to meet community needs. One example, relevant to Lacey, is our partnership with the Haki Farmers Collective, a Black-led food justice non-profit that was founded in 2020. For 2021, Haki was seeking a farming space for the BIPOC community, and stepped into shared stewardship of GRuB's urban farm in Lacey, WA, then dedicated to military Veterans. The farm flourished with their presence and programming, and GRuB then shifted our Veteran programming elsewhere so that Haki could be the primary growers on the site. We are still in partnership around the beehives, and preparing for it to be a site for our Veteran Healing through Hives program.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

GRuB Garden Project (GGP) Services

In the garden-building season of 2024, the GGP will provide the garden space, knowledge, and tools for 35+ food-insecure households in Thurston County to become home-food producers. \$6,000 from the City of Lacey would allow us to ensure that at least 10-12 gardens are serving households in Lacey. In addition to the free garden builds for low-income community members, GGP also provides monthly gardening mentorship—building community and ongoing support to ensure gardener success. GRuB also partners with local farms, seed companies, and the Thurston County Master Gardener to provide every gardener with free seed packets, garden recipes, gardening workshops, gardening guides, and vegetable starts.

Strategies:

1 – Offer a variety of backyard garden solutions, ranging from single-frame raised beds, stacked raised beds, and container gardens, to support the unique needs of low-income and food-insecure people with space constraints and/or physical limitations.

2 – Provide new and alumni gardeners with 15 packets of seeds, 12 starts, cover crops, and access to at least six seasonal workshops and opportunities to learn how to grow, prepare, and preserve vegetables.

3 - Partner with and support organizations, community members, and alumni gardeners to develop and deliver garden building projects with neighbors. The GGP will provide build materials, staff support, access to our workshop series, plus seeds, starts, and cover crops.

4 - Organize the building and establishing of community garden spaces.

Project Timeline:

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

September - December

In fall and early winter, we review evaluations from our gardeners and begin planning how to incorporate the feedback from gardeners into our overall program structure, adjusting to ensure we are meeting the needs of our community to the best that we are able!

December - February

During this time, we invite interested low-income families and individuals to fill out our application form. After going through each application and projecting availability of funds for the garden build season, we create a schedule of up to two garden-builds per day, up to three days a week. Volunteers, staff, and our Lead Garden Builder work together to build custom home and community gardens with and for low-income applicants.

March/April - June

Come spring, we build home gardens with and for low-income applicants! Funding dependent, we are known to build anywhere between 30 - over 100 gardens! At this time, we are also offering our SNAP-Ed gardening, cooking, nutrition, food preservation & leadership monthly!

July - August

We continue monthly workshops and conduct surveys and site visits and collect feedback from evaluations to begin reviewing in the fall and early winter!

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

GOALS AND OUTCOMES

Outcome 1: Increase Access to Healthy, Local, and Sustainable Food

- + 40+ home gardens will be built for low-income households, reaching more than 70 individuals
- + 8+ workshops will be taught on cooking, gardening, and the medicinal benefits of plants
- + 35+ garden recipients and will increase their access and ability to grow their own food
- + Distribute 1,000+ packets of non-GMO vegetable seeds and 100+ non-GMO vegetable starts to low-income gardeners in Thurston County via our garden program and community seed libraries.

Outcome 2: Improve Individual Skills, Resilience, and Empowerment

- + GRuB Garden Project participants can engage in leadership opportunities through participatory feedback, workshop facilitation, internships, board membership, and/or staffing
- + GRuB Garden Project participants will receive 2-3 hours of one-on-one Q&A education during builds from volunteers & staff
- + GRuB Garden Project participants can attend free monthly workshops on topics including: garden planning, harvesting and preparing produce, water-wise gardening, building and protecting soil, organic pest control, and so much more
- + GRuB Garden Project participants will receive a GRuB gardening guidebook and other gardening resources

Outcome 3: Increased Sense of Connection to Community

- + 20+ volunteers will offer 200+ hours of time to support GGP
- + Monthly mentorship from experienced gardeners

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)

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.

GRuB's Garden Project builds gardens for low-income residents in our community. Prior to garden-build season, we post an application for interested residents to fill out in order to apply for a garden. While we only serve low-income or food-insecure residents, we do not require proof of low-income status.

3.4 Project Location *

Inside Lacey City Boundaries

3.5 Project Address *

2016 Elliott Ave NW

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 (10 points total)

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

We are mostly funded by individual donors, private foundations, government grants, and service contracts. Our FY24-25 income budget includes the following:

Service Contracts: 28.8%
Donations: 17.3%
Grants - Public/Government: 18%
Grants - Private: 26.8%
United Way: 1.1%
Donated Goods & Services: .4%
Program Fees: .75%
Special Events: 4.8%
Sales: 1.1%

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

Some of our GGP-specific planned grants for this fiscal year include: Cowlitz (\$7,000); Northwest Horticultural Foundation (\$1,500); Ludlow (\$750); MultiCare Foundation (\$2,500); Nisqually Tribe (\$3,000); City of Tumwater (\$1,000).

4.2 Audit Findings *

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

No

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

If no City of Lacey funding is provided, we will continue to seek designated funding to support the GRuB Garden Project, as well as through our general operating fundraising efforts, to build as many gardens as we can throughout Thurston County. We will first focus outreach on the areas where dedicated funding has been secured, followed by general outreach throughout the county. Without designated funding, we cannot guarantee that gardens will be built for families residing in Lacey this coming spring.

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)

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
Personnel Expenses for staff that work directly on a specific project.	Payroll Expenses For GGP Staff = (\$171,799)	\$ 3,000.00	\$ 167,998.00	SNAP-Ed (111,498), Multicare (\$2500), Service Contracts (\$53,000), City of Tumwater (1000)	\$ 170,998.00
Administration Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.		Contract Labor (Translation services, and funds for an Intern); Licenses and Permits (Vehicle tabs); Repairs (Repairs for truck and farm equipment); Staff Development (Professional development training and SNAP-Ed conferences and trainings); Community Development (May There Be Gardens after party and Market Stand gift card); Telephone and Internet (Track phone for lead garden builder) = (\$6,699)		\$ 6,250.00	Ludlow (750), NW Hort (1500), Rotary (2000), Fundraising event income (2,000)
Project or Program Costs Expenses for items that directly support a specific project.	Program Supplies (Soil, wood, nails, twine, screws, etc for garden builds and workshop supplies); Printing Direct (English and Spanish growing guides, and flyers and postcards for GGP events); In-Kind Donations (Includes value of donated veggie starts, seeds, and discounts on lumber and soil); Transportation (Mileage and fuel for garden truck to deliver soil, tools and garden supplies); Postage (For mailing May There Be Gardens flyers) = (\$9,075)	\$ 3,000.00	\$ 6,000.00	City of Tumwater (\$1,000), Nisqually (3,000), In-Kind Donations (2000)	\$ 9,000.00
Other Costs (Please describe below)	Shared Expenses (General operating expenses shared amongst all programs) = (\$16,186)		\$ 22,320.00	Cowlitz (7,000), Special Events Fundraising (7250), fundraising event income (1,000), portion of org-wide fundraising designated for GGP (7070) NOTE: If we meet our fundraising goals in the GRuB Garden Project, then the excess from general fundraising dollars (undesignated funds) will go towards the expenses of greatest need in the org	\$ 22,320.00
Totals		\$ 6,000.00	\$ 202,568.00		\$ 208,568.00



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

Senior Services for South Sound

1.2 Program or Project Name *

Submit one program or project per application

Home Share Program

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Housing: (Expanding and Upgrading Affordable Housing Programs, Emergency Rental Assistance, Housi

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? *

Home Share received \$95,000 from the City of Lacey for our pilot period starting in 2022. The outcomes of the funding are as follows:

So far in program year 2024:

- *Facilitated 5 matches.
- *Received an average of 9 new applications per month.
- *Seekers paid an average home share rent of \$507.39 per month.
- *Exchanged over 2,506 service hours in lieu of or in combination with reduced rent.

In program year 2023:

- *Facilitated 15 matches, benefiting 30 individuals in securing or maintaining safe and affordable housing.
- *Received an average of 7 new applications per month.
- *Seekers paid an average home share rent of \$527 per month.
- *Exchanged over 1,500 service hours in lieu of or in combination with reduced rent.

In program year 2022 *please note operations began in March 2022 resulting in a 9 month program year:

- *Facilitated 8 matches.
- *Received an average of 9 new applications per month.
- *Seekers paid an average home share rent of \$509 per month.
- *Exchanged over 1,300 service hours in lieu of or in combination with reduced rent.

Additional outcomes included:

- *Effectively networked with State, Regional, and National Home Share programs, and implemented best practices.
- *Developed a list of home providers to increase housing options for potential matches.
- *Built a list of home seekers to facilitate one to two long-term placements per month.
- *Made an average of one match per month in each year of Home Share operation.
- *Secured one advertisement per month through marketing and outreach efforts.

1.7 Future Community Members Served *

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

Scored Question (5 points total)

Home Share has served a total of 82 Lacey residents. If we are granted funding, our goal is to focus our marketing and outreach efforts towards Lacey residents to expand our program reach and increase the number of Lacey community members participating to 150.

1.8 Program or Project Description *

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

Home Share operates as a matchmaking service, connecting home providers with spare rooms in their residence to home seekers in need of affordable housing. Both home providers and home seekers undergo interviews and criminal background checks. Matches are established thoughtfully, taking into account the preferences, personality, and lifestyle choices of both parties.

1.9 Priority Focus *

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)

Home Share prevents homelessness by helping Lacey residents remain in their homes with both financial assistance from rent and lifestyle support from an extra pair of hands around the house. Home Share also diverts Lacey residents from homelessness by providing a far more affordable long-term housing option than exists elsewhere in the County. Even the most subsidized senior housing at Boardwalk Apartments costs \$1,099 a month, and average monthly rent in Thurston County in 2023 was \$1,595. These amounts are two to three times more than the average rent paid for rooms in the Home Share program of \$509 a month. Some Home Share placements are at low or no cost, as the arrangement may include helping with household chores, companionship to combat isolation and loneliness, and providing a safety net in case of deteriorating health.

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 *

Brian Windrope, Executive Director

Date Approved *

07/01/24

Section 2. Organization Overview

2.1 Organization Legal Name *

Senior Services for South Sound

2.2 Mailing Address *

222 Columbia Street NW, Olympia, WA, 98501

2.3 Physical Street Address if different from mailing address

2.4 Main Business Phone *

360-586-6181

2.5 Contract Signatory (Name and Title) *

Brian Windrope, Executive Director

2.6 Signatory Email Address for Approval *

bwindrope@southsoundseniors.org

2.7 Organization Primary Contact (Name and Title) *

Rebecca Hutchinson, Home Share Program Manager

2.8 Primary Contact Phone *

360-586-6181 x111

2.9 Primary Contact Email *

rhutchinson@southsoundseniors.org

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.

Senior Services for South Sound has been in operation for 51 years, since 1973.

2.11 Federal Tax ID *

91-0907573.

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)

Senior Services for South Sound collaborates within a community of partner organizations and agencies:

*We partner contractually with the Lewis Mason Thurston Area Agency on Aging, as our federal partner for funding and programs. They help us with outreach to seniors and identification of potential home providers and home seekers. We do not have a formal partnership with them for Home Share, nor would one be needed as it fits within the scope of our existing relationship.

*Contractual partnership with Homes First; Home Share places two residents in their senior-dedicated home and ensures the arrangement remains stable.

We maintain close informal partnerships with:

*Thurston County United Way, who helps with outreach and soliciting of home providers and home seekers.

*Thurston County Food Bank, who helps with outreach and soliciting of home providers and home seekers.

*Thurston county and its cities have staff and programs serving home insecure and homeless populations and provide referrals for home providers and home seekers.

*Yelm, Rainier, Tenino, Tumwater and Rochester senior centers are active partners and help with outreach and soliciting of home providers and home seekers.

*Catholic Community Services is a close partner for nutrition and transportation, and helps with outreach and solicitation of home providers and home seekers.

*Quixote communities have contact with veterans and others who are seeking housing and help with outreach and solicitation of potential home seekers for Home Share.

*Community Action Council has a similar client base and often refers Seekers to our program, sometimes covering the cost of their application fee.

*Coordinated Entry is an emergency housing service in our community and we often trade referrals to our respective programs.

The nature of Home Share is that it is a unique and valuable community resource that many nonprofit and governmental entities promote as it does not compete with other efforts.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

Senior Services for South Sound prioritizes a client-centered approach in every aspect of our organization to ensure high-quality and effective services. We actively engage with our clients to understand their needs, preferences, and feedback, which helps us tailor our programs and services to meet their unique requirements. We do this through:

1. Individualized Programming: Offering a variety of programs and activities tailored to meet the diverse needs and interests of the senior center members. This ensures that each individual has access to programs that align with their preferences and contribute to their overall well-being.
2. Open Communication: Maintaining open lines of communication with senior center members through regular meetings, newsletters, and one-on-one interactions. This fosters a sense of community and enables clients to express their needs and concerns directly.
3. Training Staff: Providing staff with training and actively involving them in soliciting client feedback. Staff members play a critical role in understanding and responding to the needs of senior center members.

By incorporating these client-centered approaches, Senior Services for South Sound ensures that the programs offered at the senior center are of high quality, relevant, and responsive to the preferences and needs of the senior community.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

We have tackled issues of inclusion and equity through readings and discussions. We recognize that we are near the beginning of our work on these urgent topics. Our programs and centers serve all populations of seniors with equal and representative participation from our diverse community. Our Executive Director provided copies of the book *Blind Spot* to all managers, to initiate a conversation around implicit bias and the ways it shapes our thoughts and actions. We recognize there is work for us to do here which is why our new strategic plan has a strong emphasis on diversity, equity, and inclusion work.

Our Executive Director, in collaboration with our board and staff, created a strategic plan for our organization in which a major keystone is Diversity, Equity, and Inclusion. The keystone statement is as follows: Develop and implement a vision with specific goals to improve the diversity, equity, and inclusion of our clients, staff, and board. We are working to develop and implement a diversity, equity, and inclusion task force, reflecting broad community and organizational input that includes specific goals from which annual objectives are created by staff. Further, we hope that eventually, seniors in our programs are representative of the demographics of our service area and are useful to seniors from diverse racial, cultural, sexual orientation, gender identity, linguistic and other groupings.

Our Board of Directors embraces our organizational value to welcome and respect people of diverse backgrounds, believing in the dignity of every human being. As we fill Board appointments, we have specific goals to ensure our Board represents the ethnic, economic and gender characteristics of the communities we serve. Senior Services for South Sound has a mission and values that are blind to everything except age. Yet we recognize we have work to do for our services to be enjoyed by all distinct sub-populations in our region.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

Home Share is facilitated by staff members based at the Olympia Senior Center, with direct assistance also available at the Virgil Clarkson Lacey Senior Center. Once applications are processed, our team gathers information through interviews, personal reporting, and in-office and home visits. This data is crucial in making thoughtful matches for shared housing based on compatibility and individual preferences.

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

Home Share staff will field all program inquiries, process new applications including background checks and reference calls, conduct entrance interviews, in-person meetings and home visits, and do matchmaking work to bring together a compatible duo for a Home Share living arrangement. Further, Home Share staff will work diligently on marketing and outreach efforts to ensure that Home Share continues to be a trusted resource in our community.

After initial placements occur, the Program Manager remains in touch with both the home provider and home seeker to ensure that the parties are managing well. We remain available to mediate any challenges, and if needed, intervene to protect the participants from continued negative experiences. A fundamental goal of the program is to ensure the safety of seniors, so great lengths are taken to do so.

Home Share staff is also in partnership with Homes First, vetting and filling their senior dedicated home with two residents and maintaining a relationship with them to ensure their living arrangement remains stable. If one or both residents leaves the home, Home Share staff is responsible for finding the new resident(s) to occupy the home.

Primary objectives for this program are quantitative in nature and focus on metrics such as matches made per month, average number of inquiries and applications received per month, average home share rent, service hours exchanged, and total clients served.

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)

To be eligible for our services, applicants must be 18 years of age or older, reside in Thurston County, and pass a background check free of any listings in WAC 388-113-0020. Additionally, because we are a senior-focused organization, we require that at least one person is 62+ in each match. This ensures that the Home Share Program targets presumed low-income senior populations in our community.

Moreover, the program facilitates matches between home providers and home seekers, allowing us to pinpoint participants within the City of Lacey. We can verify residency by confirming whether the home provider's address or the home seeker's residence is within Lacey. Verification of age is part of the standard criminal background check process. While it is common for the senior individual to be the home provider, it is not a strict requirement; the program only mandates that at least one member of the match be a senior.

3.4 Project Location *

Other

3.5 Project Address *

222 Columbia Street NW, Olympia, WA, 98501 AND 6757 Pa

Senior Services for South Sound

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 (10 points total)

Home Share completed a two-year pilot period and has managed several different funding partners throughout that time including the City of Lacey. Our project is not capital in nature, the bulk of expenses are in staffing to operate the program. Since our program is ongoing, we have confidence the budget will be maintained as there are few variables to control.

Home Share staff handle all program inquiries, process applications (including background checks and reference calls), conduct entrance interviews, in-person meetings, and home visits. They also undertake matchmaking efforts to pair compatible individuals for a Home Share living arrangement. Additionally, we focus on marketing and outreach to uphold Home Share's reputation as a trusted community resource.

After placements are made, the Program Manager stays in contact with both the home provider and home seeker to ensure their well-being. Staff are available to mediate any issues and intervene if necessary to safeguard participants from negative experiences. Ensuring the safety of seniors is a primary objective, and extensive measures are taken to achieve this.

Furthermore, Home Share staff collaborate with Homes First, vetting and placing two residents in their senior-specific homes. They maintain ongoing relationships to ensure the stability of these living arrangements. If a resident departs, the Home Share team is responsible for finding suitable replacements to occupy the home.

4.2 Audit Findings *

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

No, Senior Services for South Sound had an audit in 2022 and there were no findings. We also had an audit conducted in 2023; it is currently with the board for final approval and there were no findings.

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

The following are the funding sources that are committed and the dates in which those contracts expire. With the below financial commitments and upon securing this funding, the Home Share Program will be fully funded and operational.

*The City of Olympia has committed \$54,000 with a contract end date of 12/31/2024

*City of Lacey committed CDBG funding of \$21,000 with a contract end date of 8/31/2024

*The City of Lacey committed \$95,000 with a contract end date of 12/31/2025

*The Regional Housing Council committed \$234,150 with a contract end date of 6/30/2025.

If funding through the Lacey Human Services Grant is not awarded or awarded at less than the full request, we will be able to conduct the program, but with less funding for personnel and marketing/outreach.

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)

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
Personnel Expenses for staff that work directly on a specific project.	Salary and Benefits.	\$ 31,686.00	\$ 102,748.00	Outside funds are from other City, County, and Federal contracts; all funding is secured.	\$ 134,434.00
Administration Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.	Operating Costs and Supplies	\$ 5,043.00	\$ 16,351.00	Outside funds are from other City, County, and Federal contracts; all funding is secured.	\$ 21,394.00
Project or Program Costs Expenses for items that directly support a specific project.	Admin Overhead.	\$ 1,674.83	\$ 5,430.94	Outside funds are from other City, County, and Federal contracts; all funding is secured.	\$ 7,105.77
Other Costs (Please describe below)	Advertising and Promotion.	\$ 11,596.17	\$ 37,603.56	Outside funds are from other City, County, and Federal contracts; all funding is secured.	\$ 49,199.73
Totals		\$ 50,000.00	\$ 162,133.50		\$ 212,133.50



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

Rebuilding Together Thurston County (RTTC)

1.2 Program or Project Name *

Submit one program or project per application

Critical Home Repair

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Housing: (Expanding and Upgrading Affordable Housing Programs, Emergency Rental Assistance, Housi

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? *

RTTC received \$30,000 CDBG funds from City of Lacey for the 2023-2024 fiscal year. We used the funds to help five people living in four households. Three of the households had an approximate income of just \$12,000 a year. All five residents are disabled. One homeowner is a minority.

RTTC replaced the roof on Sandra’s manufactured home. We replaced most of the electrical wiring in Phillipe and Jean’s stick built home, including replacing open wiring, removing safety and fire hazards, and installing additional outlets to stop the overloading of outlets and trip hazard extension cords.

A contractor partner installed new insulation for Gyan, which will keep her manufactured home cooler in the summer and warmer in the winter. We also replaced her water damaged bathroom floor, modified her tub so she can easily step into it, installed new plumbing fixtures including an ADA toilet, and resolved electrical issues.

Tom, a disabled veteran, also received help with the City of Lacey CDBG funding. RTTC volunteers replaced a rotten deck, replaced water damaged flooring, built a new ramp, and a contractor partner modified his bathtub so he can safely shower. We have spent approximately \$40,000 helping these five residents live in safe and healthy homes.

1.7 Future Community Members Served *

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

Scored Question (5 points total)

RTTC has made the decision to provide more life changing services to each homeowner versus helping more people. By making larger, more dramatic improvements to people’s homes and lives, we are making a much bigger difference to their living conditions. Building a wheelchair ramp and installing grab bars increases safety and mobility, but if the occupant cannot safely access her bathtub to shower, then we have not completed our mission. Spending an additional \$2,000 to \$2,500 to make the bathtub a walk-in shower for our homeowner is a good use of our resources. Many of the homeowners we have helped with bathtub modifications tell us they have not properly showered in years because they could not step over the tub sides. We have a Lacey homeowner on our waiting list who needs a new roof. Several years ago RTTC paid to remove a tree that had fallen through her roof but we couldn’t afford to replace it. She is hoping we can help her this year. Lacey Human Service funds might enable us to replace her roof. We have numerous homeowners who are waiting for help with the basics as well: gutter cleaning, stair and deck repairs, ADA toilets, and simple “handyman” help. Funds from City of Lacey’s 2024 Human Services Grant will allow RTTC to provide repairs for some larger home projects such as roof repairs and siding, as well as the smaller critical repairs that we do. As of June 30th we have received 50 applications for 2024. We have served over 30 homeowners in 2024 and have over 45 applications in process. Human Services Grant funds would enable RTTC to say “yes” more often to those who need our help the most.

1.8 Program or Project Description *

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

Rebuilding Together Thurston County (RTTC) is part of the national Rebuilding Together organization, which has over 130 affiliates across the country. The purpose of RTTC is to preserve affordable housing and assure 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.

1.9 Priority Focus *

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)

The RTTC's Critical Repairs program, which is our flagship program and the main recipient of our general operating request, meets all three of Lacey's stated priorities: housing, survival, and security. This program preserves affordable housing and helps assure that the most vulnerable low-income homeowners in Thurston County live in warmth, safety, health, and independence. Specifically, RTTC provides critical and emergency home repairs and ADA modifications (wheelchair ramps, grab bars, tub modifications, etc.) at no cost to eligible homeowners so they can live safely in their homes. In 2023, over 125 volunteers contributed more than 5,000 hours to help complete repair projects in 43 homes that benefitted 70 household members. Sixty-three percent of the homes had at least one person living there who had a disability. RTTC expects to sustain these numbers and will complete 40 critical home repair projects by September 2025, serving about 70 household residents.

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 *

Cathy Johnson

Date Approved *

07/25/24

Section 2. Organization Overview

2.1 Organization Legal Name *

Rebuilding Together Thurston County

2.2 Mailing Address *

1224 Legion Way SE, Olympia, WA 98501

2.3 Physical Street Address if different from mailing address

2.4 Main Business Phone *

(360) 539-7830

2.5 Contract Signatory (Name and Title) *

Cathy Johnson, Executive Director

2.6 Signatory Email Address for Approval *

cathyjohnson@rebuildingtogethertc.org

2.7 Organization Primary Contact (Name and Title) *

Cathy Johnson, Executive Director

2.8 Primary Contact Phone *

(360) 539-7830

2.9 Primary Contact Email *

cathyjohnson@rebuildingtogethertc.org

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.

21 years

2.11 Federal Tax ID *

77-0613860

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)

RTTC collaborates with multiple organizations, community groups, and businesses throughout the year. These collaborations help us reach those in need of our services and attract supporters including donors and volunteers.

Here are a few examples of how our community businesses partner with us.

- Bayview Lumber provides us with materials for wheelchair ramps and decks at a discount.
- Builders First Source provides building materials at a significant discount, as well as skilled volunteers.
- Springer Plumbing bills us for one hour of labor when it actually spends three hours repairing plumbing leaks for a client.
- Ace Carpet Repair stretches our clients' carpet at no charge to eliminate wrinkles which can be tripping hazards.

The following church groups, service organizations, and businesses lend us volunteer support: Catholic Community Services, Umpqua Bank, First United Methodist Church, Olympia Federal Savings Bank, Pope John Paul II High School, SCJ Alliance, St. Michael Catholic Church, and TwinStar Credit Union. In addition to the Hawks Prairie Rotary, we are also supported by volunteers from the Lacey 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 seven years now.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

RTTC meets with people in their homes. This helps people who have difficulty with mobility or driving due to a disability. They do not need to travel - or in some case even leave their homes - to receive services. Additionally, all RTTC homeowners are involved in the planning, decision-making, and scheduling aspects of our work.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

Most of RTTC's work to incorporate equity involves disabled people in our community. In 2023, 63% of the homes we served had at least one person living with a physical and/or mental disability. The work we do to make critical repairs and ADA modifications to their homes allows them the opportunity to stay in their homes and be part of our neighborhoods. This contributes to having a more inclusive community.

As part of our strategy to advance and support racial equity, RTTC has expanded the list of organizations and churches that we reach out to in hopes of attracting a more racially and culturally diverse pool of clients and leaders.

We participate in outreach community events several times each year at ASHHO, a cultural community center that advocates for survivors, people of color, under-served, under-resourced and marginalized people. We worked with CIELO, an organization that provides education, food, and mental health resources to the Latino community, to make a Spanish version of our brochure available at the local CIELO office and their food bank packets. We also have a close relationship with the Latino resource officer in the Olympia School District. We work with the minority resource representative at the Thurston County Chamber office.

We recognize that there is more RTTC can do to help BIPOC and LGBTQIA2S+ people in Thurston County. Our Executive Director has attended several DEI trainings nationally and in Thurston County. She continues to help us develop our strategy.

Our board recognizes that our leadership positions do not yet represent the community we serve. While some of us are seniors, we are not low-income or disabled or BIPOC. One of our board members identifies as LGBTQ. As we continue to grow and develop our organization, we will ask those we serve to both inform and guide our work.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

We get referrals for clients from many different agencies. These include:

- Catholic Community Services
- Churches and schools
- Community Action Council
- Korean Women's Assoc., CIELO, ASHHO
- 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

Clients fill out an application. There is a three-step verification process for applications.

- 1) RTTC staff review applications and verify eligibility. Applicants must submit proof of income (social security award letter, pay stubs or bank statement) for everyone in the household to prove they are at or below the maximum income. 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 RTTC Executive Director and a board officer review the report and approve critical repair projects under \$2,000. Critical repair projects over that amount are reviewed and approved/denied by the board. 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.

As critical repairs are approved, our program coordinator performs these repairs or engages qualified contractors. We also have experienced skilled volunteers for some projects, such as building wheelchair ramps and installing grab bars.

Typical critical repair projects include:

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

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

RTTC expects to complete 40 critical home repair projects in 2025, serving about 70 household residents. In 2022, RTTC decided to expand the scope of our repairs and ADA modifications. We shifted toward doing more projects per home and, when funding allows, some larger projects such as new roofs. This is important in our rainy climate for keeping homes dry and free of mold.

This program has many positive outcomes for our individual clients' health and safety. Making toilet/tub modifications and installing strategically placed grab bars and handrails substantially reduces the risk of falls. Replacing broken locks, doors, and windows improves home security and fire safety at the properties. Fixing plumbing problems and water leaks reduces rodent and insect infestations, toxic mold, and unstable flooring which can endanger occupants' health.

This work can also make a vulnerable person's life a little bit better during an especially hard time in their lives. Sharon lives with her adult son, Paul. Sharon is struggling with the beginning stages of dementia and her son has multiple health issues (diabetes, heart condition, arthritis). In September, RTTC built them a wheelchair ramp so Paul can get Sharon in and out of her home more easily.

We are out in the community year-round completing small-scale projects that have a big effect on people's daily lives.

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)

To be eligible for RTTC's services, an applicant must meet all of the following criteria:

-have owned and lived in their home in Thurston County for at least two years, and plan to remain in their home for at least the next two years

-be low income (50% or less of annual median income, 80% or less in a few cases);

-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

Thurston County's median household income at \$102,500 in 2023. The median income of RTTC applicants is approximately \$21,000 per year. Our "typical" applicant is a woman in her mid-60s who lives in a mobile home in a park with an income of \$1,250 a month and park rent of \$650, leaving just \$600 a month to cover living expenses.

This situation places enormous financial strain on people as they have less to spend on other necessities such as food and health care. There is often no money left over for critical home repairs.

When critical repairs are not made, issues such as water leaks, rotting flooring, and backed-up toilets lead to further problems that can affect the residents' health. Some of our disabled clients have not been able to safely access their showers for several years and have made do with sponge baths. Rodent and insect infestations, toxic mold, and unstable flooring are some of the secondary problems we see on a regular basis.

RTTC focuses on all three of the basic needs listed in Lacey's 2024 Funding Priorities, including housing, survival, and security. Our work has many positive outcomes for our individual clients and for the whole community. Here are some examples:

Security: It keeps people safer. Making toilet/tub modifications and installing strategically placed grab bars and handrails substantially reduces the risk of falls. Replacing broken locks, doors, and windows improves home security and fire and structural safety at the properties.

Housing: It allows many of our clients to remain in their own safe and healthy home. Wheelchair ramps make it possible for an elderly or disabled person to continue to access their home safely. Being able to stay in their own homes keeps homeowners connected with their community – their neighbors, house of worship, grocery store, doctor, etc. Since many of our clients are seniors, our repairs allow them to age in place.

Survival: When critical repairs are not made, issues such as water leaks, rotting flooring, and backed-up toilets lead to further problems that can affect the residents' health. Some of our disabled clients have not been able to safely access their showers for several years and have made do with sponge baths. Rodent and insect infestations, toxic mold, and unstable flooring are some of the secondary problems we see on a regular basis. Often, when we begin to address one issue, we find several additional issues that are not apparent until walls are opened, floors are pulled up, or fixtures removed. Fixing these additional issues adds cost and time.

Due to the condition of their homes, those we serve are vulnerable to homelessness. If they had to move out of their homes, could they afford to rent a different place? According to HUD the average rent for a one-bedroom apartment in Thurston County in FY2024 is \$1,554. For our "typical" client, this is not financially feasible.

3.4 Project Location *

Inside Lacey UGA

3.5 Project Address *

Various locations in Lacey

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 (10 points total)

RTTC is requesting \$125,000 to support our general operating costs. Approximately 70% of RTTC's expenditures are directly billed to projects. Much of the remainder office and staff support costs directly support project work, i.e. managing contractors and volunteers, tracking costs and project statistics.

RTTC's budget is based on over 20 years of successfully completing repairs and an institutional knowledge of the costs associated with these repairs. Our income is a mix of grant funding and donations from business sponsors and individuals through our annual fundraising event and appeals. We receive a variety of grants from government sources, private foundations, and corporate foundations.

We have built a good reputation for service with our local government agencies. Therefore, they have continued to fund our services and even awarded us more funding each year. Most of this funding is restricted to projects. As we receive this funding, we continue to put it toward more of the projects on our waiting list.

Getting this solid support from our local governmental agencies also means that most of our funding is restricted. It cannot be used to pay for our staff payroll, or the accounting support it takes to run so many construction repair jobs and track data for multiple government grants. We cannot use it to pay for the rent, office supplies, and any of the other myriad of small things it takes to run an effective nonprofit organization.

This is why the City of Lacey's support of our general operations is so important to us. We are a lean organization. In addition to our full-time executive director (volunteer), we have only three part-time program staff. The part-time program staff includes: applications coordinator, project coordinator, and site inspector. We contract with our bookkeeper and grant writers. All these positions are essential to fulfilling our mission.

We have also been inundated with an unprecedented number of applications in the first quarter of 2024. This trend has continued into the second quarter. Here are some of the projects that are currently on our list:

Daniel is a 61-year-old disabled cancer survivor. He owns a manufactured home in a park. His annual income is \$14,350. His entry deck and awning are rotten and he is in danger of falling through the deck boards. RTTC would like to: replace the entry deck and awning, replace the non-working range hood, clean the chimney to the woodstove he uses for heat, install grab bars and an ADA toilet, properly route and cover exposed electrical wiring, and install a new exterior motion light for safety and security.

Kim is disabled and 68 years old. She lives in a manufactured home in a park. She needs numerous small repairs and safety modifications including smoke and CO detectors, her gutters cleaned and properly attached, a cracked interior door replaced, electrical issues resolved, and her bathroom floor replaced. She had water leak issues in her bathroom that caused damage to her floor and subfloor so they both need to be repaired.

Mary lives in a manufactured home. She is 75 years old and lives alone. She is disabled and lives on just social security income. She is hard of hearing and a victim of domestic violence. Her ex-husband damaged doors, walls, and windows. She removed two interior doors due to this damage. He also broke the bedroom window and punched holes in the walls. Her home needs these things repaired. It also needs plumbing repairs, new gutters, and some electrical work. Several of her porch stairs are rotten and need to be replaced and a handrail installed so she does not fall.

4.2 Audit Findings *

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

No audit required. Our organizational budget is under \$700,000 and therefore does not require an audit.

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

Thanks to the generosity of our local businesses and volunteers, a grant of \$125,000 from the City of Lacey would be leveraged at a ratio of approximately 2.5 to 1. This means that each dollar contributed represents the equivalent of \$2.50 in repair costs. Along with discounts and in-kind donations, RTTC would stretch the City of Lacey grant far beyond \$125,000!

We also are able to leverage our dedicated volunteers to provide most of the labor for much of our project work. We contract out for more expensive and skilled repairs, but volunteers do the bulk of the work. This frees up funds to help more homeowners. RTTC is also supported by many community business partners, who offer us product donations and discounts.

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)

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
Personnel Expenses for staff that work directly on a specific project.	Staffing to support critical home repairs program (20%)	\$ 25,000.00			\$ 25,000.00
Administration Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.	General Administration costs (10%)	\$ 12,500.00			\$ 12,500.00
Project or Program Costs Expenses for items that directly support a specific project.	Materials and labor for critical home repairs (70%)	\$ 87,500.00			\$ 87,500.00
Other Costs (Please describe below)					\$ -
Totals		\$ 125,000.00	\$ -		\$ 125,000.00



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

Thurston County Council on Aging (TCCA)

1.2 Program or Project Name *

Submit one program or project per application

Medical Equipment Bank

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Security: (job training and placement, mental and physical health care, drug and alcohol recovery, support

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? *

No, TCCA has not received funding from the City of Lacey in the last three years.

1.7 Future Community Members Served *

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

Scored Question (5 points total)

We anticipate serving approximately 750 individuals who are Lacey residents within the contract year if funding is awarded.

1.8 Program or Project Description *

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

Thurston County Council on Aging (TCCA) is a 501(c)(3) Washington nonprofit focused on serving seniors and people with disabilities. The mission is to improve older and disabled adults' health, independence and quality of life. TCCA operates two programs: the Medical Equipment Bank (MEB) and Senior News.

1.9 Priority Focus *

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)

Yes, the Medical Equipment Bank is aligned specifically with two of the grant priorities in the category of Security. The MEB serves seniors and disabled community members who are experiencing physical health issues that create a need for medical equipment such as a wheelchair, shower bench or sanitary supplies.

We are similar to a library – we acquire and refurbish recycled equipment, lend it to those in need, and people return the borrowed items when they are no longer needed. Poor physical health conditions can also negatively impact mental health. Having the right supplies and/or equipment can ease concerns and contribute to both physical healing and positive mental outlook.

The MEB, providing health-related social services, is a great support in times of personal and family crisis. When someone experiences a health challenge following an illness, an aging-related condition, a stroke, or an accident, this can affect not only the person but the entire family. Having a resource such as the MEB alleviates the crisis-mentality.

One of MEB's founding volunteers said that donating equipment and unused supplies after the death of a loved one can be very healing for those dealing with loss. Knowing that something positive can come from the 'things' that are left after someone dies can be a powerful action step for someone who is grieving.

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 *

Joyce Willms, President

Date Approved *

07/25/24

Section 2. Organization Overview

2.1 Organization Legal Name *

Thurston County Council on Aging

2.2 Mailing Address *

P.O. Box 7624, Olympia, WA 98507

2.3 Physical Street Address if different from mailing address

3537 Martin Way East, Olympia, WA 98506

2.4 Main Business Phone *

(360) 701-7502

2.5 Contract Signatory (Name and Title) *

Nora Hanson, Vice President/Treasurer

2.6 Signatory Email Address for Approval *

noraco@comcast.net

2.7 Organization Primary Contact (Name and Title) *

Nora Hanson, Vice President/Treasurer

2.8 Primary Contact Phone *

(360) 580-7909

2.9 Primary Contact Email *

noraco@comcast.net

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.

Thurston County Council on Aging (TCCA) has operated as a nonprofit for 56 years since 1968. Its original name on the IRS certification letter was Thurston County Council on the Aging. Its initial program was the Thurston Mason Senior News, a publication providing information and education for seniors.

The Medical Equipment Bank evolved informally in the early 1980s (originally called Senior Providers) with various workers in senior related programs acquiring used wheelchairs and other assistive equipment. Not being an IRS federally-certified nonprofit, Senior Providers could not offer tax a write-off and "members" were not protected from liability and didn't have many of the other benefits of a 501(c)(3) organization provides.

During one of the Senior Providers monthly meetings in the late 1980s, Rick Crawford, director of TCCA's Thurston Mason Senior News, volunteered to take the Medical Equipment Bank under his wing and give it an official nonprofit parent. Since that time, the MEB has been a program operated by the Thurston County Council on Aging.

2.11 Federal Tax ID *

91-0821977

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)

As we are collaborating presently and have in the past, we anticipate the ongoing support of the Lewis-Mason-Thurston Area Agency on Aging. The state of Washington in 2024 extended its endorsement and financial collaboration through a legislative appropriation of \$250,000 for MEB to acquire a new building. We reach out to health care providers to promote the availability of our services and publicize regularly through TCCA's Senior News.

Through their financial support, funders including area Tribes and private foundations boost our visibility and credibility. Individuals who obtain our equipment and supplies spread the word to their families and friends. Caregivers in adult family homes, assisted living, skilled nursing and care facilities are meaningful collaborators. Our devoted workforce of some 50 volunteers also promotes coordination of our services through their jobs, professional affiliations and social organizations.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

First and foremost, TCCA's Medical Equipment Bank proactively addresses the needs of Thurston County's growing, aging population. According to the U.S. Census Bureau, Thurston County had a larger older population than the rest of the state in 2020. Thurston County's population of those ages 65 and older was 17.9 percent compared to the state's 15.9 percent. And There are 44,145 adults, (10,004 of whom are seniors) in Lacey in 2024, according to the City of Lacey Business Data. At nearly 23%, that is notably higher.

Older Americans are significantly more likely than younger adults to have a disability. Some 46% of Americans ages 75 and older and 24% of those ages 65 to 74 report having a disability, according to estimates from the Census Bureau's 2021 American Community Survey. The 2.6% - 3%% projected cost-of-living (COLA) hike in Social Security's forecast for 2025 isn't going to relieve financial pressure on senior citizens who are already struggling.

With that in mind, it is common knowledge that chronic health conditions increase with age. Senior citizens are more susceptible to organ problems, balance disorders and falls, not to mention strokes, heart disease, dementia and arthritis. The Medical Equipment Bank's role in helping people face these aging issues is to provide equipment and medical supplies that allow them to be safe and stay active and independent as possible. Our program benefits both their mental and physical health.

The Medical Equipment Bank accepts donations that are in direct response to clients' stated needs. We have waiting/wanting lists for items that are not currently in stock. Our inventory is constantly changing to better serve customer needs. We also respond to anecdotal or written comments regarding our service and incorporate those into our planning for quality improvements.

Our dedicated volunteers are trained and knowledgeable of the supplies and equipment we carry and, although we do not provide medical advice, they guide clients in making informed choices to meet their own needs.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

Diversity, Equity, Inclusion and Belonging apply as the MEB is fully inclusive and welcomes all those in need. The Medical Equipment Bank does not discriminate against any person on the basis of race, color, national origin, disability, age, marital status, sexual orientation, gender, creed or military status in any activities or operations.

Equity and belonging are most evident in our project because our services are open to everyone. We tolerate no discrimination: our clients range in age from a few months to their 90s. While we cater to seniors and those with disabilities and health conditions, no one is turned away.

We help clients be more productive and active in their family lives and within their communities by providing them the equipment and medical supplies they need. This is the heart of our program and, as such, it is a significant part of everything we do and say about the Medical Equipment Bank, from our website, informational literature, outreach to referral organizations, and promotional articles showing how we do business in the shop.

We are staffed with a compassionate, caring volunteer force that is skilled at addressing our diverse client base and who subscribes to our mission and goals. They go out of their way to help people who otherwise might not receive what they need to lead independent, satisfying lives.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

Implementation of this Medical Equipment Bank project will be a collaborative effort involving workers at every level of our team who are dedicated to providing exceptional community service. The project will be closely monitored by our governing board, The Thurston County Council on Aging, under the leadership of Board President Joyce Willms. Board Vice President/Treasurer Nora Hanson administers the grants we receive. Medical Equipment Bank Manager Antonette Benham supervises the daily operations of the shop. Four volunteers form our grant writing committee.

A volunteer force of some 50 compassionate, caring people run the Medical Equipment Bank and will implement the project. This workforce is separated into four main areas:

•Administration:

oIn reception, customers are greeted, screened, and entered or updated in the database.

oVolunteers transcribe phone messages and return calls; others check equipment supplies and contact customers on waiting lists for specialty equipment; and some do correspondence and mailing.

oAt check-out, a volunteer updates the database to reflect the day's activity with what was taken and any donation made. This job includes scanning identification and health cards.

•Showroom: Volunteers escort each customer individually to choose what they need and show them how to use it, whether it is a medical supply or piece of equipment. These workers keep up with the inventory and restock the showroom throughout the day.

•Donations: These volunteers accept and sanitize donations of equipment and supplies and deliver it to the repair shop or organize it for storage.

•Repair: Volunteers refurbish and repair the equipment; they also determine what parts and tools need to be purchased on an ongoing basis.

Everything in this request falls within these work areas and the volunteers, with guidance from Ms. Benham, will implement it.

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

Medical conditions, issues and infirmities have no scheduled timelines and can be totally disruptive to our lives. Our MEB is working toward these Outcomes:

- Enhance the service we provide to clients through more efficient and safer operations in our office, as well as distributing improved recycled equipment and medical supplies;
- Increase online accessibility at our website and develop more links with community partners through social media;
- Gather data from our service base, on donations, location, inventory, hours and any other issues that allow us to serve our population and secure our sustainability;
- Build and enhance relationships with the medical community so information about the bank is readily accessible to all their clients;
- Increase financial stability through expansion and utilization of our donor base.
- Provide more and safer recycled equipment with increased repair funding.
- Protect the environment by recycling equipment and unused medical supplies that would otherwise go to landfills.

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)

The MEB serves seniors and disabled community members who are uninsured, underinsured, low-income, veterans, people who are unhoused, unpaid family/friend caregivers, and other individuals who could otherwise not access these health-care resources needed to address a person's health or disabling condition.

While we focus on providing essential social services to adults aged 60 and beyond and those with disabilities, our client base is much broader and we have no eligibility restrictions. We do decrease the requested donation for those who provide doctor's prescriptions for durable medical equipment, and we have a selection of free supplies for those unable to donate. We also have a financial-assistance program, where the TCCA determines income-based eligibility for receiving medical supplies free on an ongoing basis.

Those requesting supplies or equipment are asked to complete a questionnaire that asks for names, contact information, insurance, living situation, income, age, disability and veteran status. Once a client is in our database, it's a simple update to the record when they check in again. We safeguard this database information as a record of our client base, revolving inventory, and donations. Additionally, it gives us a reliable source of statistical data for grant-funding opportunities, like knowing exactly how many Lacey clients we have served.

3.4 Project Location *

Other

3.5 Project Address *

3537 Martin Way East, Olympia, WA 98506

Thurston County Council on Aging

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 (10 points total)

This grant will support continuation and delivery of the Medical Equipment Bank (MEB) services to community members in need. Prior to October 2023, the MEB was housed at Woodlawn Funeral Home in Lacey for many years at no cost thanks to the generosity of its owners. There were no paid staff.

While almost no expenses were incurred, we were limited in expectations of organization, record keeping, promotion, fund raising and services. The funeral home needed its space for their own purposes, so the MEB relocated to a rented storefront in Olympia near St. Peter Hospital.

Circumstances have changed and our emphases are to ensure stability and enhancement. We will use the funds for operational expenses, including facility rental and utilities, display shelving and storage racks, repairs and replacement parts for donated equipment, and cleaning supplies to ensure all donations are thoroughly sanitized.

In addition, we have a pressing need for two computers, a printer and a card reader to ease the wait time of checking clients in and out. Funds will also help pay production and printing costs of promotional literature used to inform the community of our services, as well as gain support for referrals from medical facilities and caregivers.

4.2 Audit Findings *

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

No. Thurston County Council on Aging has annual income below the state and federal requirements for an audit. We do not conduct an outside financial audit. An independent CPA firm completes our annual 990-tax return.

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

The Medical Equipment Bank relies on a diverse source of income streams. Fundraising began in earnest in 2023 when the MEB had to relocate. Since that time community support has grown, but so have expenses. Grants are increasingly important to stabilize, maintain and expand our services. Should we receive less funding than requested, we will still be grateful for the City of Lacey's support. The program will continue but will adapt to operate within its budget. We respectfully request your endorsement and support. Thank you.

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)

Lacey Human Services Grant - Program and Project Budget					
	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match, i	Total Funding
Personnel Expenses for staff that work directly on a specific project.	Stipend for MEB supervisor and backup assistants	\$ -	\$ 40,000.00	Lewis Mason Thurston Area Agency on Aging Contract	\$ 40,000.00
Administration Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.	All funds are directly applied to the Medical Equipment Bank				\$ -
Project or Program Costs Expenses for items that directly support a specific project.	Rent and Utilities, Website, Accounting, Office Maintenance, Communications, etc.	\$ 10,000.00	\$ 35,480.00	Grants, Donations, Community Support	\$ 45,480.00
Other Costs (Please describe below)					\$ -
Totals		\$ 10,000.00	\$ 75,480.00		\$ 85,480.00



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

Community Action Council of Lewis, Mason, and Thurston: Lacey Housing Services

1.2 Program or Project Name *

Submit one program or project per application

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Housing: (Expanding and Upgrading Affordable Housing Programs, Emergency Rental Assistance, Housing

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? *

No

1.7 Future Community Members Served *

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

Scored Question (5 points total)

60 clients for case management, 250 people for walk-ins each year, 250 people for outreach each year.

1.8 Program or Project Description *

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

This project will expand the intensive case management services the Housing Program Team is providing to Lacey residents. The enhanced services will encompass Housing, Survival, and Security as defined in the Program Project Areas.

1.9 Priority Focus *

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)

The Lacey Housing Services project directly meets the priority focus of serving basic needs for Lacey community members, specifically addressing housing, survival, and security.

The Community Action Council of Lewis, Mason, and Thurston Counties (The Council) Housing Program has a strong history of successfully providing intensive case management to unhoused community members or those at increased risk of becoming unhoused. This expansion will deepen our work with unhoused Lacey residents while ensuring vital resources for housing stability are accessible. Key aspects include:

1.Housing:

- Assigning two full-time equivalent case manager specifically to support Lacey community members with intensive case management for supportive housing and employment services.
- Allocating dedicated funding for Emergency Rental Assistance for Lacey residents.
- Assisting clients in obtaining and maintaining stable housing.

2.Survival:

- Providing access to immediate necessities such as food, water, and general supplies.
- Implementing harm reduction strategies to address urgent needs.
- Offering transportation assistance (gas cards and bus fare) to reduce access barriers.

3.Security:

- Focusing on long-term stabilization and security through intensive case management.
- Supporting access to job training and healthcare services.
- Tailoring services to individual needs, recognizing that each community member is at a different point in their journey towards housing stability.

This program is designed to address the complex needs of community members facing the largest barriers to accessing stable housing. By providing comprehensive support across housing, survival, and security domains, we aim to create a sustainable path towards improved quality of life for Lacey's most vulnerable residents.

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 *

Justin DeFour, CEO

Date Approved *

07/23/24

Section 2. Organization Overview

2.1 Organization Legal Name *

Community Action Council of Lewis, Mason, and Thurston Counties

2.2 Mailing Address *

3020 Willamette Drive NE Lacey, WA 98516

2.3 Physical Street Address if different from mailing address

2.4 Main Business Phone *

360-438 1100

2.5 Contract Signatory (Name and Title) *

Justin DeFour, CEO

2.6 Signatory Email Address for Approval *

justind@caclmt.org

2.7 Organization Primary Contact (Name and Title) *

Nikki Gatton, Housing Program Manager

2.8 Primary Contact Phone *

360-438 1100

2.9 Primary Contact Email *

nikkig@caclmt.org

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.

Community Action Council of Lewis, Mason, and Thurston Counties been in business for 58 years

2.11 Federal Tax ID *

91-0818368

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)

Recognizing that addressing complex community needs requires a collaborative approach, The Council is deeply committed to fostering partnerships and coordinating with various local entities, organizations, stakeholders, and community members to enhance the overall impact of our services.

Our collaborative efforts are built on the principle that a strong network of providers yields the best outcomes for the community. To this end, The Council has established and maintains a diverse array of partnerships, both formal and informal, that support and amplify our work.

We actively engage with other social service agencies, local government departments, healthcare providers, educational institutions, faith-based organizations, and grassroots community groups. These partnerships allow us to leverage shared resources, avoid duplication of services, and create a more comprehensive support system for our clients.

Our coordination efforts include regular participation in community coalitions and task forces, joint program planning with partner organizations, and ongoing communication to ensure seamless referrals and service delivery. We also collaborate on grant applications and community initiatives, pooling our expertise and resources for greater impact.

By cultivating these relationships, The Council not only enhances its own capacity to serve but also contributes to a more robust and responsive social service ecosystem in our community. This approach ensures that our clients benefit from a wide range of integrated services and support, ultimately leading to better outcomes and a stronger, more resilient community.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

The Councils Housing Program is deeply committed to incorporating client-centered voices to ensure program quality and effective services. We achieve this through a combination of broad, program-wide strategies and individualized approaches which are participant-led.

At the program level, we regularly conduct client feedback surveys to gather insights on overall experiences. This feedback informs ongoing program improvements and adjustments. We also leverage The Council's comprehensive community needs assessment, conducted every three years, which collects information from clients, community members, and professional peers. This data guides our program development and implementation, ensuring our services remain relevant and effective.

Our organization's leadership structure supports this client-centered approach through a diverse Volunteer Board of Directors, representing public, private, and low-income community sectors. This ensures multiple perspectives guide our decision-making processes.

On an individual basis, our case managers employ a highly personalized approach. They work closely with each client to develop tailored service plans that address unique needs, preferences, and goals. Regular one-on-one meetings allow clients to voice their concerns, aspirations, and feedback directly. This individualized attention ensures that each client's voice is heard, and their specific circumstances are considered in service delivery.

We also implement a flexible service model that allows for quick adaptations based on individual client feedback. If a particular approach isn't working for a client, our staff adjust strategies to better meet their needs.

Our commitment to continuous improvement is evident in our regular review and analysis of all collected feedback, both broad and individual. By integrating these various channels of client input, we ensure that our Housing Program remains responsive, adaptive, and truly centered on the needs of those we serve, both at the program level and for each individual client.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

At the Council, our mission explicitly targets the dismantling of white supremacy culture. We firmly believe that to effectively combat poverty and homelessness, we must confront the deep-seated structural racism and discrimination woven into the fabric of social systems. Being an anti-poverty and anti-violence agency inherently means being actively anti-racist.

In recent years, our organization has undertaken the task of addressing the systemic impacts of structural oppression within the systems and cultures we operate in. This journey has involved rigorous internal reflection and an ongoing commitment to this critical work. We've realigned our efforts to explicitly state that our mission to address poverty and violence is inseparable from addressing oppression in all its forms. While facing pushback from those resistant to change, we remain steadfast in our ethical duty to approach our work through an anti-racist lens.

The Housing Program demonstrates a steadfast commitment to supporting historically underserved and marginalized populations, enhancing accessibility for individuals with disabilities, promoting visibility, and offering support to LGBTQIA+ individuals. Moreover, it actively works towards reducing racial disparities in the provision of services. The program's comprehensive approach includes specialized staff training and community outreach to foster cultural relevance and responsiveness.

Supporting Vulnerable and Historically Disadvantaged Populations: The Housing Program is dedicated to serving individuals experiencing homelessness or at risk of becoming unhoused, a demographic that is often among the most vulnerable and historically disadvantaged in our community. Recognizing that housing insecurity transcends socioeconomic, racial, and cultural boundaries, the Housing Program diligently works to eliminate barriers, such as financial constraints, ensuring that its services are accessible to all.

Reducing Racial Disparity in Services: The Housing Program actively engages in efforts to reduce racial disparities within its service provision. The program is committed to adopting an anti-racist, equity-focused perspective, coupled with an understanding of the unique challenges experienced by individuals from diverse racial and ethnic backgrounds. This dedication to reducing racial disparities is reflected in the program's staffing and training practices.

Culturally Relevant and Responsive Services: The Housing Program's staff members receive training in cultural competence and humility, enhancing their capacity to understand and respond to the specific needs of individuals from different racial and ethnic backgrounds. This training includes recognizing the potential impact of cultural factors on the experience of housing insecurity and related traumas. By having staff members who can communicate in multiple languages, the program ensures that language barriers do not hinder access to essential housing and support services.

The work the Housing Program and The Council do goes beyond words and underscores their actions to create an inclusive and equitable environment focused on belonging. This approach is intrinsic to the well-being of the entire community and aligns with the program's core mission and values.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

The Housing Team has developed this project to address existing service gaps for the Lacey 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:

Expanded Case Management:

- Assigning the equivalent of 2 full-time case managers dedicated to serving Lacey residents, ensuring personalized and consistent support.

Emergency Rental 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.

Immediate Necessities:

- Providing essential items such as food and water to address immediate needs.

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.

Staffing:

The project will support two housing and employment case managers. These case managers will provide comprehensive services, including individualized support that identifies client-defined goals around housing and employment, recognizes barriers, and collaborates with clients to establish plans to overcome these barriers and achieve goals. The case managers are trained in trauma-informed, housing-first practices and are supported by a program manager with over 20 years of experience in homelessness services in the South Sound Region.

Implementation:

Weekly Schedule:

- Outreach Day: Conduct outreach activities in different quadrants of the Lacey community, prioritizing high-need areas in collaboration with City of Lacey Human Services.

- Walk-In Day: Offer drop-in services for residents needing housing or employment support, providing one-on-one meetings for intakes and immediate assistance.

- Case Management Day: Dedicated time for intensive case management to address specific client goals.

Outreach:

- The Lacey community will be divided into four quadrants, with outreach services provided to each quadrant monthly.

Outreach areas may also be defined through collaboration with City of Lacey Human Services to identify high-need areas, ensuring outreach meets the most vulnerable community members. Outreach services will focus on building relationships, distributing supplies, and connecting clients to resources.

Drop-In Services:

- Offer support to residents needing housing or employment assistance. Case managers will provide one-on-one meetings during drop-in hours to conduct intakes for in-depth case management services, connect clients to relevant services, and provide education on resources and options for housing stabilization.

Case Management:

- Each case manager will maintain a caseload of 30 Lacey residents. During case management meetings, staff and clients will have focused time to address identified barriers and achieve specific goals, such as obtaining documentation (IDs, Social Security cards, birth certificates), applying for housing, developing budgets, improving credit scores, addressing legal barriers (e.g., past convictions or evictions), engaging in employment support, and engaging with mental health and substance use disorder services.

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.

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

The Housing Team's comprehensive project for Lacey's community aims to achieve the following specific and measurable outcomes:

1. Increased Housing Stability:

-Measure: Track the number of individuals and families successfully placed into stable housing.

-Goal: Case managers report increased housing stability for clients, resulting in access to affordable long-term housing.

2. Emergency Rental Assistance Utilization:

-Measure: Document the number of clients receiving emergency rental assistance and the prevention of evictions.

-Goal: Increase the amount of emergency rental assistance provided to Lacey households annually to stabilize housing.

3. Access to Essential Services:

-Measure: Record the distribution of immediate necessities such as food, water, and transportation assistance.

-Goal: Ensure clients have access to harm reduction services when needed.

4. Improved Health and Well-being:

-Measure: Collect client self-reported outcomes.

-Goal: Clients report improved access to and engagement with physical and mental health services.

5. Ongoing Stability:

-Measure: Track participation in ongoing education, employment, and other stabilizing activities.

-Goal: Clients engage in stability measures such as accessing ongoing education, gaining employment, developing household budgets, and understanding how to access support.

6. Client Satisfaction:

-Measure: Gather client feedback on Lacey Housing Program services.

-Goal: Clients feel supported by the services provided, are able to give feedback on the program, and see their feedback used to refine and develop the program to better meet community needs.

These outcomes will be systematically monitored and evaluated to ensure the program's effectiveness and to make necessary adjustments for continuous improvement.

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)

Services under this project will be provided to low-income populations within the Lacey community, with a focus on those who are unhoused or at risk of becoming unhoused. The primary aim is to address essential social services needs such as housing, survival, and security through low-barrier access.

Eligibility Criteria:

1. Income Level: Clients must fall within the low-income bracket as defined by federal or state guidelines.
2. Housing Status: This includes individuals who are currently unhoused or at significant risk of losing their housing.
3. Residency: Clients must be residents of Lacey. For those who are unhoused and unable to provide traditional proof of residency, self-declared residency or alternative documentation (e.g., a letter from a shelter or social service agency) will be accepted.

Determining Service Eligibility:

1. Application Process: Clients will complete a straightforward application form detailing their income, housing status, and self-declared residency if traditional documentation is unavailable.
2. Verification: Case managers will verify the information through available documents, self-declarations, and interviews.
3. Assessment: Each applicant will undergo a comprehensive needs assessment to determine the level and type of services required.
4. Prioritization: Priority will be given to those in the most critical need, such as those facing imminent eviction, chronic homelessness, or severe health issues.

Through this low-barrier eligibility framework, the program ensures that the most vulnerable members of the Lacey community receive the necessary support to address their basic needs, aligning with the 2024 funding priorities.

3.4 Project Location *

Inside Lacey City Boundaries

3.5 Project Address *

3020 Willamette Drive NE Lacey, WA 98516

Community Action Center

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 (10 points total)

The Lacey Housing Project is an expansion of services provided by The Council's Housing Program, specifically tailored for Lacey residents. If fully funded, the Lacey Human Services Grant will support the following key areas:

Staffing:

- Dedicated Case Managers: The grant will fund two full-time case managers who will focus exclusively on Lacey residents, ensuring personalized and consistent support. These case managers will provide comprehensive services, including individualized support, goal setting, and barrier mitigation, all in line with trauma-informed, housing-first practices.

Service Implementation:

- Expanded Case Management: With dedicated case managers, the project will implement a fuller service model, enhancing the support provided to unhoused and at-risk residents.

- Weekly Outreach and Support: The grant will facilitate structured weekly activities, including outreach days, walk-in services, and intensive case management days.

Financial Assistance:

- Emergency Rental Assistance: The grant will allocate funds for emergency rental assistance to help Lacey community members avert crises and maintain housing stability.

- Move-in Costs: Funds will be used to cover application fees, deposits, and first-month rent, assisting clients in securing stabilized housing.

Essential Services:

- Immediate Necessities: The grant will ensure the provision of essential items such as food and water to address immediate needs.

- Resource Connection: Case managers will connect clients to timely and relevant services, including job training programs and healthcare services.

Collaboration and Resource Allocation:

- Braid Funding Streams: The project will integrate other funding sources to support this comprehensive model, maximizing the impact of the Lacey Human Services Grant.

- Low-Barrier Access: The grant will define specific resources for Lacey residents, allowing for lower barrier access to vital and stabilizing services.

The Lacey Human Services Grant will be instrumental in expanding and enhancing housing support for Lacey residents, providing dedicated staffing, financial assistance, essential services, and a robust implementation framework to ensure sustainable housing stability and improved quality of life for the community's most vulnerable members.

4.2 Audit Findings *

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

No Audit Findings in the past two years.

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

If the Lacey Housing Project is not fully funded by the requested amount, we will still be able to provide services and complete the project, albeit with adjustments to the scope and scale of our operations. The budget proposed reflects an expansion of services for the Lacey community, aiming to align more closely with best practices, enhance engagement with community members who are least likely to utilize services, and increase outreach to both providers and the community.

Impacts of Receiving Less Than Full Funding:

1.Reduced Staffing:

-We may need to reduce the number of dedicated case managers, which could impact the level of personalized support and case management services provided.

2.Limited Financial Assistance:

-Funds for emergency rental assistance and move-in costs may be reduced, potentially limiting our ability to help clients avert crises and secure stabilized housing.

3.Scaled-Back Outreach:

-Outreach activities and engagement efforts may need to be scaled back, potentially reducing our reach to community members who are less likely to utilize services and impacting our ability to build relationships and connect clients to resources.

4.Essential Services:

-Provision of immediate necessities like food and water may be affected, impacting our ability to address the immediate needs of our clients.

5.Collaboration and Resource Allocation:

-While we will continue to braid funding streams and maximize the impact of available resources, lower funding may result in fewer specific resources allocated for Lacey residents, thereby increasing barriers to accessing vital and stabilizing services.

Despite these potential reductions, our commitment to serving the Lacey community remains steadfast. We will prioritize core services and seek additional funding sources to mitigate the impact of any shortfall, ensuring that we continue to provide meaningful support to Lacey's most vulnerable residents.

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)

Lacey Human Services Grant - Program and Project Budget					
	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match, i	Total Funding
Personnel Expenses for staff that work directly on a specific project.	Personnel expenses will support the work of two dedicated case managers, and 0.2 of the Housing Program Manager to provide supervision and support of the case managers.	\$162,129.52	\$90,413.52	The outside funds are from our Foundational Community Supports Housing Program. These additional funds will cover the remainder of the Case Managers' and Program Manager's salaries and benefits to support this project's work.	\$ 252,543.04
Administration Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.	This will cover the costs to administer and support this project.	\$ 26,000.00	\$26,000	The costs of project administration will also be spread across other housing contracts and funding sources as appropriate.	\$ 52,000.00
Project or Program Costs Expenses for items that directly support a specific project.	This will support \$5,000 per month in rental assistance, application fees, and move-in fees; \$3,000 per month in supplies, with \$1,500 allocated for outreach (survival) and \$1,500 for case management supplies (survival/security).	\$96,000	\$80,000	These funds will include funding from our Foundational Community Supports TAPS program and other state and local funding sources that support our Housing Program.	\$ 176,000.00
Other Costs (Please describe below)					\$ -
Totals		\$284,129.52	\$ 196,413.52		\$ 480,543.04



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

Capital Christian Center

1.2 Program or Project Name *

Submit one program or project per application

Solid Rock Ranch Camper Fund

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Security: (job training and placement, mental and physical health care, drug and alcohol recovery, support

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? *

No. This is our first time requesting funds from the City of Lacey and we are appreciative of the opportunity.

1.7 Future Community Members Served *

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

Scored Question (5 points total)

90

1.8 Program or Project Description *

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

The Capital Christian Center Solid Rock Ranch (SRR) is a community-focused camp program to engage and inspire children and youth to discover their strengths and how to use them for the benefit of others. Each year, 80-100 youth from within the City of Lacey spend a transformational week (4 separate age-appropriate camps) at Solid Rock Ranch connecting with their peers under the guidance of remarkable and highly trained volunteer adult counselors, mentors, and ranch hands.

1.9 Priority Focus *

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)

Yes.

The children and youth who participate in Solid Rock Ranch Camp are largely from low-income families. No child is turned away from Solid Rock Ranch due to their family's inability to pay. 85% of all campers are subsidized either fully or in part through our Solid Rock Ranch Camper Fund due to limited finances. In most cases, these children have never experienced summer camp.

Our campers gain enhanced social and interpersonal skills, increased self-esteem and confidence, as well as personal growth in the areas of responsibility, independence, resilience, faith, and maturity. Mostly though, these children get to have a week of technology-free experiences that help them develop a myriad of coping skills.

Our older youth begin to explore possible career paths tied to their strengths and passions. All campers experience improved mental and physical health which better prepares them for the coming school year and the challenges and hardships they will face throughout the year.

Further, it is well documented that a structured summer camp program, through adult mentorship and increased sense of belonging, along with positive messaging, structured activities, and an emphasis on moral and ethical teachings helps reinforce resilience and healthy decision-making and serves as strong protective factors against substance use.

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 *

Dave Minton, Lead Pastor and Executive Director

Date Approved *

07/26/24

Section 2. Organization Overview

2.1 Organization Legal Name *

Capital Christian Center

2.2 Mailing Address *

PO Box 7632 Olympia, WA 98507

2.3 Physical Street Address if different from mailing address

4431 Martin Way E Olympia, WA 98516

2.4 Main Business Phone *

(360) 943-4391

2.5 Contract Signatory (Name and Title) *

Kristy Thurman, Chief Financial Officer

2.6 Signatory Email Address for Approval *

Kristyt@go2ccc.org

2.7 Organization Primary Contact (Name and Title) *

Kirsty Thurman, Chief Financial Officer

2.8 Primary Contact Phone *

(360) 943-4391 x 104

2.9 Primary Contact Email *

Kristyt@go2ccc.org

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.

Capital Christian Center. This year we are celebrating our 35 year serving others.

2.11 Federal Tax ID *

91-1431937

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)

Capital Christian Center partners with Lacey School District and other Thurston County School Districts to offer the opportunity to attend Solid Rock Ranch camps. The schools work closely with us to make sure all students and their families are aware of the opportunity, regardless of the family's financial situation. They promote that no child is ever turned away from SRR due to their family's inability to pay.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

At the conclusion of each camp, both the youth and their parent(s) are asked to complete a feedback form and survey. This important process has occurred each year for each camp for at least the last 5 years. The volumes of feedback from both the children and youth who attend and their parent(s), are carefully read by the Solid Rock Ranch leadership team, recorded and evaluated. Through this feedback and assessment surveys, we are able to gain important insight into what each youth feels was valuable during their time at SRR and what, if anything, they feel was missing or could have been presented in a more effective manner.

Each camper's parent(s) also have the opportunity to express their feelings about the entire process, from how they learned about the opportunity, how easy it was to apply for subsidy, how informed they felt during the camp week and how they feel their child grew from their experience. All this information is an important factor in how we design the following year's camp and the overall process.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

At Capital Christian Center, as our sign says, we encourage our community to “Come as You Are”. We celebrate a congregation that is a myriad of diverse cultures, ethnicities, incomes, sexual orientations, ages, skills, talents, gifts, and beliefs.

Capital Christian Center strictly adheres to our policy to not subject any person to discrimination in the employment of individuals or in the delivery of services in and all programs of our organization. We do not deny service to anyone on the basis of age, sex, color, heritage, ancestry, citizenship, creed, gender identity, marital status, national origin, political ideology, race, religion, sexual orientation, veteran status or the presence of a physical, mental or sensory disability, or because such a person is a recipient of federal, state, or local public assistance.

CCC is an equal opportunity employer and is pledged to carry out the spirit and letter of applicable federal, state, and local laws and regulations prohibiting unlawful discrimination. We comply with all local, state, and federal laws, ordinances, rules, and regulations that impact the delivery of services to individuals and families.

CCC strives to be an example in our community in how we treat, not some, but all our City of Lacey neighbors. We work in collaboration with all faith traditions and secular organizations. Faith is the basis for our service and advocacy but is not something that we impose on or require of others as we deliver services or engage in advocacy.

CCC expects all employees to support our equal employment opportunity policy and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment.

In compliance with the Americans with Disabilities Act (ADA), CCC provides accommodation to disabled people at least to the extent required by law.

AM believes its staff, board members, and volunteers should reflect the diversity of the community that we live in and love.

Examples of our commitment to DEIB are:

- 1.) Inclusive worship services. All are welcome and we want you to come exactly as you are.
- 2.) Community Outreach. All local missions focus on serving those in need, the only real criteria we consider.
- 3.) Education. We offer programs, discussion groups, events, classes and other opportunities that are open to anyone.
- 4.) Leadership. Our leadership is intentionally highly reflective of the diversity of the communities in which we live.
- 5.) Inclusive Atmosphere. If you enter any of the Capital Christian Center facilities, you are in a safe space and should feel valued and respected. We believe we are all children of God, and therefore part of a family that accepts each other's differences and in fact seeks those unique differences out for the benefit of others.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

Solid Rock Ranch provides a safe, healthy environment to have fun without compromising their values where students can experience a variety of activities like horseback riding, water activities, fishing, sports, team building, archery, and so much more! Our 65-acre property in Tenino Washington is the perfect, electronic free location for students to build relationships with other students and mentors, establishing healthy friendships that last a lifetime.

Our heart is that finances would not prohibit any student from the opportunity to attend a life-changing week at Solid Rock Ranch. Our pledge to families is that we will work with families to find a payment plan that works for your family and offer scholarship to those who qualify.

Thanks to the tireless year 'round contributions of hundreds and hundreds of volunteers (we call them servers), 70% living in Lacey proper, we are able to operate the camps at a relatively low cost. And thanks to the generous support of our congregation and our community, we've never turned a child away for financial reasons!

We have four distinct camp programs tailored to specific age groups that each have their own distinct camp week:

1).Day Ranch– a Monday-Thursday program for students going into 1st-3rd grade in the new school year. This a VBS-style program where students meet at Capital Christian Center daily for our ministry program with activities and field trips planned for visiting the Ranch.

2).Preteen Ranch– this overnight program is designed for our 4th-5th grade students. Activities and ministry time are built around their unique needs. Kids and leaders' bond over fun activities like water wars and laser tag which open the door for ministry opportunities. Our ministry times is designed to help them understand who Jesus is and to develop a personal relationship with Him.

3).Middle School Ranch (6th-8th grade)– We create a space for students to experience a true personal relationship with Jesus and develop friendships with other safe people through activities like team building, paintball, kayaking and archery.

4).High School Ranch (9th-12th grade)– We create a space for high school students go deep in their relationship with Jesus and develop life skills like culinary, carpentry, conflict resolution.

5).Family Day at Solid Rock Ranch- All families are invited to come to the Ranch Property for a family day at Solid Rock Ranch where our team will host you and your family in activities from 10am-4pm. Lunch is provided!

Since our first overnight experience in 1995, we have never turned a student away for financial reasons. Thousands of students have been blessed by community members and organizations who wanted to see lives changed, families impacted, and spiritual seeds that last a lifetime, planted. Every student sponsored represents a family, a community and a school that is positively impacted by the experience.

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

While we do not project or collect data on specific outcomes of the experiences at Solid Rock Ranch, we consistently find that participants conclude the week:

- 1.) With a higher enthusiasm for life and for their future.
- 2.) Having gained new, trusting relationships with their peers and camp mentors that will last a lifetime and aid them in times of difficulty.
- 3.) With a stronger understanding of the values and activities that are important to them and how to rely on those values to strengthen their resolve.
- 4.) All wanting to come back the following year for friendship, fun, faith, and fellowship.

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)

We are so pleased to be able to continue to promise that no child is ever turned away from getting to experience Solid Rock Ranch due to their family's financial situation. To be eligible for the SRR Camper Fund subsidy program, each household is required to show proof of income for the past year, either through tax returns, pay stubs, proof of government assistance, or some other verifying documentation. Subsidies are then offered on a sliding scale.

The only other eligibility criteria is that they must be within the age range for whichever camp week they are attending.

Funds from the City of Lacey will only be used to assist City of Lacey families through the SRR Camp Fund and to cover costs associated with expenses related to City of Lacey youth and future leaders.

3.4 Project Location *

Other

3.5 Project Address *

6710 Skookumchuck Road SE Tenino, WA 98589
Capital Christian Center

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 (10 points total)

100% of the proceeds will be used to cover some of the operational costs and the SRR Camper Registration Subsidy Fund, but only for children from low-income families who live inside the City of Lacey. This year, we have 90 children and youth that fit those criteria.

4.2 Audit Findings *

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

No. There have been no audit "findings" for Capital Christian Center or the Solid Rock Ranch.

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

The Capital Christian Center Solid Rock Ranch has been operating now for 29 years. Through ongoing fundraising efforts and continued community outreach, we have been able to diversify how SRR operations have been funded. As demand for the camp continues to grow, we intentionally seek new funding partnerships that understand the value of the experiences as it relates to helping the children and youth as well as their families develop healthy life skills. This includes developing healthy habits, strong coping skills, interpersonal communication skills, faith, an understanding of the importance of community, and the importance of building a strong family unit. The Solid Rock Ranch experience will persist in shaping the lives of our future leaders and continue to grow. That said, support from the City of Lacey will provide much-needed significant support for all we are trying to achieve for the kids, their families, our community, and our future.

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)

Lacey Human Services Grant - Program and Project Budget					
	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match	Total Funding
Personnel Expenses for staff that work directly on a specific project.	Executive Director, Cook, and one month of 6 or more CCC staff.	\$	91,500.00		\$ 91,500.00
Administration Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.	T-Shirts, Registration Supplies, Décor, Equipment	\$	5,000.00		\$ 5,000.00
Project or Program Costs Expenses for items that directly support a specific project.	Food, Transportation, Medical Supplies, Facilities Expense, and SRR Camper Subsidy Fund	\$ 40,000.00	\$ 39,000.00		\$ 79,000.00
Other Costs (Please describe below)	Industrial Water Proof Tents	\$	13,050.00		\$ 13,050.00
Totals		\$ 40,000.00	\$ 148,550.00		\$ 188,550.00



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

Family Support Center of South Sound

1.2 Program or Project Name *

Submit one program or project per application

Homeless Family Services Program

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Housing: (Expanding and Upgrading Affordable Housing Programs, Emergency Rental Assistance, Housi

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? *

Family Support Center has not received funding from the City of Lacey for this program in the past three years.

1.7 Future Community Members Served *

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

Scored Question (5 points total)

This program will serve 100 Lacey households (300+ parents and children) during the grant period.

1.8 Program or Project Description *

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

The Homeless Family Services (HFS) Program serves as the umbrella program for all homeless housing services provided by Family Support Center. The program goal is to offer a variety of service types and resources to prevent and/or respond to family homelessness utilizing all available housing strategies including: Coordinated Entry, Rapid Rehousing, Diversion, Prevention, and referral to emergency shelter and Permanent Supportive Housing programs. The proposed targeted prevention program will prioritize identifying and serving vulnerable families who have the most barriers to accessing alternate resources and who are at the greatest risk of becoming unsheltered.

1.9 Priority Focus *

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)

Yes, the Homeless Family Services (HFS) program meets the grant priority by providing housing services for Lacey community members. It also aligns with the 2021 City of Lacey Affordable Housing Plan and the Thurston County Homeless Crisis Response Plan 2019-2024. Family Support Center of South Sound (FSC) has a long history of supporting and housing homeless families with children and survivors of domestic violence utilizing a "Housing First" approach. Since 2004, the immediate and primary goal of the agency's housing and shelter programs has been to assist all families, regardless of their housing barriers, to gain access to permanent housing. This means helping families who are currently experiencing homelessness as well as households who, without short term support, could quickly become homeless. The HFS program ensures that ALL homeless families, regardless of program eligibility, category of homelessness, income level, or other situation are quickly supported in mitigating their housing crisis. This grant will provide the staffing and financial wherewithal for the program to reach up to 100 homeless City of Lacey households who may otherwise go unserved because they do not meet the highest vulnerability criteria necessary to access other existing housing programs.

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 *

Trish Gregory

Date Approved *

07/26/24

Section 2. Organization Overview

2.1 Organization Legal Name *

Family Support Center of South Sound

2.2 Mailing Address *

3545 7th Ave SW, Suite 200

2.3 Physical Street Address if different from mailing address

2.4 Main Business Phone *

360-754-9297

2.5 Contract Signatory (Name and Title) *

Trish Gregory, Executive Director

2.6 Signatory Email Address for Approval *

trishg@fscss.org

2.7 Organization Primary Contact (Name and Title) *

Trish Gregory, Executive Director

2.8 Primary Contact Phone *

5619850363

2.9 Primary Contact Email *

360-754-9297 x 206

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.

N/A

2.11 Federal Tax ID *

91-2003828

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)

The mission of Family Support Center of South Sound (FSC) is “Working Together to Strengthen All Families and Survivors” and collaboration and partnerships are critical to achieving this mission and ensuring that ALL families and survivors experiencing homelessness know where to go to get their needs met. The Family Support Center Campus houses multiple partner agencies who are committed to strengthening families and survivors. Such partners include: Thurston County Volunteer Legal Services who provide free civil legal assistance, Innovations Human Trafficking Collaborative, Catholic Community Services’ volunteer and Veteran programs, Enriching Therapy and Beautiful Instant Psychotherapy who provide mental health care, the Thurston County Prosecutor’s and County Clerk’s Office who are housed onsite to provide assistance to victims impacted by domestic violence. It is not uncommon for families served by this program to be actively working with one or more of the campus partners. FSC staff also maintain strategic partnerships across the community, reducing duplication of services and ensuring families have access to all of the types of services that they need. This includes making sure the staff or volunteers at each agency know what FSC offers, how to refer families best, who to contact if there are questions, and to work collaboratively to pool resources, leverage programs and services, and not duplicate efforts.

FSC’s Homeless Family Services (HFS) program serves families with children under 18 who are homeless or experiencing a housing crisis. A large component of this program includes preventing families from needing the coordinated entry system’s resources. As such, FSC’s partnerships and collaborations specific to their role as the lead coordinated entry provider are valuable to the staff working in this program. FSC staff have strong relationships with other providers such as Olympia Mutual Aid Partners, Community Youth Services, SafePlace, Housing Authority of Thurston County, Peer Olympia, and SPS Habitat for Humanity. Additional partnerships that are critical to the success of the HFS program include local homeless liaisons, Together’s! community schools program, Thurston County Food Bank location staff, DSHS Community Services Office, PiPE, Boys & Girls Clubs, Nurse Family Partnership, Homes First, Olympia’s contracted public defense social workers, as well as local first responders. Each of the organizations have regular contact with FSC staff and are able to refer families directly to the agency with confidence that staff will assess, prioritize, and distribute available resources to interested and eligible families. Additionally, direct service and program management staff participate in numerous community meetings and advisory groups in order to collaborate with other organizations to better serve families and enhance the overall housing services for households experiencing homelessness in our community. Meetings include RHC- Affordable Housing Advisory Committee, RHC Lived Experience Committee, Housing Action Team, Hazardous Weather Task Force, Thurston Early Childhood Coalition, Partner for Children Youth and Families etc. FSC has a partnership with Help Us Move In, Inc., (HUMI) that allows FSC to provide an average of \$25,000 in matching funds to increase the amount of rental assistance (deposit, application fees, prevention) for children and their families. FSC works with multiple local apartment complexes and property management companies to find and/or provide housing for families. It is the goal of this program that if families experience a challenge and fall behind in rent or have landlord/tenant issues that staff can help mitigate issue and prevent any formal notices. Maintaining positive relationships with landlords and property management companies are key once families are housed to keeping families housed and support a progressive engagement approach.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

Staff work from a place of understanding, compassion, and empathy because many of them truly do understand what clients are going through. Currently, 38% of the agency's leadership team are BIPOC, as are 50% of overall staff, while 60% of the management staff have lived experiences as do 65% of overall staff members. Program Managers regularly check in with direct service staff to see what else clients need, what gaps they are seeing in terms of services and resources, and asking for their thoughts on programmatic goals and needs. FSC strategically sends staff to community meetings, working groups, and committees that may impact/intersect with families and survivors. Subjects range from the opioid crisis, housing, and food security to childhood development, gestation and lactation support, or collaborative responses and victim services. FSC has a Client Satisfaction survey that is to be shared when clients are exiting their program or anytime that they want to provide feedback. FSC staff participate in and have successfully recruited multiple clients to participate in the RHC Lived Experience Advisory committee. FSC is utilizing feedback from this group to make programmatic changes to its service delivery and to the overall Thurston County CE program. FSC leadership participate in committees and groups that are guiding community-wide policies and shaping the future of Thurston County. FSC has multiple state and federal grants and as such provides regular reports on program effectiveness and efficiency. While sometimes an administrative lift, these reports provide regular opportunities to examine program data that, in combination with qualitative and quantitative data from case managers and report backs from meetings, is used to modify programs so that they best meet the evolving needs of the community.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

Family Support Center believes that housing is a basic human right, strives to provide services that are accessible to all, works to advance racial equity, and is committed to centering the voices of BIPOC staff and community members. Since 2018, FSC leadership has consciously recruited staff, board members, and volunteers that are reflective of the families it serves. This includes people of color, LGBTQ, ESL speakers, Veterans, and those who have lived experiences such as homelessness and survivors of violence. The organization looks first to within for promotions, intentionally creating more diversity at the management level. As noted above, this has resulted in over 65% (33 of 50) of FSC staff having lived experience with family violence, homelessness, and/or poverty and 50% (25 of 50) of staff are BIPOC. FSC will continue to prioritize hiring and promoting from within, which has already proven to create a more diverse and robust team.

In 2020, a staff led BIPOC caucus began. Since then, three more caucuses have been formed – BIPOC Allies, Queer, and Differently Abled. These groups provide feedback for things that could be changed within the agency and how the agency can create change in the community. In 2021, FSC participated in a Diversity and Equity Audit in collaboration with CYS and the YWCA of Olympia. Prior to that, the Executive and Deputy Directors participated in the YWCA's 18-month Intercultural Foundations Community Institute which equips participants with skills/practices in the areas of intersectional race equity, healing in community, and cultural humility. FSC has a line item in the agency budget for DEI work and staff are encouraged to identify and join DEI trainings and as part of the FSC onboarding process. In 2022, the organization updated its Mission, Vision, and Values to reflect the intentional work the agency is doing to address systemic racism and updated the agency's policies and procedures to reflect these changes.

Currently, FSC is working to create more meaningful and substantive relationships with its Tribal neighbors. Recently, FSC has been working more closely with the Nisqually and Squaxin Tribes to strengthen the available supports for families and survivors, including those experiencing homelessness. The agency recently facilitated a review of the HEAT coordinated entry assessment to see if it is reaching its goal to better reduce racial disproportionality and support historically vulnerable and disadvantaged populations. FSC staff will continue participating in county and state level workgroups on racial equity, bringing back best practices and suggestions for programmatic changes.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

The majority of the Homeless Family Services program's services take place at agency's main office located on the Family Support Center Campus, on the west side of Olympia. FSC Campus is ADA accessible, directly on a bus line and are easily accessible by car. FSC operates in accordance with HUD Fair Housing Laws and does not discriminate, directly or indirectly, based on race, color, religion, sex, national origin, age, familial status, sexual orientation, or disability. Operating since 1992, FSC is well known across the community and outreach efforts linked to CE directly support the sharing of information about how to access the agency's program. With 24/7 staffing, someone is always available to answer the Thurston County Housing and Shelter Hotline to give current and accurate information about resources for families experiencing a housing crisis.

Staff work from a place of trauma informed care and utilize a strengths-based approach - what is going well for the family, and how can Family Support Center and the community support the family in maintaining and/or securing permanent, stable housing. FSC staff are available to meet households at the FSC Campus, virtually or over the phone. FSC staff can also provide mobile outreach, home visitation, and coordinate with other staff to connect with unsheltered households. As part of the agency's Coordinated Entry and outreach efforts, FSC staff are regularly onsite at locations such as the North Thurston Family Youth Resource Center, Thurston County Resource Hub, the Thurston County Food Bank, ROOF (Rochester Organization of Families), and even the Olympia Timberland Library.

Bilingual staff are hired and work in this program, specifically English and Spanish speakers. FSC has a Language Access Plan, highlighting processes for serving clients who speak a language not spoken by staff. Staff are trained in cultural competency and are experienced working with families who have disabilities, including substance abuse and mental health, as well as Veterans, LGBTQ, domestic violence survivors, immigrants, and others. FSC has a commitment to racial equity and inclusion, and all staff are participating in applicable training, workgroups, and committees focused on supporting race equity and those who are historically vulnerable and disadvantaged in the community.

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

The following objectives and outcomes for the Homeless Family Services program are aligned with the Thurston County Homeless Crisis Response Plan 2019-2024:

Help imminently homeless families retain their housing through short term case management assistance and when needed, one time, preventive rental assistance. GOAL: 100 households will mitigate their housing crisis or instability based on program support, including creative problem solving and/or rental assistance. Measured in the FSC client database.

Reduce the length of time a family remains homeless. GOAL 1: 90% of households experiencing homelessness will exit to permanent housing within 90 days of program enrollment, as measured by HMIS and/or FSC client database.

Improve housing placement and stability for families experiencing homelessness by reducing the incidence of returns to homelessness. GOAL: 90% of households who exit to permanent housing will maintain housing for at least 1-year post program exit, as measured in HMIS and/or FSC client database.

Ensure program activities are culturally humble and responsive to the needs of diverse families and increase the cultural competency and humility of staff (5 year Plan) – GOAL: Ensure 100% of program staff participate in training related to equity and/or inclusion. Staff lending library will add a minimum of 10 resources focused on issues of racial and social equity and inclusion. Measured by staff training logs and library inventory.

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)

As of June, 2024, there were over 300 households on the family and DV survivor master lists. These households are waiting for a safe, permanent shelter and/or housing solution. Unfortunately, households on these master lists ONLY include those who meet HUD's Category 1 of the homeless definition, meaning they are sleeping in cars, tents, unheated garages, shelters, and other places that are not meant for human habitation, or households (singles and families) who are fleeing domestic violence (Category 4); 62% of the households above identify as survivors of domestic violence. Unfortunately, there are far fewer resources available for families who are at imminent risk of homelessness (behind on rent, eviction notice), doubling up/couch surfing or moving frequently without a lease, or those who meet the school district / McKinney Vento definition of homelessness for students. Oftentimes, families in these situations need just a little bit of help and guidance to avoid becoming literally homeless, and that is who this grant will support.

According to the Office of the Superintendent of Public Instruction, there were 1,265 homeless students in Thurston County as of October 1, 2022, including children who meet the HUD McKinney Vento definition of homelessness (couch surfing/doubling up, or multiple moves in the last 60 days). This is equivalent to 706 children, or hundreds more families experiencing housing instability than are identified on the master list who DO NOT have access to rental assistance such as rapid re-housing, permanent supportive housing, or most federal homelessness funds. As noted in the 'US Housing Insecurity and the Health of Very Young Children' report in the Children's Healthwatch Journal, "Housing insecurity is associated with poor health, lower weight, and developmental risk among young children," and, "In older children and adolescents, a history of multiple moves has been associated with mental health concerns, substance abuse, increased behavior problems, poor school performance, and increased risk of teen pregnancy." It is critical that families experiencing housing instability receive case management support to help stabilize their situation, such as problem-solving conversations, help accessing one-time rental assistance or funding to help with a deposit, or securing funds to relocate closer to family and greater social connections.

The 2023-2027 Consolidated Plan for Thurston County and the City of Olympia Needs Assessment and Housing Market summary paints a grim picture for families struggling with housing security. Since 2015, area rent prices have increased by 39% but wages have only increased by ~13%. Not surprisingly, low-income families are feeling the impacts of this the most, with 73% of households who make \$2,270 a month or less (for a family of 3) paying MORE than 50% of their income each month on rent. This leaves limited funding for other needs like food, healthcare, and transportation – let alone savings of any kind. The average household income for a family of 3 at FSC is \$1,668 which is less than 30% of the area AMI. As conditions worsen for low-income households, it is important that they have access to the Homeless Family Services program which not only helps families achieve housing stability but can do so more efficiently and cheaper when resources are available for prevention and diversion efforts.

3.4 Project Location *

Other

3.5 Project Address *

3545 7th Ave SW, Suite 200

Family Support Center of South Sound

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 (10 points total)

This funding will support households who are experiencing a housing crisis or instability and can mitigate it through diversion, one-time financial assistance, resource navigation, and/or direct connection to various community resources to address the need. For those that are imminently homeless, or have received a pay or vacate notice, staff are able to quickly assess their eligibility for the Eviction Prevention Rent Assistance Program, operated onsite by Family Support Center. For families that are eligible, they will be immediately connected to the program with the ultimate goal to mitigate the crisis within the week. In the event a family does not qualify for this or additional prevention programs, staff remain up to date and knowledgeable about the process for families to access coordinated entry and other homeless response services. Staff are able to complete the required paperwork and reduce the number of places and calls a family must make to get their needs met. For families who are couch surfing and in need of finding housing of their own, staff work to provide advocacy so they know how to talk with landlords about any barriers they have to securing housing. For households who are literally homeless but not eligible for a rental assistance program, having a HEAT score that is not high enough for immediate assistance and/or being over income, staff is available to support in navigating the available resources. In addition to the case management this grant will afford it will also provide things like one-time rental assistance for a mom who is struggling this month, the deposit a family needs to get off their cousin's couch, or the application fees for a new apartment. For a specific break down, please see the attached budget. Historically, 90% of the families in the Homeless Family Services program maintain their housing for six or more months after their rental assistance or case management services have ended. Funding this application ensures that FSC has the staff to continue supporting households, no matter if they are facing an eviction notice, sleeping in a friend's garage, or living in their car as well as the ability to provide one-time financial support.

4.2 Audit Findings *

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

Family Support Center has not had any audit finding in the past two years.

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

Yes, FSC would still be able to provide the services described in this grant proposal to families in Thurston County if this request is not fully funded. However, it would be able to help significantly less people and would not have the resources to intentionally target services to households from the City of Lacey According to this agency's 2023 request to the County for this same program, FSC spends an average of \$152/person or \$458/household in the HFS program. If the City of Lacey does fully fund this request, that is 328 more parents and children, who will be able to retain/obtain safe and stable housing.

Family Support Center works diligently to creatively and sustainably fund its programs and services, and is often seeking out new funding opportunities to support the work of the Homeless Family Services Program. FSC has a 22-year history of committed federal funding from the U.S. Department of Housing & Urban Development, including for this program. HFS is further supported by an annual match of \$10,000+ from Help Us Move In, Inc. that provides move in or prevention assistance to more than more than 15 families each year. FSC is doing more than it ever has before to support families and survivors across the community, but as the needs of community increase FSC needs more funding to continue providing high caliber, comprehensive wraparound services for families.

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)

Family Support Center of South Sound - Homeless Family Services Project Budget					
	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match, i	Total Funding
Personnel Expenses for staff that work directly on a specific project.	Housing Case Manager who will provide comprehensive support and distribute available financial assistance. Program Manager to provide supervision and oversee/approve funding requests.	\$ 45,000.00	\$ 1,129,807.00	Grants: HUD, Housing First, Thurston County, Department of Commerce - Secured	\$ 1,174,807.00
Administration Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.	FSC is requesting a 10% administration fee	\$ 5,000.00	\$ 128,935.00	Grants: HUD, Housing First, Thurston County, Department of Commerce - Secured	\$ 133,935.00
Project or Program Costs Expenses for items that directly support a specific project.	One time rental assistance, application fees, deposits, and other costs associated with obtaining/retaining housing, transportation assistance, marketing, etc.	\$ -	\$ 1,033,017.00	Grants: HUD, Housing First, Thurston County, Department of Commerce - Secured	\$ 1,033,017.00
Other Costs (Please describe below)					\$ -
Totals		\$ 50,000.00	\$ 2,291,759.00		\$ 2,341,759.00



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

Interfaith Works

1.2 Program or Project Name *

Submit one program or project per application

Sergio's Service Center

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Survival: (access to food, water, shelter, sleep, clothing), Security: (job training and placement, mental and

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? *

In 2021, The City of Lacey recognized the vital nature of this project and contributed \$100,000 of capital funds to make Sergio's possible.

After opening in April 2023, Sergio's provided the following services through December 2023.

- 2,600 total visits
- 327 loads of laundry
- 1,038 showers taken
- 8 community providers
- 456 new guests
- 98 guests sheltered during two Code Red Hazardous Weather events
- 401 guests sheltered during two Code Blue Hazardous Weather events.

1.7 Future Community Members Served *

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

Scored Question (5 points total)

Since Sergio’s serves people who are experiencing homelessness, it is difficult to determine exactly how many residents from Lacey are accessing our services. However, due to the close proximity of Sergio’s to the Lacey/Olympia border, we estimate that approximately one-third to one-half of Sergio’s clients are Lacey community members. We expect to serve over 1,500 people during the grant time period, which would equal approximately 500-750 Lacey community members.

1.8 Program or Project Description *

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

Sergio’s Service Center provides an additional layer of support for people experiencing homelessness by increasing the number of participants IWHS serves, focusing on those that, for a variety of reasons, do not or cannot access shelter. Sergio’s connects people with hygiene services and vital social services like medical and mental health care. Guests are able to take showers, do laundry, access clean clothing and hygiene supplies, and participate in recreational and peer support activities.

1.9 Priority Focus *

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)

Sergio's Service Center meets the priority focus areas of providing survival and security needs to Lacey community members.

Survival: Sergio's provides access to daytime shelter, access to food, water and clothing. Services include access to basic hygiene services like bathrooms, showers, and laundry as well as access to linens, towels, blankets, clothing closet, hygiene supplies, basic over the counter first aid, and medical supplies. Sergio's also provides Hazardous Weather sheltering during dangerous weather events in coordination with Thurston County's Hazardous Weather Task Force.

Security: Sergio's offers coordination of clinical support services including visiting clinical mental health workers and health care workers. We also assist with coordination of transportation to primary and specialty care appointments. Our Navigation Team supports clients with other security case management needs like accessing healthcare, employment resources and other needs.

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 *

Ivy Ayers, Interim Executive Director

Date Approved *

07/26/24

Section 2. Organization Overview

2.1 Organization Legal Name *

Interfaith Works

2.2 Mailing Address *

PO Box 1221, Olympia, WA 98507

2.3 Physical Street Address if different from mailing address

110 11th Avenue SE, Olympia, WA 98501

2.4 Main Business Phone *

(360) 357-7224

2.5 Contract Signatory (Name and Title) *

Ivy Ayers, Interim Executive Director

2.6 Signatory Email Address for Approval *

ivy.ayers@interfaith-works.org

2.7 Organization Primary Contact (Name and Title) *

Ivy Ayers, Interim Executive Director

2.8 Primary Contact Phone *

360-357-7224

2.9 Primary Contact Email *

ivy.ayers@interfaith-works.org

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.

Associated Ministries of Thurston County: 1973-2004
Interfaith Works: 2004 to present

2.11 Federal Tax ID *

91-0947698

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)

We actively partner with a diverse range of area agencies including Adonai Counseling, Community Youth Services, DSHS Medical Outreach, DSHS Medicaid, Family Support Center (Coordinated Entry), Innovations HTC, Olympia Mutual Aid Partners, PEER Olympia, Partners in Prevention Education, Providence Chemical Dependency Center, Providence Street Medicine Team, Stand Up Wireless, Thurston Mason Behavioral Health Organization, Timberland Regional Library (Olympia and Lacey branches), Valley View, and YMCA Olympia.

Please see attached Letter of Support from our partner Valley View Health Center.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

Our Support Staff team is well-versed and extensively trained in anti-oppressive interventions, recognizing racial discrimination and implicit bias, cultural humility, and integrity when serving transgender and LGBTQ+ individuals. They are also highly experienced in supporting historically disadvantaged populations. Our intake documents are translated into Vietnamese and Spanish, and we have volunteers to assist people who have English as a second language. We continuously work on racial equity practices, provide training throughout our organization, and are always growing and learning how to better serve, understand, and support our guests who are BIPOC, LGBTQIA2S+, differently abled, and elders in our community.

We focus on being consistent and participant-led throughout all programs while providing multiple depths of services so that the autonomy and dignity of participants and guests are centered in all IW does. There are few programs nationwide with as few barriers to service as our program, which is key to adequately serving our target population. Our Navigation Team, peer support-based case management, and advocacy services prioritize clients in the same ways. We are radically participant-led, never coercive, and all case management services are completely voluntary and never tied to access to shelter or housing resources.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

Over the last five years, IW has been guided by the leadership of our staff and guests of color and has worked to promote racial justice and to correct harms that have been caused by our organization to our staff and guests who are people of color. As an organization, we must continue to listen, take responsibility for our actions, challenge our own defensiveness, and believe that we can, and will, do better. We weave racial justice into everything we do and every aspect of our identity and outreach.

- In March 2022, the Thurston County Coordinated Entry system rolled out the Housing Equity Assessment Tool (The HEAT), a new vulnerability based assessment tool that was created by IW staff after many years of community coalition building. This coalition was formed specifically to address the racial disparities we were seeing from the VI-SPDAT, and to find a more equitable way to prioritize shelter and housing placement in our community.

- We currently have BIPOC staff in positions of leadership including our Homeless Services Program Coordinator, second highest paid position in our organization and the majority of Homeless Services Managers are BIPOC.

- We prioritize BIPOC staff for open positions for shifts or positions within the organization.

- We created and practice a formal pathway using the Concern, Responsibility, and Follow Through process to better respond to specific requests or grievances regarding all issues, including instances of racial harm from guests and staff of color.

- We created and practice a formal structure for BIPOC staff to caucus, which provides space for them to share their experiences without white staff members present. The BIPOC caucus provided a list of recommendations and steps for IW to take that the Board of Directors formally accepted and continue to work on.

- IW hosted a DEIB training on July 1, 2024 for all staff, facilitated by an independent trainer.

For 2024 and 2025, we will add additional trainings and workshops, and continue to diversify the offers and providers at Sergio's.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

In April 2023, we opened our new service center called Sergio's, located at 3501 Mary Elder Road. Sergio's provides an additional layer of support for people experiencing homelessness by increasing the number of participants IWHS serves, focusing on those that, for a variety of reasons, do not or cannot access shelter. Our overarching goal is to relieve suffering by attuning and adjusting to participant needs in the next year. Our objective with Sergio's is to provide culturally relevant daytime services to people experiencing homelessness that are not currently served by IWHS, focusing on those with disabilities, people with substance use disorder, and Black, Indigenous, and People of Color who are often the most disadvantaged of anyone who experiences homelessness.

Sergio's is open Tuesday to Saturday from 10 am-6pm and provides the following services:

Services Hub:

Sergio's offers space for partner providers to meet with their participants. IWHS is committed to continuously make connections with other homeless services agencies and medical providers in the Thurston County area to better support our guests.

Daytime Sheltering:

Sergio's allows space for those needing daytime respite from the elements. Our building has phone charging stations, a clothing closet, and bathrooms for those who need a spot to rest.

Hazardous Weather:

Sergio's will extend hours when an emergency weather event is declared. During wintertime, pop up overnight shelter will be offered in coordination with Thurston County's Hazardous Weather Task Force.

Navigation Team:

The IW Navigation Team is a committee of Certified Peer Counselors that work with individuals at Sergio's on a one on one basis to provide strengths-based advocacy and navigation services to our guests in regard to medical needs, mental health support, substance use and housing. Navigators can help with:

- Applying for benefits
- Replacing vital identification documents
- Signing up for healthcare
- Finding primary care doctors
- Pursuing substance use treatment
- Exploring housing options

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

Navigators use the SMART Goals method in assisting residents in the identification of goals to ensure that goals are specific, measurable, achievable, relevant, and time limited. Goals are set by residents and are personally beneficial or important to them, which increases engagement and builds independence and confidence.

From Jan1 to June 30, 2024:

5,779 total visits

722 guests served

1750 showers

1077 loads of laundry

357 guests sheltered during one Code Blue

16 community providers

We expect all of these numbers to expand as we increase our hours and more individuals experiencing homelessness learn about our new program.

Success looks like resolving homelessness for as many people as quickly as we can. This requires increasing the strength of our community safety net so that when people inevitably fall into homelessness we can respond quickly and efficiently as a community to ensure that homelessness is rare, brief, and one time only. This involves increasing the supply of low-income units in our rapidly growing community and decreasing impacts to dependence on law enforcement and emergency services so that they can do their job effectively and save taxpayers money. Success is a thriving community for everyone - when those with the least among us have access to having their basic needs met and the opportunity to better their lives it is better for them, better for business, better for government.

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)

As a by and for LGBTQIA+ led organization, IWHS reaches those who are routinely screened out by other providers and prioritize the most vulnerable amongst our unsheltered population. Staff focuses on those with chronic health conditions, permanent disabilities, and persistent behavioral health challenges. Our guests are typically high utilizers of emergency medical services and first responders, and they are the most likely to die if they remain unsheltered and/or disconnected from services.

IW Homeless Services prioritizes highly vulnerable adult individuals and their pets, as well as couples without dependent children. At Sergio's, all people are welcome and families with dependent children will be referred to the family system through Coordinated Entry.

3.4 Project Location *

Other

3.5 Project Address *

3501 Mary Elder Road, Olympia, WA

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 (10 points total)

\$120,000 in grant funds from the City of Lacey will help support our expanded hours and days. They will support Sergio's via staffing, supplies, and operations to ensure that vital services are provided in the amount our community needs and at times and days that are of most value to those we serve. These funds will make it possible for us to be open 8 hours a day, 5 days a week, with one of those days being Saturday when so many other providers are closed.

4.2 Audit Findings *

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

No

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

While we would be able to continue providing services, we would anticipate needing to adjust our hours of operation. Since expanding our hours, we've more than doubled our number of individuals served and our partner providers.

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)

Lacey Human Services Grant - Program and Project Budget					
	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match, i	Total Funding
Personnel Expenses for staff that work directly on a specific project.	This supports the staffing to keep the building open and covers wages & Salaries, benefits, payroll taxes	\$ 100,000.00	\$ 266,500.00	56% Funded via Other Gov Grants, 17% Organization Reserve Funds and Other Small Grants, requesting City of Lacey support for 27%	\$ 366,500.00
Administration Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.	This covers the costs to maintain the building, utilities, repairs, accounting & insurance, administrative staff, vehicles	\$ 12,000.00	\$ 52,700.00	50% Funded via Other Gov Grants, 32% Organization Reserve Funds and Other Small Grants, requesting City of Lacey support for 18%	\$ 64,700.00
Project or Program Costs Expenses for items that directly support a specific project.	This covers the costs for direct supplies for outreach like antibiotic ointments, swabs, gauze, OTC meds, deoderant, shampoo, toothbrushes, menstrual care products, socks, underwear, sunscreen, bandages, etc.	\$ 8,000.00	\$ 89,573.00	67% Funded via Other Gov Grants, 25% Organization Reserve Funds and Other Small Grants or In Kind, requesting City of Lacey support for 8%	\$ 97,573.00
Other Costs (Please describe below)					\$ -
Totals		\$ 120,000.00	\$ 408,773.00		\$ 528,773.00



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

South Puget Sound Habitat for Humanity (SPSHFH)

1.2 Program or Project Name *

Submit one program or project per application

Home Repair Program

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Housing: (Expanding and Upgrading Affordable Housing Programs, Emergency Rental Assistance, Housi

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? *

SPSHFH received \$55,000 of CDBG funding from the City of Lacey in 2023. Three home repair projects have been completed and three more are scheduled to be complete by the end of 2024.

We also received \$55,000 of CDBG funding from the City of Lacey in 2020. Three home repair projects were completed with the funding.

1.7 Future Community Members Served *

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

Scored Question (5 points total)

10-15 community members would receive home repairs funded by City of Lacey.

1.8 Program or Project Description *

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

The goal of the Home Repair Program (HRP) is to keep low- to moderate-income homeowners in their homes by fixing major issues that could make their homes uninhabitable and potentially leaving them vulnerable to homelessness. The program is designed for low-income homeowners who have experienced financial hardships and, as a result, may find themselves unable to maintain, add, or repair critical aspects of their homes. The Home Repair Program provides affordable, critical home repairs to prevent low-income homeowners from being displaced from their residences and improve the quality and health of those homes.

1.9 Priority Focus *

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)

SPSHFH's Home Repair Program (HRP) meets the housing priority focus. Many of our HRP 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. We are the only local program that has the capacity and skill to take on larger and more complex projects, such as roof replacements, complete heating system replacements/repairs and accessibility renovations including bathroom and kitchen remodels.

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 *

Elizabeth Walker

Date Approved *

07/26/24

Section 2. Organization Overview

2.1 Organization Legal Name *

South Puget Sound Habitat for Humanity

2.2 Mailing Address *

PO Box 2225, Olympia, WA 98507

2.3 Physical Street Address if different from mailing address

910 5th Avenue, Olympia, WA 98501

2.4 Main Business Phone *

360-956-3456

2.5 Contract Signatory (Name and Title) *

Elizabeth Walker, CEO

2.6 Signatory Email Address for Approval *

elizabeth@spshabitat.org

2.7 Organization Primary Contact (Name and Title) *

Tanya Mote, Chief Advancement Officer

2.8 Primary Contact Phone *

360-956-3456

2.9 Primary Contact Email *

tanya@spshabitat.org

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.

South Puget Sound Habitat for Humanity – 35 years

2.11 Federal Tax ID *

91-1427020

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)

The first guiding principle in SPSHFH’s core values states that we welcome people from all walks of life to partner with us as volunteers, donors, employees, and homebuyers. We celebrate and value our diversity, welcome differences and leverage the collective strengths of all people.

SPSHFH brings people together and this is apparent on the construction site. People from all walks of life come together to build homes, and the common goal allows for differences to be set aside. SPSHFH engages volunteers to assist with repairs. We partner with more than 500 volunteers every year in a variety of work from home building to assisting at our ReStores to completing administrative work.

SPSHFH partners with Rebuilding Together Thurston County to refer Homeowners between our organizations for repairs that our teams are best suited to handle. This enables more households in the community to be helped.

We actively participating in the Thurston County Coordinated Entry System – a collective of human service providers that communicate frequently on referrals – and have a process in place to make finding help easier for people.

We also stay in network with WA WorkFirst Local Planning Area partnership, which is another collective of coordinated referrals and communications. SPSHFH is also a part of Thurston Thrives’ Housing Action Team.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

South Puget Sound Habitat for Humanity (SPSHFH) was founded in 1989 as an affiliate of Habitat for Humanity International in Olympia, Washington. Our organization has successfully built 83 homes over the past 30 years. Our main focus is building energy efficient homes for low-income families, creating affordable homeownership opportunities in the community, and providing critical home repairs. Other programs that help educate and enhance an applicant's success with homeownership are financial education and family support. These programs are not handouts but a partnership where the homeowner works alongside of other volunteers to build their home and neighborhood.

We have a repairs program survey through which we can monitor satisfaction levels of our clients. Our program coordinators and managers are in constant communication with our service beneficiaries so there are a lot of opportunities for organic feedback.

SPSHFH acknowledges we have more work to do to ensure we center clients voices. We recently had a change in leadership and will be working on closing these gaps.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

SPSHFH's programs are designed to reduce the traditional barriers to homeownership that people of color often face. As a result, SPSHFH has a larger portion of people of color in our homebuyer and homeowner pools compared to overall Thurston County rates. We are continuing to strategize on how to effectively reach and support more people of color, in recognition of racial disparities and SPSHFH's commitment to justice.

We are also working on internal understanding of barriers. In 2018, our team had identified diversity, equity and inclusion (DEI) as a guiding principle of our organization through our strategic planning process. Specifically: "Habitat for Humanity welcome people from all walks of life to partner with us as volunteers, donors, employees and homebuyers. We celebrate and value diversity, welcome differences and leverage the collective strengths of all people." We held internal group learning opportunities focused on US postwar housing discrimination, the wealth gap, and the stark homeownership gap for communities of color. We discussed where our organization and program fit in this system of oppression and how we can focus our efforts and resources on creating a more equitable community.

As 2020 unfolded, the racial disparities brought to light by the COVID-19 pandemic and the continued killing of black people by police officers led our organization into discussions around our guiding principles and how we put them into action. Our organization provided staff with resources and time to continue to individually understand their role in our society and our organization. We also created an agency-wide DEI Committee. This group participated in a four-month training program called Whiteness at Work by The Adaway Group. We explored how white dominant culture manifests in our organization, named organizational practices that cause harm and racial inequity, built antiracist skills, and operationalized racial equity. The DEI committee meets monthly to discuss how different topics manifest in our organization.

We also hired a Human Resources consulting firm to bring an equity lens to our hiring practices, job descriptions, employee engagement and communication.

In November 2020, we partnered with RISEWITHKJ to create a DEI roadmap:

- Commitment: secure buy in from board and staff (completed Nov. 2020)

- Baseline data: administer a race equity survey to understand the experiences of staff, organization culture, and gaps in leadership development (completed Feb. 2021)

- o Education: provide ongoing education to raise awareness and deepen cultural humility (started Jan. 2021 and continuing through 2023)

- Competency Building: provide tools and strategies focused on race equity skill building and increasing cultural competency.

- oStrategy: Race Equity Basics

- oFor leadership – developing Adaptive Leadership

- Competencies • Organizational Change: learn how to identify and transform characteristics of white supremacy to facilitate inclusivity and equitable outcomes.

DEI Committee: developing an ongoing learning agenda We plan to work with RISEWITHKJ over the next year to help us foster organizational change and operationalize our race equity work in a manner that creates an inclusive environment for all our staff, volunteers, homebuyers, and donors.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

SPSHFH's philosophy is to provide a homeowner with a hand up, not a handout. The Home Repair Program allows homeowners to get their repair work done promptly. We offer zero interest payment plans for 12 or 24 months. Depending on the costs of the projects, households pay between \$33-104 per month. By paying for a portion of the repair work, homeowners invest in their home, a long-term, wealth-building asset. The amount homeowners contribute depends on the cost of the repair work and total household income. Financial contributions by homeowners give them a sense of pride in their homes and provide them a truer sense of ownership. Homeowners and household members who are able can complete sweat equity work, meaning they help complete the repair work on their home or another's home.

Home repair projects are scheduled according to:

- When a complete application is submitted and reviewed
- Preference of the homeowner
- Availability of construction staff and skilled volunteers
- SPSHFH's available resources to pay for repair work and material

Repair work is organized and facilitated by the Repairs Program Manager. Repair work is completed by SPSHFH construction staff, our wonderful group of long-term, skilled volunteers, clients completing sweat equity hours, and the homeowners (if they are able). Thanks to our experience building houses in the county, we are already familiar with housing codes and permitting processes and requirements. When needed, SPSHFH will subcontract with local contractors for roofing, plumbing, and electrical, as well as for any type of 'environmental' (lead, asbestos, mold) remediation work.

The SPSHFH Home Repair program addresses a range of projects that vary in complexity. We have five projects in progress and 21 more on our current waitlist. For those five projects, we are averaging \$7,000 per project. Projects include mold remediation, roof repair, siding repair, porch repair, heating and cooling (heat pump installation) and bathroom accessibility. Grant funds will be used for materials, contractors and project administration for the Home Repair Program. N

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

With funding from the City of Lacey, SPSHFH will restore safe and healthy homes for 10-15 low- to moderate-income household residents by completing 5-7 repair projects in 2025 helping residents avoid displacement and homelessness.

The expected impact of the repair work on household adults:

- 90% experience an increase in skills and knowledge regarding the maintenance and upkeep of their home
- 90% experience a strengthened sense of ownership/pride in the home
- 80% experience a strengthened sense of connection with their community

All household adults ages 18 and over (i.e., those that fulfill sweat equity hours) complete a pre- and post-assessment of the items outlined above. Their responses pre- and post-program participation are compared to assess the growth they experienced due to their participation in our program.

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)

The Home Repair program serves low-and very low-income persons (under 80% AMI) in Lacey. Applicants must submit a Tax return or Social Security Statement during the application phase to ensure that the household meets the income guidelines. SPSHFH will verify homeownership and other liens against the property through the Thurston County Auditor's Office.

3.4 Project Location *

Inside Lacey UGA

3.5 Project Address *

Various locations within the Lacey UGA

South Puget Sound Habitat for Humanity

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 (10 points total)

Lacey Human Services Grant funds will be used to support the Home Repair Program, including 90% of the \$50,000 request for construction materials, contractors and project administration. 10% (\$5,000) will be used for general administration.

4.2 Audit Findings *

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

No.

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

If we do not receive our full funding request of \$50,000, we would still be able to provide services. However, our ability to services specifically to Lacey households might be limited depending on the restrictions of our other grant funds. We are continually searching for additional funding sources for the Home Repair program. SPSHFH is applying to the USDA Housing Preservation Grant this summer and also received funds from other various public and private grants.

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)

Lacey Human Services Grant - Program and Project Budget					
	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match, i	Total Funding
Personnel					\$ -
Expenses for staff that work directly on a specific project.					
Administration	10% for general administration	\$ 5,000.00			\$ 5,000.00
Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.					
Project or Program Costs	40% for program costs include materials, contractors and project administration	\$ 45,000.00			\$ 45,000.00
Expenses for items that directly support a specific project.					
Other Costs (Please describe below)					\$ -
Totals		\$ 50,000.00	\$ -		\$ 50,000.00



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

Boys & Girls Clubs of Thurston County

1.2 Program or Project Name *

Submit one program or project per application

Lacey Boys & Girls Club Scholarships for Youth Experiencing Home

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Security: (job training and placement, mental and physical health care, drug and alcohol recovery, support

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? *

No we have not applied specifically for a City of Lacey grant for this program before.

However, we did apply for and receive a Community Development Block Grant (CDBG) for this program for the 2023-24 school year, through a grant process managed by both the City and the County. The CDBG grant ends in August 2024, and will not fund this project in Lacey for the 2024-25 school year.

The CDBG grant is a one-year grant, which provided a portion of the funds necessary for us to provide 100% scholarships to the Lacey Club for youth experiencing homelessness.

The Lacey Club served 62 members through this program during the 2023-24 school year. Of those members, 79% lived with single female heads of household, 43% were white, and 57% were people of color.

1.7 Future Community Members Served *

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

Scored Question (5 points total)

60

1.8 Program or Project Description *

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

We ask your help to provide full Club scholarships for up to 60 students experiencing homelessness in North Thurston Public Schools, enabling them to attend the Lacey Boys & Girls Club during the 2024-25 school year and during school breaks. Every day after school, members participate in programs focused on academics, leadership, and social recreation in a safe and welcoming environment with caring adult mentors. This grant will offer unhoused children and teens much-needed wraparound support, hope and opportunities during a difficult time in their lives.

1.9 Priority Focus *

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)

The Club Scholarship program for homeless youth provides security to families during times of crisis by offering a safe and supportive environment after school. Members at the Club receive academic support, enjoy recreational activities, and benefit from the guidance of caring mentors.

Research shows that children who participate in educational and fun after-school activities tend to do better in school. However, these programs are often out of reach for families facing financial and transportation challenges. This grant would cover the costs for unhoused youth enrolled in North Thurston Public Schools, ensuring they have access to these important resources and opportunities.

Schools will help eligible students join the program and will provide transportation from school to the Club and then to each participant's residence at the end of the day.

This program gives youth extra support and a sense of community outside of school, helping them find stability and normalcy during a difficult time. It also reassures families, knowing their children are in a caring and safe place. Many Club parents have shared with us that their child's Club membership allows them to maintain employment and build stability for their family.

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 *

Shellica Trevino, CEO

Date Approved *

07/26/24

Section 2. Organization Overview

2.1 Organization Legal Name *

Boys & Girls Clubs of Thurston County

2.2 Mailing Address *

2102 Carriage Drive SW, Ste. A, Olympia WA 98502

2.3 Physical Street Address if different from mailing address

2.4 Main Business Phone *

360-956-0755

2.5 Contract Signatory (Name and Title) *

Shellica Trevino, CEO

2.6 Signatory Email Address for Approval *

strevino@bgctc.org

2.7 Organization Primary Contact (Name and Title) *

Shellica Trevino, CEO

2.8 Primary Contact Phone *

360-956-0755

2.9 Primary Contact Email *

strevino@bgctc.org

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.

We have been in business as Boys & Girls Clubs of Thurston County since opening in 2001.

2.11 Federal Tax ID *

91-2124629

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)

Boys & Girls Clubs of Thurston County (BGCTC) will lead the project, overseeing its implementation, tracking, and reporting. We will work closely with North Thurston Public Schools (NTPS) to manage student enrollment and communication between caregivers, educators, and Club staff, maintaining our strong partnership to effectively serve the community.

We have partnered on this program with NTPS since 2015. NTPS manages student identification, program eligibility, enrollment, and transportation to and from the Club.

This partnership between the Boys & Girls Clubs and NTPS creates a much better experience for youth, providing them with wraparound support and opportunities that they would otherwise not have access to.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

The needs of youth drive everything we do at Boys & Girls Clubs. We ask for and gather feedback from our members through conversations, member-led leadership programs, and annual membership surveys.

Middle and High School teens direct much of their own Club experience through the Keystone Club and Torch Club, our leadership programs. Keystone and Torch Clubs regularly hold meetings and votes to plan field trips, service projects, job fairs, wellness activities, and celebrations.

This process makes sure we're offering the right programs and support.

Our organization looks to a variety of advocacy groups to provide insight and direction. We seek and incorporate the feedback of parents, school personnel, and community leaders about the quality and effectiveness of our programs to improve our services and their delivery.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

Our agency applies diversity, equity, inclusion, and belonging principles through staff training, culturally relevant programming, heritage celebrations at the Clubs, and a partnership with the Equity Institute, which began in January 2024.

Our partnership with the Equity Institute includes the following:

Staff Training: We began with professional development on mental models and cognitive dissonance to help staff understand the impact of their socialization and foster accountability.

Equity Audit Window (EAW): Our staff-led Equity Committee uses the EAW to evaluate our organization's practices and identify areas for growth. This tool combines culturally responsive pedagogy and implementation science to guide our equity efforts.

Ongoing Improvement: We conduct a regular self-assessment with the EAW, develop a work plan, and implement staff training. We review and adjust our strategies based on results to continuously enhance our commitment to equity and inclusion.

These actions ensure that our practices are effective and that all individuals feel valued and supported. Some of our goals identified through the EWA this year were translation services for printed and digital communication with parents, cultural heritage celebrations, and a more accessible hiring process.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

“We connect Club families experiencing housing insecurity to resources in a judgment-free, non-threatening way,” says BGCTC Senior Area Director Leah Bradley. “We meet people where they are in life.”

Every youth facing housing insecurity receives a 100% fee waiver to attend the Club. We fundraise to provide these scholarships each year through grants and donations. This support ensures kids have a meaningful Club experience and create happy memories during challenging times.

The McKinney-Vento Act ensures homeless students can travel to their original school even if they’ve moved, but this often results in lengthy and exhausting bus rides, where students wait until every other child has been dropped off at home before being driven as far as Yelm and Tacoma.

To improve this experience, we use the Lacey Club as a central transportation hub for unhoused students receiving these services. Instead of spending hours on the bus, students come to the Club where they can engage with friends and mentors. They then take a shorter bus ride to their current residence after their time at the Club.

In 2023, we provided over \$125,000 in scholarships to 75 members experiencing housing insecurity across our eight Clubs. A majority of these members attended the Lacey Club.

“Clubs extend a bridge of support, not only to the youth we serve, but to their families as well,” says Felicia Mae, BGCTC Area Director. “An example of that support is our Adopt-a-Family program, which provides holiday assistance like household essentials, help with heating bills, and gifts to families in need.”

This grant will fund 100% scholarships for up to 60 eligible youth at our Lacey Branch during the 2024-25 school year and during school breaks. North Thurston Public Schools will assist with eligibility, enrollment and transportation.

Students enrolled in the scholarship program will have their housing status remain confidential to protect their privacy.

At the Club, all members participate in lifechanging youth development programs focused on:

Academic Success: Homework help, reading clubs, and STEM programs.

Character & Citizenship: Social and emotional learning, mentorship, and volunteer projects.

Healthy Lifestyles: Nutritious snacks, sports, art projects, and creative activities.

This approach ensures students receive the support they need, making their daily routines easier and offering hope and opportunity when they need it most.

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

The program's specific and measurable outcomes include:

Full Scholarships: Providing complete scholarships to youth experiencing homelessness who attend North Thurston Public Schools, ensuring their participation at the Lacey Boys & Girls Club.

Daily Attendance: Monitoring daily attendance using Trax software to ensure consistent engagement and participation.

Enrollment Tracking: Assessing program success through enrollment metrics, which help measure overall participation and effectiveness.

Data Collection: Collecting feedback via member surveys, parent and guardian forms, teacher assessments, and report cards to continuously refine and improve our programs.

Key Outcomes from the Past Year:

Expanded Social and Emotional Programming: We increased our capacity by hiring a Director for the Kaila's Kids Social and Emotional Learning Program to work with our Skills Coach. We offer small-group and one-on-one sessions at the Club for members who need extra support. Many members experiencing homelessness are enrolled in this program.

"As the Director of Kaila's Kids, I support members' social-emotional learning," says Ursula Zuker, LICSW. "I draw from my clinical knowledge to provide non-therapeutic, preventative skill-building to our members."

Learning can occur while playing any game at the Club; a game of Uno can be an easy opportunity to learn about how frustration feels in one's body, or members who are experiencing real-time conflict can be guided through communication, emotional regulation, and repair.

These outcomes show our commitment to providing valuable support and ensuring the program's effectiveness.

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)

This grant will provide services to 60 homeless youth attending Boys & Girls Clubs from North Thurston Public Schools (NTPS). Eligibility is determined based on the McKinney-Vento Homeless Youth Services criteria, with school officials responsible for identifying and enrolling qualified students.

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

Children and youth sharing housing due to loss of housing, economic hardship or a similar reason

Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations

Children and youth living in emergency or transitional shelters

Children and youth abandoned in hospitals

Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)

Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations

Migratory children and youth living in any of the above situations

The Lacey Club served 62 members through this program during the 2023-24 school year. Of those members, 79% lived with single female heads of household, 43% were white, and 57% were people of color.

3.4 Project Location *

Inside Lacey City Boundaries

3.5 Project Address *

1105 Tracey Ln SE SE, Lacey, WA 98503

Boys and Girls Clubs of Thurston County

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 (10 points total)

The total direct cost to deliver this program is \$110,010.

This grant request is for \$25,000, which will go entirely to the personnel costs of delivering the program to these 60 members. Ours is a mentoring program, and our greatest cost is the staff time for our highly trained youth development staff who work with children and teens each day.

BGCTC will fundraise \$85,010, the total remaining project cost. This includes a pending grant request to the Nisqually Indian Tribe for \$10,000 to support the scholarship program for unhoused youth.

Cost share: City of Lacey grant funding would account for 23% of the cost of the program, with the remaining 77% committed by BGCTC.

Administrative costs including building maintenance, contracted cleaning and janitorial service, printing and office supplies, and direct program supplies (art supplies, gym games, STEM activities, books, etc) are calculated as a proportional percentage of the total cost of the Lacey Club budget needed to serve the 60 members enrolled and receiving the scholarships.

4.2 Audit Findings *

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

No we have had no audit findings.

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

We are currently fundraising to support this program and our operations for the coming school year. We commit each year to providing full scholarships to all youth experiencing homelessness and will continue to do so.

In the case that funds cannot be raised to cover the entire cost of the homeless youth scholarship program, other expenses may be cut to maintain our commitment.

We raise these operating funds through a combination of local philanthropic giving, special fundraising events, corporate sponsorships, private and foundation grants, and membership fees.

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)

Lacey Human Services Grant - Program and Project Budget

	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match, i	Total Funding
Personnel (Outside Funds) Expenses for staff that work directly on a specific project.	Proposed grant-funded portion of Personnel expenses	\$25,000	\$34,813	BGCTC fundraising/special event	\$59,813
Administration Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.	Printing, phone, and office supplies, contracted cleaning services, building maintenance		\$18,015	BGCTC fundraising/special event	\$18,015
Project or Program Costs Expenses for items that directly support a specific project.	Direct costs of program supplies		\$10,135	BGCTC fundraising/special event	\$10,135
Other Costs (Please describe below)	Taxes and Benefits		\$22,047	BGCTC fundraising/special event	\$22,047
Totals		\$25,000	\$85,010		\$110,010



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

North Thurston Education Foundation (NTEF)

1.2 Program or Project Name *

Submit one program or project per application

Student Assistance Grants

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Housing: (Expanding and Upgrading Affordable Housing Programs, Emergency Rental Assistance, Housi

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? *

No

1.7 Future Community Members Served *

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

Scored Question (5 points total)

We anticipate serving 11,000 Lacey community members in the contracted year. In 23-24 school year the Student Assistance Program served approximately 10,712 students and family members with food, clothing or rental/move-in assistance.

1.8 Program or Project Description *

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

Student Assistance Grants support low-income and homeless students at North Thurston Public Schools by providing basic needs and educational opportunities. With nearly half of our 14,500 students qualifying for Free/Reduced Lunch and 1,004 identified as homeless last year, the majority of these funds address essential needs such as food, clothing, emergency rental assistance, and medical need of not only students but families as well.

1.9 Priority Focus *

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)

Student Assistance Grants do meet the priority focus of serving Lacey community members with basic needs including housing, survival, and security.

We partner closely with the North Thurston Public Schools Homeless Liaison, Student Homeless Navigators, school counselors, and district social workers to identify students and families in need of support. Funds to support homeless/low-income students and items are donated directly to schools, allowing staff to quickly and discreetly provide necessary items to minimize potential discomfort or shame, ensuring timely assistance for those in need.

For families requiring rental or move-in assistance, we offer one-time support to help unhoused families secure permanent housing or families facing eviction rental help. Although we ran out of funds midyear in the 2023-24 school year, we successfully served 111 children and 62 adults in our community.

In 23-24 school year we spent \$365,000 to our students support program. Here are some highlights of what this program provided Lacey students and families:

\$180,000 given to the school district for homeless and low-income support for basic needs and equitable access to educational opportunities.

\$13,000 spent for new clothing, sock, and underwear for low-income students accessing the Kids Closet at NTPS Family and Youth Resource Center.

130 families a Walmart card to get emergency food

7,543 students with food at school that missed a meal or needed additional food

2,866 students helped by staff purchasing clothing, shoes, socks, underwear, or coat for low income or homeless students

1,200 coats given out by 22 schools in the district to students in need

1075 gas cards given to mostly homeless families get students to school or needed appointments.

743 socks, underwear, and hygiene items collected for low income and homeless families to get from the Family and Youth Resource Center this fall.

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 *

Deanna East

Date Approved *

07/25/24

Section 2. Organization Overview

2.1 Organization Legal Name *

NORTH THURSTON EDUCATION FOUNDATION

2.2 Mailing Address *

PO BOX 3312, Lacey, WA 08509

2.3 Physical Street Address if different from mailing address

305 College Street NE, Lacey, WA 98516

2.4 Main Business Phone *

3606283281

2.5 Contract Signatory (Name and Title) *

Deanna East

2.6 Signatory Email Address for Approval *

DEANNA@NTEF.ORG

2.7 Organization Primary Contact (Name and Title) *

Deanna East Executive Director

2.8 Primary Contact Phone *

3606283281

2.9 Primary Contact Email *

DEANNA@NTEF.ORG

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.

North Thurston Education Foundation has been operating for 34 years. We also operated under North Thurston Ed Foundation or just NTEF.

2.11 Federal Tax ID *

91-1433235

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)

North Thurston Education Foundation is a community-based nonprofit that extensively collaborates with local nonprofits, businesses, churches, civic organizations, and individuals to help families struggling with basic needs and housing costs. By partnering with these entities, we gather support, resources, and collect or purchase essential items for the families we serve. Our involvement in the Lacey South Sound Chamber and Thurston County Chamber allows us to connect with local businesses and community leaders. Our Executive Director does continued outreach with local networking organizations, Thurston County business activities, and community events. Additionally, our Board of Trustees comprises of school staff, business leaders, faith-based partners, public service providers, and soon, students, ensuring comprehensive support and representation of our community.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

North Thurston Education Foundation places a strong emphasis on incorporating a client-centered voice to ensure program quality and effective services. We actively seek feedback from students, families, and school staff to understand their needs and experiences. This feedback is gathered through surveys, direct conversations with district staff, and collaboration with the North Thurston Public Schools Homeless Liaison, Student Homeless Navigators, school counselors, and district social workers.

By partnering with the staff that work directly with these students and families, we tailor our programs to address the unique challenges faced by low-income and homeless students. Additionally, we ensure that funds and items are discreetly provided to minimize any potential discomfort or shame. Our Board of Trustees, which includes school staff, administrators, business leaders, faith-based partners, public service providers, and soon, students, helps us stay connected to the community's needs and perspectives. This comprehensive approach ensures that our services are relevant, respectful, and effective in supporting student success.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

North Thurston Education Foundation (NTEF) is committed to diversity, equity, inclusion, and belonging (DEIB) in all aspects of our work. Our Board of Trustees reflects our diverse community, with members from district staff, parents, community members, business owners, faith-based leaders, public service providers, and soon, student members. We actively seek members with varied backgrounds, including LGBTQIA+ representatives and individuals with lived experiences of disabilities, homelessness, and food insecurity. Currently, 3 of our 12 trustees represent the BIPOC community.

NTEF's Student Assistance Grants focus on supporting low-income and homeless students and families, addressing the needs of marginalized students at higher risk of not graduating. By providing essential resources and removing barriers to participation in educational and extracurricular activities, we strive to empower every student to succeed. We believe that education is the key to breaking the cycle of poverty and are dedicated to supporting students and families to ensure their basic needs are met and to foster a passion for learning.

We collaborate closely with North Thurston Public Schools, leveraging their staff's training in equitable practices to serve all students and families effectively. By listening to and honoring the needs expressed by these families, we ensure our support is both respectful and impactful. Through DEIB principles, we aim to build a stronger, more inclusive community where every student has the opportunity to thrive.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

The beauty of our Student Assistance Program lies in our partnership with the district and its delivery through key school staff members who support students and families throughout the year. These staff members, often already having established relationships with students and strengthen these bonds by providing timely and respectful assistance with our funds.

NTEF Funds or collected items are distributed directly to the schools, enabling quick and discreet provision of needed resources for the students. Storage is very limited, so being able to purchase individual needs is important for proper sizing and students/families feeling heard in what student's need. Any staff member can refer students or families to the key staff available at each school, facilitating a seamless and effective support system that honor student's individual needs, show the students/families they care about their needs, and increase sense of belonging and safety.

For rental assistance, families are referred to our centralized program managed by the district's Student Support office, ensuring easy access to apply. Our funds are used for one-time assistance for families that have received a Pay or Vacate letter or if they are homeless and need help with move-in costs. We partner with the North Thurston Public Schools Homeless Liaison, who provides families with community resources for rental assistance and works with them to secure pledges from various agencies. Our funds often serve as a starting point, encouraging other organizations to contribute since we can verify the number of children in the home. The liaison collaborates with community organizations to support families and helps them develop financial plans to prevent future rental crises.

The district has also set up the Family and Youth Resource Center, which offers a clothing closet, hygiene supplies, emergency food, and access to local community providers. If a family feels uncomfortable asking for basic needs at their child's school, they can access these supports at this office, providing an alternative and ensuring students/families receive the assistance they need.

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

It's hard to have a measurable outcome to providing basic needs to children but we do have collected data from the districts McKinney Vento Homeless assistance program. North Thurston Public Schools is closing the achievement gap between homeless youth and youth who are housed. June 2022 four-year graduation rates reveal our homeless youth are graduating at a rate of 74.1%. The NTPS unhoused student graduation rate is 13.2% higher than the Washington State unhoused graduation rate. We are attempting to close the gap between housed and unhoused student graduation rates. The June 2022 gap between four-year grad rate for housed (91.8%) and unhoused (74.1%) was 17.7% gap. However, the five-year grad rate for June 2021 for housed (92%) and unhoused (87%) is only a 5% gap. This significant accomplishment is due directly to the work of the Homeless Liaison and her staff. North Thurston Education Foundation provides the funds for purchasing basic needs for all homeless students.

In an Educational Effectiveness Survey completed by all students. 80% of students responded either "often true" or "almost always true" to the statement, "In this school, there is at least one adult who knows and cares about me" and 74% of students responded either "often true" or "almost always true" to the statement, "There is at least one adult in this school I can talk to if I have a problem". We know from research that students that believe they have at least adult that cares about them, they are more likely to stay in school.

For our 23-24 Rental Assistance program, we helped 15 unhoused families gain permanent housing. Of the 29 families that were assisted with rental assistance, only 3 families were unable to secure the funding needed and were evicted this year. This program was unfortunately only available for $\frac{3}{4}$ of the school year due to lack of funds.

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)

Services under this grant will be provided to students and families attending North Thurston Public Schools (NTPS). We use the district's systems to identify low-income and homeless students, ensuring that funding goes to those in need. This ensures that the support reaches families in critical need, aligning with Lacey's 2024 Human Services Grant funding priorities of providing essential social services for low-income and special needs populations in the Lacey community.

Eligibility for NTEF Student Assistance funds is determined as follows:

Students coded McKinney-Vento by the district under federal law qualify for services. McKinney Vento is an unfunded mandate, so NTEF provides funds for basic needs such as food, clothing, hygiene products, and medical items required for school attendance. These items can be purchased by staff or accessed by families at the Family and Youth Resource Center.

Students qualifying for the Free or Reduced Lunch program are eligible for basic needs assistance at any of the 24 schools in the district. School counselors are available to help students and families access these resources, or they can obtain items directly from the Family and Youth Resource Center.

Rental assistance is available to any family with at least one student attending NTPS who has not been served by this program before, has received a Pay or Vacate Order, or is documented by the district as unhoused and moving into permanent housing.

3.4 Project Location *

Inside Lacey City Boundaries

3.5 Project Address *

305 College Street NE, Lacey, WA 98516

North Thurston Education Foundation

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 (10 points total)

We will be utilizing Lacey Human Services Grant to Fund for Homeless and Low-income students Basic Needs \$30,000

Our Student Assistanes Grants for basic needs empower school staff to directly purchase essential items like clothing and food for homeless or low-income students. This program offers the flexibility to quickly address needs and discreetly provide support, minimizing any potential shame or stigma. School staff are trained to address these needs with dignity, compassion, and an understanding of local resources, ensuring equitable access to education for all students. This approach ensures that immediate needs are met while also connecting families with ongoing support.

Emergency Rental and Move-In support Program \$30,000

Our Rental Assistance Program offers one-time financial aid to families with children enrolled in North Thurston Public Schools. This assistance is available for families who have received a Pay or Vacate Notice or are documented as unhoused under the McKinney-Vento Act by the district, helping them with move-in costs.

We provide a pledge that families can use to secure additional resources from other local nonprofits with which we frequently collaborate with. This collaborative approach brings together advocacy, added resources, and comprehensive support, enabling families to address the root causes of their housing instability and meeting broader community needs.

4.2 Audit Findings *

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

No

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

If our program or project is not fully funded by the requested amount, we will still be able to provide services, albeit at a reduced capacity. The Student Assistance Grants program utilizes funding from various sources, including grants, businesses, organizations, and local citizens. However, without full funding, we will not be able to fully meet the needs of our community. Last year, we had 1,004 homeless students identified and over 6,300 students enrolled in the Free and Reduced Lunch program. Each year, these numbers continue to rise due to the increasing cost of living and the lack of affordable housing, forcing many families to spend a disproportionate percentage of their income on housing. We are specifically seeking support for two areas of the Student Assistance Grants program where we are currently falling short in funds, and which align with the Lacey Human Services Grant requirements. Reduced funding would mean fewer resources for critical needs such as clothing, food, and emergency rental assistance, impacting our ability to support low-income and homeless students effectively.

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)

Lacey Human Services Grant - Program and Project Budget					
	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match, i	Total Funding
Personnel					\$ -
Expenses for staff that work directly on a specific project.					
Administration					\$ -
Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.					
Project or Program Costs	Student Assistance Grants	\$ 60,000.00	\$10,000	Help Us Move IN (HUMI) will match	\$ 70,000.00
Expenses for items that directly support a specific project.	Estimated Expenses are \$226,665 for 24-25 school year				
Other Costs (Please describe below)					\$ -
Totals	226,665	\$ 60,000.00	\$ 10,000.00		\$ 70,000.00



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

TOGETHER!

1.2 Program or Project Name *

Submit one program or project per application

Together! Club House

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Housing: (Expanding and Upgrading Affordable Housing Programs, Emergency Rental Assistance, Housi

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? *

Yes, we have received funding from the City of Lacey for our Club House program. The outcomes have been very successful. TOGETHER! Has served consistently approximately 200 students every week at our NTPS school sites.

1.7 Future Community Members Served *

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

Scored Question (5 points total)

A minimum of 70 people will be served with the financial support of this grant. Our Club House Bilingual Liaison connects daily with students and families in helping students succeed emotionally, socially, and academically in planning and strategizing with them, the school, and their families address their needs and improve communication

1.8 Program or Project Description *

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

TOGETHER!'s Bilingual Family Liaison is in our elementary schools and they work to connect families and schools and help children succeed academically--they meet with parents to understand their concerns and develop plans to address their needs. Family liaisons may also help families access services, identify community resources, and improve communication between parents, schools, and other resources. Other responsibilities may include developing student behavior plans, promoting positive behavior, and fostering self-esteem.

1.9 Priority Focus *

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)

Club House is a federal out-of-school program that TOGETHER! operates in three North Thurston Public Schools (NTPS) school sites. Chinook & Nisqually Middle schools, and Lydia Hawk elementary school. Through our direct connection with students and families through our daily programming, TOGETHER! began the Family Liaison project to provide basic needs to students & families enrolled in the Club House program. TOGETHER!'s Family Liaison partners with the school, NTPS, and a variety of community organizations to leverage supports and resources to our most vulnerable families. Common services provided by the Family Liaison include rental assistance for eviction prevention & move-in support, connection to social services (EBT, energy assistance, free & reduced lunch), healthcare navigation, language support, and more.

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 *

Kahlo C. Flores M., Co-Executive Director of Equity and Community

Date Approved *

07/26/24

Section 2. Organization Overview

2.1 Organization Legal Name *

TOGETHER!

2.2 Mailing Address *

1520 A Irving Street SW Tumwater WA 98512

2.3 Physical Street Address if different from mailing address

2.4 Main Business Phone *

3605616721

2.5 Contract Signatory (Name and Title) *

Kahlo C. Flores M., Co-Executive Director of Equity and Community

2.6 Signatory Email Address for Approval *

kcflores@watgether.org

2.7 Organization Primary Contact (Name and Title) *

Kahlo C. Flores M., Co-Executive Director of Equity and Community

2.8 Primary Contact Phone *

360.561.6721

2.9 Primary Contact Email *

kcflores@watgether.org

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.

TOGETHER! is a nonprofit organization founded in 1989 to serve youth and families in the South Sound with a mission to advance the health and well-being of all young people. We offer direct service youth programs, mobilize communities through coalitions, advocate for healthier laws, norms and systems and promote health through community and individual education. TOGETHER! has been serving this community for 35 years.

2.11 Federal Tax ID *

EIN: 91-1465778.

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)

TOGETHER! has a long list of supportive partnerships and stakeholders. For it's entire history, TOGETHER! It has collaborated with many impactful entities in the community to support and enrich the lives of our community members. The following are our most recent and committed partners and stakeholders;

Haki Farms

Tumwater Community Foundation B

Sound Learning – English classes

The Evergreen Basic Needs Center

Church donations

All Kids Win Food Bags

CIELO

SeaMar

NTPS, Basic Needs Center (HUB)

NTPS School buildings

TOGETHER!'s Club House program is in solidarity with these entities to ensure that our community is not continually in survival mode but can thrive and have quality and positive lives through the devotion and dedication of our ongoing services.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

TOGETHER!'s Club House has continued to support youth and families through the many ongoing challenges that the COVID-19 endemic created and/or exposed. The youth and families we serve rely on Club House and similar programs that not only focus on youth's academic needs but that also takes in the whole child, including their family. TOGETHER!'s Club House is in search of funds that can allow us to continue supporting our youth and families through programming. Throughout the school-year, we host multiple family engagement events where lead staff and the Family Support Liaison walks families through procedures where they can ask for assistance and support with rental and emergency needs, including help with bills for electricity, gas, water, sewer. In addition, Club House assists families with mental and emotional health services like connecting youth and families with school-day counselors and financial relief from hospitals, primary care, emergency and urgent care health services.

There are three major areas that Club House program sites have direct influence over: educational justice, financial hardship, and building social emotional skills with and for youth. While youth readjusted to schooling, adults are still attempting to adjust to an ever-changing economic. Unfortunately, the families we serve are already low-income and therefore they felt the impact of the pandemic and the aftershock waves at a disproportionate rate. Now more than ever, families are struggling to make ends meet and put food on the table. Youth also feel financial stress and carry the weight of home situations, all while doing their best to realign their attitudes towards their peers, school, and learning. Club House front-line staff members work extremely hard every day during program to address academic needs, healthy habits, and the many social emotional skills that youth need to develop in order to thrive. Family engagement nights are important to hear from families on what they need vs. what we think they need. Trust-building and cultural understanding/awareness is essential and what TOGETHER! has at the forefront. Bilingual skills are a requirement for this position to be a bridge between families and the school buildings. Comprehensive needs-assessment surveys are done. The crucial work that Club House does in school building sites surrounding community building, problem solving, and emotional regulation to name only a few is vital.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

To dismantle structural racism and discrimination, TOGETHER! engaged in multiyear intensive racial justice learning and systems change work partnering with a local BIPOC-led program called Intercultural Foundations (IF). IF includes assessment and training; to date more than 50 Board and staff from all levels of our organization have taken the Intercultural Development Inventory (IDI), the premier cross-culturally validated assessment of intercultural competence that measures 5 core mindsets and associated behaviors. Each participant receives confidential feedback and access to ongoing support from a qualified administrator to develop personal Intercultural Development Plans. This is paired with training tailored to our group's developmental orientation, identity-based caucusing, and more. BIPOC staff are centered for accountability when the organization engages in racial justice work, and labor is intentionally placed primarily on white and white-passing staff; when harm is caused, TOGETHER! endeavors to listen, validate, center the individual(s) most impacted, and employ restorative practices. This work is a journey, training and learning/practice are ongoing.

As an organization we have worked in solidarity with a coalition of other community leaders and nonprofit organizations to advance racial justice priorities put forth and vetted by multiple BIPOC-led groups, including being a vocal leader in cultivating constructive dialogue about the removal of resource officers from schools; this work cost us an ongoing contract for services in the Yelm school district.

Further, we're applying racial justice lenses and principles to our fund development, communications, Board and staff recruitment and onboarding practices, etc. This is enshrined in our organizational strategic plan, and takes many forms, including ensuring foundational shared language among board and staff, supporting management team members to get extensive racial justice facilitation training from the Center for Equity and Inclusion in Portland, OR.

Closely aligned to the demographics of those being served in Host Homes, our 8 person Director team (2 agency directors and 6 program/administrative directors) is very diverse. Half (50%) identify as LGBTQ2+, half (50%) are BIPOC, >1 in 3 (38%) have a disability, and half (50%) are bilingual Spanish speakers. One is an immigrant. The Host Homes program team, 80% are BIPOC and 40% are bilingual Spanish speakers.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

We are at Lydia Hawk, Nisqually, and Chinook schools within NTPS. The focus of this grant would benefit only Lydia Hawk Elementary. Family Liaison is there multiple times a week and attends monthly family engagement nights. In connection with the school building and administration, there are monthly check-ins and quarterly newsletters for school staff and families. Communication with families also includes texts, calls, e-mails, and Apricot intakes and referral forms for families to fill out. Family Liaison acts as a hub at the school buildings and is mobile to meet families and students where they are at. Currently, youth and families in North Thurston desperately need more answers and opportunities to develop their lives.

Family Support: Under our Bilingual Family Support Liaison project, more families than anticipated have come forward asking for assistance and support with rental and emergency assistance. Including help with bills for medical expenses, electricity, gas, water, sewer and basic survival necessities. In addition, family mental and emotional health services are now required more than ever post all health and financial stresses since the detriment of the pandemic and ongoing economic hardships. In addition to a mutually beneficial partnership full of knowledge, Club House also loves program visitors, hosting youth workshops or family events, and partnering with local community organizations to provide exciting opportunities. We use a nationally ranked case management software (Apricot) to track outcomes.

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

This grant will be used to increase the lifestyle of our youth and families by promoting equitable resources to Club House students through the family liaison project. Through the HSGA grant we can expand, support and upgrade affordable housing programs, emergency rental assistance, housing education, creating and maintaining supportive housing services, offering basic survival needs like, accessibility to food water, shelter, and clothing. This will increase their quality of life and understanding of how to grow up or continue living and thriving healthy and increasing self-awareness. Through this experience, our students and families will further find purpose and determination to create their own change. Our system needs better ways of supporting the next generation and increasing their quality of life. With these funds TOGETHER!'s Club House Bilingual Family Liaison will purchase materials and supplies that will promote and support our student and family's health, safety, and nutrition. In addition, funds from the HSGA grant will provide opportunities to reduce stress, anxiety, and anguish the families face by supporting them with rental assistance, medical finances, coverage of other bills that cover mental health, emotional well-being and burdening finances.

Below are target project outcomes:

- Families remaining housed
- Family engagement
- Student engagement & attendance

Short Term Outcome:

- Students access services & support inside & outside school
- # served @ Community Resource Centers
- # students referred to health/dental services
- # students accessing mental health services

Middle term 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)
- Students have the mental strength and resiliency to move through this world and live life with confidence.

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)

Anyone family or student enrolled in our elementary Club House program is eligible for our services. Beyond that, we are a low-barrier human services project, requiring no means testing for services. Below is a list of the common populations we serve.

New immigrant families

Migrant families

Low-income families

Homeless families

Students in NTPS

Military families

3.4 Project Location *

Inside Lacey City Boundaries

3.5 Project Address *

Lydia Hawk Elementary School

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 (10 points total)

TOGETHER! will use Lacey Human Services Grant funds to support the successful implementation of the Family Liaison project that operates within the Club House program.

4.2 Audit Findings *

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

No

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

TOGETHER! has applied to other sources of funding to sustain the Family Liaison project. We have received some funding and allocated funds to our middle school programs. The funding gap for our elementary youth and families at Lydia Hawk Elementary still needs to be financially supported. Although we have applied for other sources of funding, we hope that this grant will assist us in closing the gap.

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)

Lacey Human Services Grant - Program and Project Budget					
	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match, i	Total Funding
Personnel - Club House Elementary Expenses for staff that work directly on a specific project.	Club House Family Liaison staff time	\$ 6,648.00	\$ 126,077.00	WA Dept Health Communities Building Resilient Youth Grant, Twinstar Foundation, High Intensity Drug Trafficking Area (HIDTA) grant, Youth Services of America Grant, Community Donors	\$ 132,725.00
Administration - Club House Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.	Admin Indirect 16% pays for Payroll, Financial and Executive staff, administrative support staff, Auditing and Board costs, Insurance, administrative equipment & technology services, administrative facility overhead and administrative share of general insurance.	\$ 4,000.00	\$ 33,758.00	WA Dept Health Communities Building Resilient Youth Grant, Twinstar Foundation, High Intensity Drug Trafficking Area (HIDTA) grant, Youth Services of America Grant, Community Donors	\$ 37,758.00
Project or Program Costs Club House Expenses for items that directly support a specific project.	Dedicated Club House office space \$3845, Staff monthly IT cost at \$61/mo @1.5 staff=1098, case management & information/communication apps monthly subscriptions at \$68/mo @ 1.5 staff=1764, cell phones and staff supplies @ 990 total, meals/snacks for Club House students = 1675, food and supplies for family engagement outreach events=700	\$ 9,352.00	\$ 46,651.00	Puget Sound Estuarium, Intercity Transit, North Thurston Public Schools, Thurston Regional Planning Council, Multicare, Youth Services of America, WA Dept Health CBRY grant, Nisqually Tribe, Local businesses and individual donors, DEI Donor, United Way & Fred Meyer	\$ 56,003.00
Other Costs Club House Client Assistance.	Direct Assistance to families with food, rent, utility, and other urgent needs assistance	\$ 5,000.00	\$ 5,180.00	Help Us Move In, Thurston County Housing Basic Needs, WA Dept Health Communities Building Resilient Youth (CBRY) grant	\$ 10,180.00
Totals		\$ 25,000.00	\$ 211,666.00		\$ 236,666.00



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

TOGETHER!

1.2 Program or Project Name *

Submit one program or project per application

TOGETHER! Host Homes

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Housing: (Expanding and Upgrading Affordable Housing Programs, Emergency Rental Assistance, Housi

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? *

Yes, we are currently receiving City of Lacey money that will end December 2025. We are applying for these funds because our major sources of funding for Host Homes are ending June 2025 and we do not have additional sources of funding secured once those grants end, besides the City of Lacey. The additional funds from the HSGP will be greatly beneficial to the sustainability of Host Homes in 2025 and beyond. Currently, there are 9 NTPS/Lacey students housed in our program, with 5 more in the pipeline.

1.7 Future Community Members Served *

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

Scored Question (5 points total)

12-16 NTPS students housed

1.8 Program or Project Description *

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

Host Homes is a national model that provides supportive housing for youth ages 12-24, matching unaccompanied, homeless youth with Host families in the community.

1.9 Priority Focus *

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)

Host Homes meets the priority focus by directly providing housing for youth who would otherwise be homeless. Interested youth apply to match with a community volunteer Host for up to a year with extensions as appropriate and needed. Host Homes program staff will work closely with the youth and systems of care they may be involved with. Participating young adults will receive case management from the Host Homes program staff while matched with a Host. Program graduation happens when a student successfully achieves their goals, and a case manager verifies goals are met to include housing. If a student is on a wait list for housing the program can continue to provide support and hosted housing unless the student explicitly states, they want to unenroll in which case a "Host-Student match" would end. One way TOGETHER! is uniquely positioned to specifically help ensure housing in the midst of a housing crisis is through our extensive network of landlords and property managers. Because of our work in the Community Schools program since 2014, we have relationships with dozens and dozens of low cost and second-chance landlords and property management companies, and our staff are incredibly well-versed in the range of nonprofit, public, private, and faith-based resources to support move-in costs, help with utilities or things like car repairs to keep a student housed and in school. Further, TOGETHER! has worked and continues to follow and assist with policy advocacy at the local and state levels to change laws and policies to remove barriers and enhance supports for folks who've been discriminated against or who experience oppression to ensure their health and housing. Finally, as a member of the Anchor Community Initiative team for Thurston County, we are actively working closely and strategically across our sector to change conditions and meet the needs of homeless youth in our community.

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 *

Sierra Abrams, Co-Executive Director

Date Approved *

07/26/24

Section 2. Organization Overview

2.1 Organization Legal Name *

TOGETHER!

2.2 Mailing Address *

1520 Irving St SW Ste A Tumwater, WA 98512

2.3 Physical Street Address if different from mailing address

2.4 Main Business Phone *

360-493-2230

2.5 Contract Signatory (Name and Title) *

Sierra Abrams, Co-Executive Director

2.6 Signatory Email Address for Approval *

sabrams@watogether.org

2.7 Organization Primary Contact (Name and Title) *

Sierra Abrams, Co-Executive Director

2.8 Primary Contact Phone *

360-999-0540

2.9 Primary Contact Email *

sabrams@watogether.org

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.

35 years

2.11 Federal Tax ID *

91-1465778

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)

TOGETHER! has extensive partnership and continues to work to cultivate and deepen partnerships especially with legal and dependency partners, etc. We know this is critical; According to WA Office on Homeless Youth report, among crossover youth who experience homelessness after exiting another state system, 28% of youth aging out of foster care at 18 are homeless in 12 months, statewide, and more than 1 in 4 (26%) of youth exiting a state institution or residential program (juvenile rehabilitation) are homeless in 12 months.

We have professional relationships with DCYF, Juvenile Justice, Foundations, and community service providers. This not only offered an opportunity to learn about the services community partners provide, but also to educate about our work. Our team invited members from local service providers, PiPE Olympia, Pizza Klatch, Community Youth Services, Thurston County Public Health and Social Services, North Thurston Education Foundation, North Thurston Public Schools, Tumwater School District to provide input into the development of the program 3 years ago, and continue to provide advisory feedback at our regular meetings. At this time, we have communicated with over 60 organizations and individuals with an understanding that our case managers can reach out to coordinate services.

We also have broad and deep partnerships with educational, cultural and other organizations and resources. With over 35 years of service in Thurston County, TOGETHER! has a long-standing relationship with the North Thurston Public Schools and Tumwater School Districts and strong relationships with community service providers like Community Youth Services, Pizza Klatch, PiPE Olympia, SafePlace, ASHHO Cultural Community Center to name a few that benefit the clients of Club House, Tumwater Community Schools, and Host Homes program. Many of these provide affirming care, support youth with employment, provide safety planning and conflict resolution supports, and more. Working knowledge of community resources and our community's support make education about viable and tangible resources possible, which facilitates conversation and encourages youth agency in the process. In addition to these, we are continuing to develop relationships with additional gender-affirming care providers, conflict resolution resources, and employment support resources beyond those we already work with.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

TOGETHER! centers youth voice in a variety of ways. Centering youth choice looks like honoring the humanity, autonomy, and purpose/unique wants and needs of each participant rather than providing a top-down one size fits all approach led by staff. Further, by meeting students where they are and honoring their intersectional identities, as well as by staffing the program with folks trained in racial and social justice, and with lived experience and diverse intersecting identities, we continually reinforce the youth's autonomy and wholeness, encouraging them to dream, identify dreams, and set and pursue goals meaningful to them.

Host Homes program staff educate potential student clients about the program through dissemination of information, 1:1 two-way conversations and review of Youth Rights and Responsibilities; Youth Informed Consent (Policies & Procedures) for youth to gain a better understanding of what they can expect from the program, staff, and Hosts. Further, the youth also receive info about what is expected of them, including that they lead and co-create their own goal setting and progress monitoring in collaboration with their Case Manager. Program staff encourage youth to invite their school counselor or a caring adult to conversations with program staff. Open, honest, and transparent communication to build a relationship on trust between the program, schools, services providers, and youth.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

To dismantle structural racism and discrimination, TOGETHER! engaged in multiyear intensive racial justice learning and systems change work partnering with a local BIPOC-led program called Intercultural Foundations (IF). IF includes assessment and training; to date more than 50 Board and staff from all levels of our organization have taken the Intercultural Development Inventory (IDI), the premier cross-culturally validated assessment of intercultural competence that measures 5 core mindsets and associated behaviors. Each participant receives confidential feedback and access to ongoing support from a qualified administrator to develop personal Intercultural Development Plans. This is paired with training tailored to our group's developmental orientation, identity-based caucusing, and more. BIPOC staff are centered for accountability when the organization engages in racial justice work, and labor is intentionally placed primarily on white and white-passing staff; when harm is caused, TOGETHER! endeavors to listen, validate, center the individual(s) most impacted, and employ restorative practices. This work is a journey, training and learning/practice are ongoing.

As an organization we have worked in solidarity with a coalition of other community leaders and nonprofit organizations to advance racial justice priorities put forth and vetted by multiple BIPOC-led groups, including being a vocal leader in cultivating constructive dialogue about the removal of resource officers from schools; this work cost us an ongoing contract for services in the Yelm school district.

Further, we're applying racial justice lenses and principles to our fund development, communications, Board and staff recruitment and onboarding practices, etc. This is enshrined in our organizational strategic plan, and takes many forms, including ensuring foundational shared language among board and staff, supporting management team members to get extensive racial justice facilitation training from the Center for Equity and Inclusion in Portland, OR.

Closely aligned to the demographics of those being served in Host Homes, our 8 person Director team (2 agency directors and 6 program/administrative directors) is very diverse. Half (50%) identify as LGBTQ2+, half (50%) are BIPOC, >1 in 3 (38%) have a disability, and half (50%) are bilingual Spanish speakers. One is an immigrant. The Host Homes program team, 80% are BIPOC and 40% are bilingual Spanish speakers.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

To prevent (re)traumatization, homelessness, and chronic homelessness, and help ensure stability and housing for youth most impacted by systemic oppression, TOGETHER! requests funding to support Host Homes. Begun in Minneapolis in response to the gross overrepresentation of LGBTQ+ youth among houseless youth decades ago, the model spread across the nation and is an incredibly cost-effective option within the continuum of the fight to end and prevent homelessness. In partnership with North Thurston, Tumwater, and Olympia school districts, TOGETHER! is in year three of implementing the model with the aim of housing 30 or more unaccompanied high school students (not in the care of a parent or guardian, aged 12-24) this year. Last school year, Tumwater School District & TOGETHER! identified nearly 150 homeless students. Of those, 34 youth (in grades 9-12) were designated unaccompanied youth. In the same year, North Thurston Public Schools identified nearly 600 homeless students. Of those, 52 youth (grades 9-12) were unaccompanied. Because of nature of oppression (including racism and other forms of discrimination related to sexual orientation, gender identity and expression) folks with marginalized identities, including BIPOC and LGBTQ+ young people aged 16-21 are the primary demographic served by Host Homes locally and across our state and nation. Youth voice and choice are central to our implementation of the Host Model. Youth voices have been centered throughout the entire program development process prior to piloting this year. Their input and choice are enshrined in policies, procedures, and the Youth Rights & Responsibilities agreement signed by youth and staff. Youth input has been directly sought anonymously through key partners including Pizza Klatch, an organization providing support groups and more in middle and high schools across our county, as well as from other youth engaged with additional partner organization including schools. When students consider entering the program, we typically have 3-5 interactions with them before their application is completely submitted; throughout this part of the process, their feedback is requested, listened to, and incorporated. In addition, youth drive the case management conversations and plans, setting their own goals and targets, with support from adults. Finally, as a key partner in the Anchor Communities Initiative, we are supporting the development of the ACI Youth Advisory Board; as a member of the continuum of youth housing service providers, we will engage with and take the direction of the Youth Advisory Board as it relates to our work. Our application includes flexible assistance funds for youth to supplement their daily living expenses while in the Host Home program. The budget includes a monthly stipend in the amount of \$150 for students; this will help them to engage with banking and the development of financial literacy skills and knowledge, excess additional things they need, etc. Further, flexible funds are also allocated for families, up to \$300 per month, by request, for utilities or related housing expenses, to be reimbursed to the service provider/company. The Host Homes program serves as a shelter diversion. Current students served report they have never stayed in an emergency shelter, and it is a goal to prevent emergency shelter stays when possible. Host Homes are a key component of and more importantly an option in the continuum of youth housing service providers. A large portion of youth who are homeless need legal support and/or already engaged with the legal system. When youth have legal involvement, their housing needs and ability to access can become complicated. We have robust policies and procedures governing youth who have criminal convictions and have working relationships with legal services providers skilled in dependence, pro-bono, and immigration cases.

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

Short Term Objectives

House 12-16 North Thurston Public School students (1-year placement; option to renew as needed)

Recruit 12-18 Host families to provide safe, stable, temporary housing for students

Medium Term Objectives (1-4 years)

Students in the program get the support they need to transition to stable housing, banking and financial literacy education, employment, and/or post-secondary education after program completion

Students in the program stay on track academically & graduate high school or attain a GED

Long Term Outcomes

Interrupt the cycle of unstable housing & prevent chronic homelessness for program participants

Increase the high school graduation rate for students experiencing houselessness

We use a nationally ranked case management software (Apricot) to track outcomes.

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)

NTPS students ages 12-24 are eligible to apply for the Host Homes program. When we determine eligibility and fit, we screen for the needs of the student and whether we offer enough supportive services for them, and if they can manage living with the expectations of the program and the Host family. Otherwise, we are a low-barrier program with an emphasis on meeting the students where they are and working with their own unique skills and strengths to foster their success. Most of the students who have applied or are enrolled in the Host Homes program live with intersectional identities that fall under the funding priorities of “low-income and special needs”; the primary demographic seen in youth homeless populations are low-income, LGBTQ+, and BIPOC youth. We build our services and professional development with this knowledge in mind, so we are best able to serve our students and community. 40% of Host Homes staff are bilingual in Spanish and English, strengthening our ability to serve migrant & immigrant families and students, and recruit Host families from these populations. A crucial component of our program is to recruit Host families that are culturally connected to the youth we serve.

Host Homes youth-driven case management serves to support young people’s expansion of their networks of support. Youth-driven case management is imperative to increase student engagement in their care and individual goal setting, not only empowering them but building and strengthening their sense of agency. This prepares the student to confidently participate in their community through meaningful interaction setting personal goals, navigating systems and services with support of their case manager to coordinate education, housing, employment, opportunities for life skill development, mental health services within their community. By building and strengthening relationships between youth and Case Managers and other trusted adults, the young people are supported in pursuing their goals, and have more of a safety net and structure to support them through challenging moments. Because exiting to permanent stable housing is the intended outcome, youth not already engaged in a banking relationship, and/or youth seeking to build their financial literacy will be supported by the Host Homes program structure to achieve these goals and objectives.

3.4 Project Location *

Inside Lacey City Boundaries

3.5 Project Address *

305 College St NE, Lacey, WA 98516

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 (10 points total)

The budgeted funds directly pay for staffing costs, and a proportion goes to Flexible Funds uses and Indirect costs. We are excited at the prospect of funds that can cover operational expenses such as personnel and indirect costs, as well as essential flexibly uses including stipends, utility bill help for Host families, training and emergency housing, etc.

4.2 Audit Findings *

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

No

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

The main funding sources of Host Homes are ending in the next year, and we are engaged in major fundraising and development to replace this loss of funding. The Office of Homeless Youth (OHY) is collaborating with us to seek out other sources of funding and private and public entities are committed to continuing this critical work of housing homeless students.

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)

Lacey Human Services Grant - Program and Project Budget					
	Describe funding use	City of Lacey Request (\$)	Outside Funds / Match (\$)	Describe Outside Funds / Match, i	Total Funding
Personnel - Host Homes Expenses for staff that work directly on a specific project.	Homeless Youth staff time North Thurston @ .5 x 1 staff x 3 mos (July-Sept)	\$ 10,250.00	\$ 379,537.00	WA Dept Commerce Homeless Student Stability Fund & Anchor Communities Initiative, North Thurston Education Foundation, Building Changes Foundation, MultiCare, City of Lacey Host Homes award ending 12/25, OBEE Credit Union, Thurston County Inflationary Funds grant, Discuren Foundation, Squaxin Tribe, Nisqually Tribe, DEI Donor	\$ 389,787.00
Administration -Host Homes Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.	Admin Indirect 16% pays for Payroll, Financial and Executive staff, administrative support staff, Auditing and Board costs, Insurance,administrative equipment & technology services, administrative facility overhead and insurance.	\$ 4,000.00	\$ 102,233.00	WA Dept Commerce Homeless Student Stability Fund & Anchor Communities Initiative, North Thurston Education Foundation, Building Changes Foundation, MultiCare, City of Lacey Host Homes award ending 12/25, OBEE Credit Union, Thurston County Inflationary Funds grant, Discuren Foundation, Squaxin Tribe, Nisqually Tribe, DEI Donor	\$ 106,233.00
Project or Program Host Homes Expenses for items that directly support a specific project.	Costs directly associated with staff work tasks including cell phones July-Sept= 958, computer application licenses by user, IT support @ 1.5 staff @ 3 mos=680, 1/2 of dedicated Host Homes office space @ 3 months=1358, mental health practioner @ 20 hrs=1900,Thurston Talk outreach=220	\$ 5,116.00	\$ 70,813.00	WA Dept Commerce Homeless Student Stability Fund & Anchor Communities Initiative, North Thurston Education Foundation, Building Changes Foundation, MultiCare, City of Lacey Host Homes award ending 12/25, OBEE Credit Union, Thurston County Inflationary Funds grant, Discuren Foundation, Squaxin Tribe, Nisqually Tribe, DEI Donor	\$ 75,929.00
Other Costs Host Homes	City of Lacey request: Host Homes student and host stipends July-Sept. Other Client Services include emergency housing, rent assistance, and food for Host Homes youth, mental health counselling support, and other basic needs including driver license support, education application fees, clothing and other needs	\$ 6,000.00	\$ 87,403.00	WA Dept Commerce Homeless Student Stability Fund & Anchor Communities Initiative, North Thurston Education Foundation, Building Changes Foundation, MultiCare, City of Lacey Host Homes award ending 12/25, OBEE Credit Union, Thurston County Inflationary Funds grant, Discuren Foundation, Squaxin Tribe, Nisqually Tribe, DEI Donor	\$ 93,403.00
Totals		\$ 25,366.00	\$ 639,986.00		\$ 665,352.00



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

Our Ark

1.2 Program or Project Name *

Submit one program or project per application

Place Of Safety and Home

1.3 Is this a capital project or service project? *

Identify program or project type in the drop-down menu below

Service (Human Services Based)

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

Existing

1.5 Program or Project Area * Select all that apply.

Housing: (Expanding and Upgrading Affordable Housing Programs, Emergency Rental Assistance, Housi

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? *

NA

1.7 Future Community Members Served *

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

Scored Question (5 points total)

125-150

1.8 Program or Project Description *

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

A Place Of Safety and Home (POSH) uses the Family Social Parental Approach (FSPA) model as a nurturing environment that provides home, emotional support, guidance, and a sense of belonging. It's a space where young people can heal from past traumas, learn essential life skills, and develop healthy relationships within a pseudo-family structure. This approach creates a foundation of stability and love, allowing young adults to grow, thrive, and ultimately break free from the cycle of homelessness providing case management, peer support, and a part time house parent.

1.9 Priority Focus *

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)

Place Of Safety and Home using a FSPA beautifully aligns with the priority focus of serving Lacey community members' basic needs, including housing, survival, and security. Here's an inspiring description of how this approach meets these vital needs:

Housing:

This approach provides more than just a roof over one's head; it offers a true home. By creating a family-like environment, it gives individuals a sense of belonging and stability that's crucial for their well-being. It's not just about having a place to sleep, but about having a place to grow, learn, and thrive.

Survival:

The FSPA ensures that basic survival needs are met in a nurturing way. It provides not only food and shelter but also the emotional support and guidance needed to navigate life's challenges. This holistic approach to survival equips individuals with the tools they need to survive and flourish in the long term.

Security:

Security goes beyond physical safety, and this approach recognizes that. It offers a safe haven where individuals can feel protected, valued, and supported. The family-like structure provides emotional security, helping to build confidence and resilience in those who may have faced significant hardships.

By addressing these basic needs, this program creates a powerful foundation for positive change in the Lacey community. It's an inspiring model that recognizes the importance of human connection in meeting basic needs, potentially transforming lives and strengthening the entire community. This approach meets immediate needs; it invests in people's futures, giving them the support and skills to build better lives for themselves.

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 *

Danny Burkett/Chief Executive Director

Date Approved *

07/26/24

Section 2. Organization Overview

2.1 Organization Legal Name *

Our Ark

2.2 Mailing Address *

4707 Avery Ln Se C-276, Lacey WA 98503

2.3 Physical Street Address if different from mailing address

5546 55th Loop Se, Olympia WA 98513

2.4 Main Business Phone *

360-764-0532

2.5 Contract Signatory (Name and Title) *

Bonnie Jones/Chief Executive Administrator

2.6 Signatory Email Address for Approval *

bonniejones4050@gmail.com

2.7 Organization Primary Contact (Name and Title) *

Danny Burkett/Chief Executive Director

2.8 Primary Contact Phone *

360-960-0141

2.9 Primary Contact Email *

dannyb@ourarkyth.org

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.

Our Ark/Place Of Safety and Home (dba) has been in business for 3 years

2.11 Federal Tax ID *

86-2051287

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)

Our homeless youth organization takes a collaborative approach to addressing youth homelessness in our community. We actively partner with a wide range of local entities to provide comprehensive support and services. Our strong relationships with city officials and the local housing authority help us advocate for youth-focused policies and secure stable housing options. We work closely with school districts to identify at-risk youth and ensure educational continuity, while partnerships with healthcare providers and mental health services address the physical and emotional well-being of the young people we serve. Collaboration with law enforcement focuses on diversion programs rather than criminalization. We engage local businesses to provide job training and employment opportunities, and partner with faith-based organizations for volunteer support and resources. We coordinate with other shelters and housing providers to maximize available resources and ensure a smooth continuum of care. To keep our services youth-centered, we maintain a youth advisory board that provides invaluable input on our programs. Through these diverse partnerships and our community awareness campaigns, we strive to create a robust support network that not only meets the immediate needs of homeless youth but also works towards long-term solutions to end youth homelessness in our area.

2.13 Client Centered Programming *

Describe how your agency incorporates a client-centered voice to ensure program quality and effective services.

Scored Question (15 points total)

Our Ark is deeply committed to incorporating a client-centered voice using the family social approach to ensure POSH is of high quality and our services are effective. We recognize that the young people we serve are the experts of their own experiences, and their input is crucial in shaping our interventions and support systems.

At the core of our approach is the creation of a family-like environment that fosters trust, belonging, and open communication. We achieve this by implementing several key strategies:

Firstly, we have established a Youth Advisory Board composed of current and former clients. This board meets regularly with our leadership team to provide direct feedback on our programs, suggest improvements, and help design new initiatives. Their insights are invaluable in ensuring our services remain relevant and responsive to the changing needs of homeless youth.

We also employ a case management model that emphasizes building strong, supportive relationships between our staff and the youth we serve. Our case managers are trained to act as mentors and advocates, providing not just services but also emotional support and guidance, much like a family member would.

Regular group sessions and leaders' meetings are held where youth can voice their concerns, share their experiences, and collectively problem-solve. These gatherings help create a sense of community and shared responsibility, mirroring family dynamics.

We conduct frequent one-on-one check-ins with each young person, allowing them to express their individual needs and goals in a confidential setting. This personalized approach ensures that each youth feels heard and that their unique circumstances are taken into account when developing their support plan.

Furthermore, we involve our clients in the decision-making processes that affect their daily lives within our facilities. This includes input on house rules, activity planning, and even menu choices. By giving youth a say in these matters, we empower them and reinforce the idea that their opinions matter.

We also encourage peer support and mentoring programs, where more experienced youth can guide and support newcomers. This provides valuable support and gives youth the opportunity to develop leadership skills and take on family-like roles of responsibility.

To ensure continuous improvement, we conduct regular surveys and focus groups with our clients to gather feedback on our services. The results are then used to refine our programs and address any gaps in our support system.

Lastly, we celebrate the achievements and milestones of our youth, no matter how small, in a way that a supportive family would. This positive reinforcement helps build self-esteem and motivates continued progress.

By consistently centering the voices and experiences of the youth we serve within a family social framework, we strive to create a nurturing environment that not only meets immediate needs but also empowers young people to build the skills and confidence necessary for long-term stability and success.

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

Our homeless youth organization is deeply committed to embedding diversity, equity, inclusion, and belonging (DEIB) principles in every aspect of our work. We believe that by embracing these values, we can create a more just and supportive environment for all the young people we serve. Here's how we apply these principles:

Firstly, we recognize the diverse backgrounds and experiences of homeless youth. Our staff undergoes regular cultural competency training to ensure they can effectively support youth from various racial, ethnic, cultural, and LGBTQ+ backgrounds. We celebrate this diversity through multicultural events and by creating spaces that reflect and honor different cultures and identities.

In terms of equity, we understand that not all youth start from the same place. We tailor our services to address the unique challenges faced by different groups, such as LGBTQ+ youth who are disproportionately represented in the homeless youth population. We also advocate for systemic changes to address the root causes of homelessness among marginalized communities.

Inclusion is at the heart of our approach. We actively seek input from the youth we serve in decision-making processes. Our youth advisory board plays a crucial role in shaping our programs and policies. We also ensure that our staff and leadership team reflect the diversity of the communities we serve, providing relatable role models for our youth.

To foster a sense of belonging, we create safe and welcoming spaces where all youth can feel accepted and valued. We have zero-tolerance policies for discrimination and bullying, and we promote a culture of respect and understanding among our youth and staff.

We also partner with diverse community organizations to expand our reach and ensure we're meeting the needs of all homeless youth in our area. This includes collaborating with organizations that specialize in supporting specific communities, such as LGBTQ+ groups or cultural associations.

By consistently applying these DEIB principles, we strive to create an environment where every young person feels seen, heard, and empowered to reach their full potential. We believe that this approach not only enhances the quality of our services but also contributes to breaking the cycle of homelessness by addressing the underlying inequities that often lead to youth homelessness.

Remember, the journey towards true diversity, equity, inclusion, and belonging is ongoing. We continuously evaluate and improve our practices to ensure we're living up to these important principles in our daily work.

Section 3. Program or Project Overview

3.1 Program or Project Design *

Please describe how the program or project will be delivered. *Scored Question (10 points total)*

POSH (Place of Safety and Home) is an inspiring initiative that beautifully embodies the family social approach (FSPA) in providing a nurturing environment for homeless youth. This will provide a nurturing environment that combines the care of a part-time house parent, the support of peers, and professional case management, all delivered through the family-social parental approach. The part-time house parent will serve as a compassionate anchor, offering guidance, emotional support, and a sense of family structure during their scheduled hours. They will create a warm, homelike atmosphere where youth can feel secure and valued.

Peer support will play a crucial role in this environment, fostering a sense of community and mutual understanding among residents. Youth will be encouraged to form supportive relationships, share experiences, and learn from one another, creating a network of care that extends beyond the house parent's presence. This peer-to-peer interaction will help build resilience, empathy, and social skills essential for personal growth and future success.

Complementing these elements, professional case management will ensure that each young person receives individualized attention and tailored support. Case managers will work closely with the house parent and peers to develop comprehensive care plans, set achievable goals, and connect youth with necessary resources and services. This integrated approach will address the unique needs of each resident, from educational support to mental health services and life skills development. By combining these three components - part-time house parent, peer support, and case management - within the family social parental approach, we aim to create a holistic, supportive environment. This model will provide the structure and care of a family setting while offering the specialized support needed to help youth overcome challenges, build confidence, and prepare for independent living. Through this multifaceted approach, we strive to create a place of safety and home that nurtures growth, healing, and positive development for all residents.

At its core, POSH creates a warm, welcoming space that feels like a true home rather than an institution. The family social approach is woven into every aspect of POSH's design and operation:

Family-like Structure: POSH is organized into small, family-style units. Each unit houses a small group of youth with dedicated staff members who act as parental figures, providing consistent support and guidance.

Shared Responsibilities: Just like in a family, residents at POSH share household duties. This includes meal planning, cooking, cleaning, and maintaining common areas. These shared tasks foster a sense of belonging and teach valuable life skills.

Personalized Care: Each young person at POSH has a tailored care plan that addresses their unique needs, goals, and challenges. This individualized approach mirrors the way parents adapt their parenting to each child's personality and circumstances.

Emotional Support: Staff members are trained to provide not just practical assistance, but also emotional support. They create an environment where youth feel safe to express their feelings, fears, and hopes.

Conflict Resolution: POSH employs restorative justice practices to resolve conflicts, teaching youth how to navigate disagreements in a healthy, family-like manner.

Celebration of Milestones: Birthdays, academic achievements, and personal growth are all celebrated at POSH, reinforcing the family-like atmosphere of support and encouragement.

Trauma-Informed Care: Understanding that many homeless youth have experienced trauma, POSH implements trauma-informed practices throughout its programming, creating a healing environment.

3.2 Program or Project Outcomes *

Describe the program's specific and measurable outcomes. *Scored Question (10 points total)*

The POSH program aims to achieve specific and measurable outcomes within the first 12 months to ensure that homeless young adults aged 18-25 receive the support needed to transition to independent living. These outcomes focus on stability, personal development, and community integration.

Housing Stability

1.Outcome: 100% of participants will have stable housing for the entire duration of the program.

oMeasurement: Monthly housing status reports.

oTracking Method: Regular check-ins and housing audits.

Health and Well-being

2.Outcome: 90% of participants will complete initial health check-ups and mental health assessments within the first two months.

oMeasurement: Health records and assessment reports.

oTracking Method: Health service utilization logs.

3.Outcome: 95% of participants will report improved physical and mental health after six months.

oMeasurement: Bi-monthly health and wellness surveys.

oTracking Method: Survey analysis and health progress reports.

Basic Needs Fulfillment

4.Outcome: 100% of participants will have consistent access to food, clothing, and personal care items throughout the program.

oMeasurement: Monthly needs assessment surveys.

oTracking Method: Inventory logs and participant feedback.

Educational and Employment Progress

5.Outcome: 95% of participants will be enrolled in educational programs or employed part-time/full-time within six months.

oMeasurement: Enrollment and employment records.

oTracking Method: Educational institution enrollment verification and employment status updates.

6.Outcome: 100% of participants will maintain or improve their educational/employment status over 12 months.

oMeasurement: Quarterly progress reports.

oTracking Method: Follow-up surveys and institutional/employer feedback.

Life Skills Acquisition

7.Outcome: 90% of participants will complete life skills workshops (e.g., financial literacy, cooking, time management) within nine months.

oMeasurement: Workshop attendance and completion certificates.

oTracking Method: Attendance logs and post-workshop evaluations.

Improved Mental Health

8.Outcome: 85% of participants will report reduced stress levels and improved mental health after six months.

oMeasurement: Bi-monthly mental health surveys and counseling session notes.

oTracking Method: Survey analysis and counseling feedback.

Social Integration

9.Outcome: 95% of participants will engage in community activities or volunteer work at least twice a month.

oMeasurement: Activity logs and community engagement reports.

oTracking Method: Participant logs and community partner feedback.

Individual Development Plans

10.Outcome: 100% of participants will have personalized development plans created within the first month and reviewed quarterly.

oMeasurement: Individual development plan documents.

oTracking Method: Regular review and updates by house parents and program staff.

Long-term Financial Stability

11.Outcome: 95% of participants will establish savings accounts and maintain a budget for at least six months.

oMeasurement: Financial records and budget reports.

oTracking Method: Monthly financial coaching sessions and budget reviews.

Evaluation Methods

1.Surveys and Assessments: Regular surveys and assessments will measure participants' progress in health, well-being, mental health, and social integration.

2.Data Collection: Detailed records of participants' housing status, employment, education, life skills training, and financial stability will be maintained.

3.Periodic Reviews: Quarterly reviews of individual development plans and progress reports will ensure participants are on track to meet their goals.

4.Follow-Up: Long-term follow-up surveys and interviews will assess sustained outcomes and gather feedback for program improvement.

By achieving these specific and measurable outcomes within 12 months, the POSH program will demonstrate its effectiveness in providing a stable, supportive environment for homeless young adults.

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)

The POSH (Place of Safe and Home) program, utilizing the innovative family social parental approach, aligns with the priority focus of addressing basic needs for Lacey community members. This approach directly impacts the fundamental needs of housing, survival, and security, ensuring a holistic and sustainable solution for homeless young adults aged 18-25.

Housing

The POSH program provides stable, secure housing for homeless young adults, directly addressing the critical need for shelter. By offering a safe and supportive living environment, POSH removes the immediate threat of homelessness and provides a foundation upon which participants can rebuild their lives. The presence of house parents ensures that the living environment is not only physically secure but also emotionally supportive, fostering a sense of belonging and stability. This structured housing arrangement is essential for participants to feel safe, focus on personal development, and plan for their future.

Survival

Survival extends beyond the provision of housing to include access to basic necessities such as food, clothing, and healthcare. The POSH program guarantees that participants have consistent access to nutritious meals, personal care items, and appropriate clothing, which are fundamental for their daily survival and well-being. Furthermore, the program facilitates access to medical and mental health services, ensuring that participants can address both physical and psychological health needs. By meeting these essential survival needs, POSH creates an environment where young adults can thrive rather than merely survive.

Security

Security encompasses both physical safety and emotional stability. The family social parental approach of POSH ensures that participants live in a secure environment, free from the dangers and uncertainties associated with homelessness. House parents play a crucial role in providing continuous supervision, guidance, and emotional support, which helps participants develop trust and build healthy relationships. This sense of security is vital for young adults as they work towards achieving personal goals, pursuing education, and securing employment. The structured support system also includes life skills training, financial literacy workshops, and employment assistance, which further enhance participants' ability to achieve long-term security and independence.

The POSH program's comprehensive approach effectively meets the priority focus of addressing basic needs for Lacey community members. By providing stable housing, ensuring daily survival through access to essential resources, and fostering a secure environment, POSH empowers homeless young adults to transition from instability to independence. This alignment with the community's priority focus underscores the program's significance and its potential to create lasting positive impacts on the lives of its participants. This model not only provides immediate relief from homelessness but also equips young adults with the tools, skills, and support network necessary for long-term stability and success. It's an inspiring approach that has the potential to break the cycle of homelessness and create lasting positive change in the lives of Lacey's vulnerable young adult population.

3.4 Project Location *

Inside Lacey City Boundaries

3.5 Project Address *

5601 Balustaude Ln Lacey, WA 98503

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 (10 points total)

Our POSH project aims to provide a nurturing, family-like environment for vulnerable youth using a family social parental approach. This budget narrative outlines how we plan to allocate our annual funds to create a safe, supportive home that fosters growth and independence.

Housing and Facilities: \$36,700 (37%)

The largest portion of our budget is dedicated to ensuring a stable and comfortable living environment. We've allocated \$25,000 for rent payments, which will secure a suitable single-family home. Utilities are budgeted at \$8,700 to cover essential services like electricity, water, and heating. We've set aside \$3,000 for maintenance and repairs to keep the home in good condition, creating a safe and welcoming atmosphere for our youth.

Staffing: \$30,000 (30%)

Our success hinges on dedicated and skilled staff. We've budgeted \$27,000 for a part-time house parent's salary, ensuring round-the-clock support and guidance for our youth. An additional \$3,000 is allocated for training and professional development, equipping our house parent with the necessary skills to effectively support and mentor the young people in our care.

Food and Basic Necessities: \$12,500 (13%)

Proper nutrition and basic needs are crucial for our youth's well-being. We've earmarked \$8,000 for groceries, allowing for nutritious meals that bring our POSH family together. Personal care items are budgeted at \$3,000, and \$1,500 is set aside for clothing, ensuring our youth have their basic needs met with dignity.

Education and Skills Training: \$10,000 (10%)

Investing in our youth's future is a priority. We've allocated \$3,000 for educational materials to support their academic pursuits. Vocational training programs receive \$2,500 to help our youth develop practical skills for future employment. Another \$2,500 is dedicated to technology resources, ensuring our youth have access to computers and internet for their studies and job searches. Lastly, \$2,000 is budgeted for transportation assistance, enabling our youth to access educational and employment opportunities.

Health and Wellness: \$5,500 (6%)

We recognize the importance of both physical and mental health. Mental health support receives \$1,500, acknowledging the unique challenges our youth may face. Finally, \$4,000 is set aside for wellness activities to promote overall well-being and healthy lifestyle habits.

Administration: \$5,000 (5%)

Administration expenses include: staffing for accounting services and salary, general legal services, operation of Homeless Management Information Software, preparing program budget and reports, travel costs for monitoring of program participants, and rental and purchase of equipment, insurance, utilities, office supplies and maintenance

This carefully crafted budget reflects our commitment to providing a comprehensive support system for vulnerable youth. By investing in a stable home environment, dedicated staffing, essential needs, education, and health, we aim to create a transformative experience that empowers our youth to build successful, independent futures

4.2 Audit Findings *

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

NA

4.3 Program or Project Sustainability *

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

Scored Question (5 points total)

Yes, we would still be able to provide services and continue the project, albeit with some adjustments and potential limitations. Our Ark's commitment to supporting vulnerable youth through the family social parental approach remains steadfast, even if we don't receive full funding. However, operating with reduced funds would necessitate some changes to our planned services and potentially impact the scope of our project.

If Our Ark receives less than full funding, we anticipate several impacts on our operations and services:

1. **Reduced capacity:** We may need to limit the number of youth we can accommodate in our place of safety and home. This could mean turning away some vulnerable individuals who need our help.
 2. **Staffing constraints:** We might have to reduce staff hours or rely more heavily on volunteers. This could affect the quality and consistency of care we provide.
 3. **Program cutbacks:** Some of our educational, vocational, or therapeutic programs may need to be scaled back or offered less frequently. This could slow down the progress of the youth in our care.
 4. **Limited resources:** We may struggle to provide all the necessary supplies, from food and clothing to educational materials. This could impact the overall well-being of the youth we serve.
 5. **Maintenance issues:** With less funding, we might have to postpone necessary repairs or upgrades to our facilities, potentially affecting the safety and comfort of our living spaces.
 6. **Reduced outreach:** Our community engagement and family reunification efforts might be curtailed, affecting our ability to support youth beyond our immediate care.
 7. **Increased fundraising pressure:** We'd need to dedicate more time and resources to seeking additional funding, which could divert attention from our core mission.
 8. **Longer waiting lists:** With reduced capacity, we may have to implement or extend waiting lists, leaving some youth in vulnerable situations for longer periods.
 9. **Stress on staff and youth:** Operating with limited resources could increase stress levels for both our staff and the youth in our care.
 10. **Potential quality compromise:** While we would strive to maintain our standards, reduced funding might force us to make compromises that could affect the overall quality of our services.
- Despite these potential impacts, Our Ark would strive to maintain the core elements of our family social parental approach and continue providing the best possible support within our means. We would also intensify efforts to secure additional funding and strengthen community partnerships to mitigate these effects.

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)

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
Personnel Expenses for staff that work directly on a specific project.	Personnel include 1 part time house parent 20 hours/ week who will be guiding, teaching, and training the youth participants.	\$ 30,000.00	\$ 42,675.00	Personnel include 1 half time case manager and 1 half time peer support which do not include a house parent part time	\$ 72,675.00
Administration Expenses for items, services, and personnel that are, by their nature, general purpose rather than project specific.	Administration expenses include: staffing for accounting services and salary, general legal services, operation of Homeless Management Information Software, preparing program budget and reports, travel costs for monitoring of program participants, and rental and purchase of equipment, insurance, utilities, office supplies and maintenance	\$ 5,000.00	\$ 19,125.00	Expenses are for administration costs related to payroll that include administrative duties, accounting services, software management services, insurance, and payroll services for which funding is secured	\$ 24,125.00
Project or Program Costs Expenses for items that directly support a specific project.	Project/ Program expenses include: Rent, groceries, personal care items such as hygienic items, clothing, and transportation assistance for getting program participants to and from appointments, jobs and the like to ensure participant housing stability and job retention.	\$ 49,200.00	\$ 70,800.00	Program expenses include rent and utility deposits, food, transportation, outreach services, housing/counseling services and case management for which funding is secured	\$ 120,000.00
Other Costs Expenses for items towards Education and skills training; Health and wellness	Other costs include education and skills training, life skills, vocational training programs, and health and wellness activities to support and ensure mental health improvement and stability.	\$ 15,500.00	\$ 14,250.00	Other costs include services for life skills, education, employment assistance	\$ 29,750.00
Totals		\$ 99,700.00	\$ 146,850.00		\$ 246,550.00