



City of Lacey, Washington Human Services Workgroup Agenda

Refer to the bottom of the agenda for meeting information.

Thursday, October 3, 2024

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgment

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 September 5, 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. Introduction to Lacey Youth Council and Representative Elhadj Toure

Sadie Siglin, Management Analyst

B. Human Services Grant Program Material Review

Michelle Chavez, Human Services Coordinator

C. Human Services Commission

Michelle Chavez, Human Services Coordinator

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_kSoH_W3bRz21ijz2YSO7Bg
- City Website: <https://cityoflacey.org/government/public-meetings/>
- YouTube: <https://www.youtube.com/watch?v=djCPub9dzOs>
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 865 6469 4062)

Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- a. Name
- b. City of residence or connection to the City
- c. Topic or subject matter of your comments

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_kSoH_W3bRz21ijz2YSO7Bg

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, October 3, 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, September 5, 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 (remote); and Board Member(s) Nathaniel Clay (remote), Nancy Dihle, and Tiffany Walker

BOARD MEMBERS EXCUSED: Board Members Juliet Lawson-Hall, and 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 presented the abbreviated Land Acknowledgment.

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

A. Approval of Agenda

B. Approval of August 8, 2024, meeting minutes

Board Member Walker moved to approve the agenda, previous meeting minutes and consent items. Board Member Dihle seconded. The motion carried.

5. Public Comment

Verbal Public Comment

No people signed up to speak at the meeting.

No people registered to speak via Zoom.

Written Public Comment

No written public comment was received.

6. Business Items

A. 2024 Human Services Grant Program Award

Michelle Chavez, Human Services Coordinator

Chavez presented an overview of the grant applications received, the presentation process, and the Workgroup scoring rubric. The City has \$300,000 to award to non-profit human service providers serving Lacey community members.

Staff presented five (5) different funding options, with a recommendation of Option Two (2). Option Two (2) was a recommendation that the Lacey City Council award grants equally to organizations that scored an average above 90 on the rubric, in the amount of \$30,000 or the total requested by the applicant, whichever is less.

Vice Chair Broman moved to approve Option 2 as the preferred Option. Board Member Clay seconded. The motion carried.

B. Human Services Commission Discussion

Michelle Chavez, Human Services Coordinator

Chavez presented an overview of the Workgroup's history, human service needs, reviewed comparable jurisdictions, and discussed future options. Five (5) options were considered regarding the future of the Workgroup.

Staff recommended Option 1 (one), present an ordinance to the Lacey City Council, establishing a permanent Human Services Commission. The proposed permanent commission would provide recommendations for human service needs, human service-related policies and programs, and human service funding, to include future Human Service Grant Programs and the Community Development Block Grant program.

The Workgroup expressed support for Option 1. This was a discussion item only.



C. **Human Services Program Update**

Michelle Chavez, Human Services Coordinator

Chavez provided an update on the Human Services Needs Survey. The target launch date is September 15, 2024.

7. Adjourn

Chair Stephens adjourned the meeting at 6:15 p.m.





HUMAN SERVICES WORK GROUP

October 3, 2024

SUBJECT: Human Services Grant Program Materials Review

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

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

ORIGINATED BY: City Manager's Department

ATTACHMENTS:

1. HSGP Policies
2. HSGP Application
3. HSGP Scoring Rubric

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

DEIB STRAT PLAN: Livability: Human Services, C. Provide and support culturally appropriate human services that meet the needs of the Lacey community.

Create a strategic City human services grant program that is transparent, consistent, and removes barriers to participation.

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

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

Year-One Program Priorities:

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

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

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

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

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

1. Draft HSGP Policies
2. Draft HSGP Application
3. Draft HSGP Rubric



Human Services Grant Program Policy

Goals

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

Categories

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

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

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

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

Information

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

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

Eligibility

Requirements:

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

The following are not eligible for the HSGP:

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

Timeline

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

Contact

For further details, contact Michelle Chavez, Human Services Coordinator, at 360-486-8746 or email HumanServices@cityoflacey.org



2024 Human Services Grant Application

Section 1. General Information

1.1 Agency Name *

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

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

1.5 Program or Project Area * Select all that apply.

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

1.7 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)

1.8 Program or Project Description *

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

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)

1.10 Program Requirements *

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

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

1.11 Authorization

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

Authorized Representative and Title *

Date Approved *

Section 2. Organization Overview

2.1 Organization Legal Name *

2.2 Mailing Address *

2.3 Physical Street Address if different from mailing address

2.4 Main Business Phone *

2.5 Contract Signatory (Name and Title) *

2.6 Signatory Email Address for Approval *

2.7 Organization Primary Contact (Name and Title) *

2.8 Primary Contact Phone *

2.9 Primary Contact Email *

2.10 Years in business (current dba or previous) *

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

2.11 Federal Tax ID *

2.12 Partnerships and Service Coordination *

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

Scored Question (5 points total)

2.13 Client Centered Programming *

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

Scored Question (15 points total)

2.14 Diversity, Equity, Inclusion and Belonging *

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

Scored Question (15 points total)

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)*

3.2 Program or Project Outcomes *

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

3.3 Program or Project Eligibility *

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

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

Scored Question (10 points total)

3.4 Project Location *

3.5 Project Address *

Section 4. Budget Overview

4.1 Budget Narrative *

Please describe how the Lacey Human Services Grant funds will be used to fund your program or project.
Scored Question (10 points total)

4.2 Audit Findings *

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

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)

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)

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	

<p>2.13 Describe how you incorporate a client-centered voice to ensure program quality and effective services.</p>	<p>Does the program or project include people receiving services from the community in creating the program or project?</p> <p>0 – No, it does not.</p> <p>10 – Shows some ability.</p> <p>15 – Yes, it clearly it does.</p>	<p>15</p>	
<p>2.14 Describe how your agency applies diversity, equity, inclusion and belonging principles in your work.</p>	<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>	<p>15</p>	
<p>Section 3 – Program or Project Overview</p>	<p>Answer Descriptors</p>	<p>Total Possible Points</p>	<p>Points Awarded</p>
<p>3.1 Please describe how the program or project will be delivered.</p>	<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>	<p>10</p>	
<p>3.2 Describe the program or project’s specific and measurable outcomes.</p>	<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>	<p>10</p>	

<p>3.3 Who will receive services under this grant and how will you determine service eligibility?</p> <p><i>2024 Funding Priorities are essential social services for low-income and special needs populations. Services must focus on basic needs and serve Lacey community members. Basic needs include housing, survival, and security.</i></p>	<p>How will the program or project determine who is eligible for services? Are the benefactors of the program or project primarily low income and Lacey community members?</p> <p>0 – No, it does not.</p> <p>5 – Somewhat.</p> <p>10 – Yes, it clearly it does.</p>	10	
<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?</p> <p>0 – No, it does not.</p> <p>5 – Somewhat.</p> <p>10– Yes, it clearly does.</p>	10	
<p>4.3 Project Sustainability</p>	<p>Does the applicant have outside funding?</p> <p>0 – No, it does not.</p> <p>3 – Yes, but less than 50% of total project.</p> <p>5 – Yes, 50% or greater of the project.</p>	5	
<p>Attachments</p>	<p>Are all the required attachments included in the application?</p>	Y/N	NONE
<p>Total</p>		100	



HUMAN SERVICES WORK GROUP

OCTOBER 3, 2024

SUBJECT: Human Services Commission Discussion

RECOMMENDATION: Option 1 is recommended:

Motion to “Recommend an ordinance to the Lacey City Council that would establish a permanent Human Services Commission to provide recommendations for human service needs, human service-related policies and programs, and human service funding, to include future Human Service Grant Programs and the Community Development Block Grant program.”

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

ORIGINATED BY: City Manager’s Department

ATTACHMENTS: 1. Draft Human Services Commission Ordinance

FISCAL NOTE: 2024 budget includes \$300,000 for the Human Services Grant Program. Future funding is pending budget decisions.

The City of Lacey will become a CDBG Entitlement Community in 2025 with an estimated annual allocation of \$304,850

PRIOR REVIEW: [City Council Worksession – March 12, 2024](#)
[City Council Meeting – March 19, 2024](#)
[City Council Meeting – June 18, 2024](#)
[Human Services Workgroup – September 5, 2024](#)
[Commission on Equity – September 23, 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

DEIB STRATEGIC PLAN: Vibrant Place to Live, Work and Play
Livability: Human Services, C. Provide and support culturally appropriate human services that meet the needs of the Lacey community.

Create a strategic City human services grant program that is transparent, consistent, and removes barriers to participation.

BACKGROUND: The following provides a brief background on the Human Services Grant Program and Community Development Block Grant program.

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

On March 12, 2025, staff presented the City Council with research and findings regarding several Human Services Grant programs at the municipal level and how these jurisdictions provide funding and oversight of their programs. City Council and staff discussed best practices and recommendations for moving ahead.

On March 19, 2025, the City Council approved a motion to adopt [Resolution 1145](#) to establish the Human Services Workgroup. This group is tasked with:

- **Meeting once per month or as needed through 2024, no longer than one year;**
- Review 2024 HSGP applications and make recommendations to Lacey City Council for 2024 funding allocations;
- Advise on a human service needs assessment;
- Make recommendations on longer-term priorities for HSGP funding; and
- **Make a recommendation on a standing human services advisory board.**

As emphasized in bold above, the Human Services Workgroup is contemplated to meet through 2024 and is tasked with making a recommendation on a permanent human services advisory board.

Community Development Block Grant (CDBG) Program: On June 18, 2024, the City Council approved starting the process of becoming its own entitlement community; the City provided letters to US Department of Housing and Urban Development (HUD) and

Thurston County declaring the City's intent to become a CDBG entitlement grantee and to not participate in the Urban County CDBG program as part of the Thurston County CDBG Consortium. As an entitlement community, Lacey will receive funding from HUD directly on an annual basis. Lacey will receive an estimated \$304,850 in CDBG funding for 2025.

There are three CDBG work products needed for the City to establish its CDBG program:

1. **Lacey CDBG Community Participation Plan** – This can be produced in parallel with the Community Engagement Plan for the Lacey Human Services Grant Program (HSGP).
Per HUD:

“Citizen Participation

A grantee must develop and follow a detailed plan which provides for, and encourages, citizen participation and which emphasizes participation by persons of low- or moderate-income, particularly residents of predominantly low- and moderate-income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds. The plan must:

- Provide citizens with reasonable and timely access to local meetings, information, and records related to the grantee's proposed and actual use of funds
- Provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance
- Provide for timely written answers to written complaints and grievances
- Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate”

Source: [CDBG Entitlement Program Eligibility Requirements | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

Having a permanent Human Services Advisory Group is a process frequently used by entitlement jurisdictions to provide opportunities for public participation, see **Table A**.

2. **Lacey CDBG 3-Year Consolidated Plan 2025-2027** – This can be produced in conjunction with the Community Needs Assessment and Human Services Strategic Plan in conjunction with the HSGP.
3. **Lacey CDBG Annual Action Plan** – This is the list of approved projects for 2025 and serves as year 1 of the Lacey 3 Year Consolidated Plan 2025-2027. This

would be a competitive application process like the HSGP, however with federal requirements.

Establishing a permanent Human Services Commission: Given the extensive HSGP requests (\$1.1 million) for funding in 2024, there appears to be a significant need in Lacey for human services funding. If the City Council continues funding for the HSGP in 2025 and beyond, Staff recommend continuing to have a Human Services advisory board.

As noted above, public participation is a requirement of CDBG programs. Transitioning the Human Services Work Group to a permanent Human Services Commission would meet this requirement. **Table A** includes a list of various jurisdictions and how they manage their Human Services Grant Programs and CDBG Programs. In many jurisdictions, the advisory board makes recommendations for grants and CDBG programs.

Attachment 1 provides a draft ordinance to establish a permanent Human Services Commission. This draft is subject to change based on continued City review.

The Commission on Equity (COE) reviewed establishing a permanent Human Services Commission at their September 23, 2024 meeting. The COE was supportive of the recommendation to establish a permanent Human Services Commission.

Next Steps: Pending discussion, at a future meeting the Human Services Workgroup could consider one of the following options:

Option 1: Recommend an ordinance to the Lacey City Council that would establish a permanent Human Services Commission to provide recommendations for human service needs, human service-related policies and programs, and human service funding, to include future Human Service Grant Programs and the Community Development Block Grant program.

Option 2: Do not recommend an ordinance to the Lacey City Council that would establish a permanent Human Services Commission.

Recommend a resolution extending the Human Services Workgroup for an additional year (2025) to:

- Meeting once per month or as needed through 2025;
- Pending budget: Review 2025 HSGP applications and make recommendations to Lacey City Council for the 2025 funding allocations;
- Continue to advise on a human service needs assessment;

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

Option 3: Do not recommend an ordinance to the Lacey City Council that would establish a permanent Human Services Commission. Do not recommend a resolution extending the Human Services Workgroup into 2025.

Option 4: Provide direction to City staff on other elements to consider. After further diligence on these elements, City Staff would then return to the Human Services Workgroup to review additional materials for consideration.

Option 5: Some other option not contemplated in the above options.

Table A

Comparison of Select Human Services Grant Programs including CDBG Programs

Agency	State	Stand Alone Human Services Program	Advisory Board / Work Group	Competitive Application	Only Social Services Funding	Small Capital Projects	Min. Award	Max Award	No partial funding	Needs Assessment	CDBG Recommendations	Advisory Board Name
Bellevue	WA	X	X	X	X		X			X	Human Services Commission	Human Services Commission
Hillsboro	OR	X	X	X		X	X	X	X	X	Finance Committee	Impact Grant Work Group - Finance Commission and Community Members
Issaquah	WA	X	X	X	X					X	City Council (Joint Interlocal agreement with King County)	Human Services Commission
Lakewood	WA	X	X	X	X		X	X		X	Community Services Advisory Board	Community Services Advisory Board
Marysville	WA	X	X	X		X					CDBG Advisory Committee	CDBG Advisory Committee

ORDINANCE NO. [REDACTED]

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON ESTABLISHING A HUMAN SERVICES COMMISSION TO MAKE RECOMMENDATIONS FOR HUMAN SERVICES NEEDS, HUMAN SERVICES POLICIES, AND HUMAN SERVICES FUNDING INCLUDING COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING, ADDING A NEW CHAPTER [REDACTED] TO THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, the Lacey City Council budgeted \$300,000 in 2024 for a new, competitive Human Services Grant Program (HSGP) to support vulnerable community members and enhance the wellbeing of all; and

WHEREAS, in 2024, the Lacey City Council started the process of becoming a stand-alone Community Development Block Grant (CDBG) Entitlement Community with direct funding from the US Department of Housing and Urban Development; and

WHEREAS, the City provides and supports a broad range of local human services in the community to alleviate hardships and help individuals access community resources, including by providing funding to support the work of non-profits and other governmental agencies; and

WHEREAS, the Lacey City Council wishes to enhance community engagement, government transparency, and community oversight of human services funding, including but not limited to, the HSGP and CDBG Program; and

WHEREAS, the City has many capable and experienced community members with expertise in the area of human services and assessing the needs of the community; and

WHEREAS, in 2024, the Lacey City Council passed Resolution 1145 establishing an Ad Hoc Human Services Workgroup to make HSGP funding recommendations, advise on a human services needs assessment and the creation of a permanent advisory board; and

WHEREAS, the Lacey City Council desires to establish a Human Services Commission to better understand overall human services needs in the community and help make recommendations on human services grant funding.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON as follows:

Section 1. There is hereby added to the Lacey Municipal Code a new Chapter [REDACTED], Human Services Commission, to read as follows:

[REDACTED] Creation

There is created a commission to be known as the Human Services Commission which shall perform all of the duties and shall have all of the authority hereinafter set out.

Purpose

The purpose of the commission is to help the City to identify human services needs, review human services draft policies, review human services grant applications and make recommendations for human services grant funds.

Membership — Terms

- A. The commission shall consist of seven general members and one youth member who reside in the city of Lacey or may reside in Lacey's urban growth management area, except as outlined in subsection C of this section. Commissioners shall be appointed by the mayor, which appointment shall be subject to confirmation by the city council. Terms for general members shall be for three years. General membership on the commission shall be limited to two full consecutive terms. If there are no applicants for a vacant position one month prior to the expiration of term, the incumbent may be reappointed to an additional three-year term by the mayor with the approval of the city council. All members shall be selected without respect to political affiliations.
- B. The youth member shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston School District, or enrolled in private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth member shall be appointed to serve for a term of one year. The incumbent youth member may be reappointed to an additional one-year term. Except as outlined in this section, the youth member shall have the same rights and responsibilities of the general members.
- C. General membership on the commission shall always include at least two professionals who have experience in human services, e.g., direct service, management, or volunteer work. Any commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or both of the human services positions. The Mayor and City Council, in order to obtain representatives with this expertise, may make appointments despite the residency requirements of Section A of this section.
- D. A majority of the general members of the commission shall constitute a quorum for the transaction of business. The youth member shall not be included in the count to constitute a quorum. Any action taken by a majority of those present when those present constitute a quorum, at any regular or special meeting of the commission, shall be deemed and taken as the action of the commission.
- E. The commission members shall not receive any salary or other compensation for services rendered on the commission, but necessary expenses actually incurred and within the budget as set by the annual budget ordinance shall be paid.

F. The Lacey City Council adopted an Advisory Board Stipend Program aimed at reducing barriers to participation in government and increasing representation on the City's Advisory Boards. Human Services Commission Members will have the option to opt-in to this program.

G. Terms for Commissioners shall be for three years, with the following exception:

A. Initial terms appointed in 2025 for Commissioner positions One (1), Two (2), and Three (3) will be appointed until 2027.

B. Initial terms appointed in 2025 for Commissioner positions Four (4), Five (5), Six (6), and Seven (7) will be appointed until 2028. All subsequent terms will be appointed on a three-year cycle.

H. Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. The members shall be selected without respect to political affiliations. The general commissioners may request the resignation of a general and/or youth member who has three or more unexcused absences at regular meetings in a calendar year.

I. General or youth members may be removed from the commission prior to the expiration of their term of office by the mayor with approval of the city council, pursuant to the city of Lacey policy procedure manual and boards and commissions standards, protocols, and ground rules handbook

Organization --- RecordsA. The commission shall select its own chairperson from within its membership and may create such other offices as it may deem necessary and shall adopt all necessary rules for the transaction of its business and the keeping of its own records. A recording secretary shall also be appointed from within its membership or from city of Lacey staff.

B. An accurate record shall be kept of the proceedings of all meetings. These records shall be public and a copy thereof shall be transmitted to the city clerk after each meeting.

Commission Duties and Responsibilities

The commission shall have the power and it shall be its duty, subject to such rules and regulations as may from time to time be prescribed by ordinance to:

- A. Identify and make recommendations on human service needs; and
- B. Review and make recommendations on human services related policies; and
- C. Review human services grant applications and make recommendations for the distribution of human services grant funds.

Section 2. This Ordinance shall take effect five (5) days after its passage and publication as provided by law.

Section 3. SEVERABILITY. If any section, sentence, clause or phrase of this ordinance should be held to be invalid by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. CORRECTIONS. The City Clerk and the codifiers of this ordinance are authorized to make corrections to this ordinance including, but not limited to, the corrections of scrivener's/clerical errors, references, ordinance numbering, section/subsection number and any references thereto.

Section 5. The summary attached is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this
[redacted] day of November, 2024.

By: _____
Mayor

Attest:

Approved as to form:

City Clerk

City Attorney

Published: [redacted] November, 2024 CITY COUNCIL

SUMMARY FOR PUBLICATION

ORDINANCE NO [REDACTED]

CITY OF LACEY

The City Council of Lacey, Washington passed on October [REDACTED], 2024, Ordinance No. [REDACTED], entitled "AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON ESTABLISHING A HUMAN SERVICES COMMISSION TO IDENTIFY HUMAN SERVICE NEEDS, REVIEW DRAFT HUMAN SERVICES POLICIES, AND MAKE RECOMMENDATIONS FOR HUMAN SERVICES FUNDING ADDING A NEW CHAPTER [REDACTED] TO THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION."

The main points of the Ordinance are described as follows:

1. The Ordinance adds a new chapter [REDACTED] to the Lacey Municipal Code establishing a Human Services Commission.
2. The Ordinance approves this summary for Publication.

A copy of the full text of this Ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

Published: November [REDACTED], 2024