



City of Lacey, Washington
Human Services Workgroup **Amended* Agenda**

Refer to the bottom of the agenda for meeting information.

Thursday, November 7, 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 **Amended* Agenda, Previous Meeting Minutes, and Consent Items**

- A. Approval of **Amended*** Agenda
- B. Approval of October 3, 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. **Workgroup Member Introduction: Angelina Goldwell***
Michelle Chavez, Human Services Coordinator
***Amended to add item 6.A on November 6, 2024**
- B. **Human Services Grant Program Draft Policy Revision**
Michelle Chavez, Human Services Coordinator
- C. **Community Development Block Grant Program Introduction**

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_yc3SpSvATfGOjbh8nDvSbg
- City Website: <https://cityoflacey.org/government/public-meetings/>
- YouTube: https://www.youtube.com/watch?v=2iHGEMiA_S0
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 835 1982 3637)

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_yc3SpSvATfGOjbh8nDvSbg

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, November 7, 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 Work Group Minutes
Thursday, October 3, 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, present until 6:20 p.m.); and Board Member(s) Nathaniel Clay (remote); Nancy Dihle; Juliet Lawson Hall (remote); Dalia Martinez (remote, present after 5:55 p.m.); Tiffany Walker (remote); and Youth Representative Elhadj Toure

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

3. Land Acknowledgment

Board Member Dihle read the abbreviated Land Acknowledgment.

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

A. Approval of Agenda

B. Approval of September 5, 2024, meeting minutes

Board Member Nathaniel Clay moved to approve the agenda and meeting minutes. Board Member Nancy Dihle seconded. The motion carried.

5. Public Comment

No one signed up to speak at the meeting, no one registered to speak via Zoom,

and no written public comment was received.

6. Business Items

A. Introduction to Lacey Youth Council and Representative Elhadj Toure

Sadie Siglin, Management Analyst

Siglin provided an overview of the Lacey Youth Council program and introduced Eladhj Toure from River Ridge High School, the newly appointed Lacey Youth Representative.

B. Human Services Grant Program Material Review

Michelle Chavez, Human Services Coordinator

Chavez reviewed the grant program and asked for feedback on the policies, application, and scoring rubric. Discussion ensued.

C. Human Services Commission

Michelle Chavez, Human Services Coordinator

Given the extensive requests for funding in response to the Human Services Grant Program, there appears to be a significant need for human services funding in Lacey.

Chavez reviewed the history of the Human Services Workgroup and highlighted the steps to establish a permanent Human Services Commission. Staff recommend continuing to have a Human Services Advisory Board, known as the Human Services Commission, provided the City Council continues to fund the Human Services Grant Program in 2025 and beyond.

Board Member Walker moved 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. Board Member Clay seconded. The motion carried.

7. Adjourn

Chair Stephens adjourned the meeting at 6:51 p.m.





HUMAN SERVICES WORK GROUP

November 7, 2024

SUBJECT: Human Services Grant Program Policy Review

RECOMMENDATION: Provide feedback on draft updated Human Services Grant Policy

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

ORIGINATED BY: City Manager's Department

ATTACHMENTS: 1. Draft Updated Human Service Grant Program Policy

FISCAL NOTE: The proposed 2025 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](#)
[Human Services Workgroup - October 3, 2024](#)
[City Council Worksession - October 8, 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.

The proposed 2025 Budget includes \$300,000 for the HSGP.

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.

Notably, in the future, the forthcoming Needs Assessment may provide additional information to assist the Lacey City Council in determining funding priorities for 2025, and potentially beyond.

Program Policy Discussion: During the Human Services Workgroup (HSWG) Meeting on October 3, 2024 and the City Council Worksession on October 8, 2024, interest was expressed in considering adjustments to HSGP Policy.

In both groups, two items that were discussed were:

1. Change the policy so that there is a maximum grant award for both the capital projects (brick and mortar) and public service projects so that funds can be distributed to more agencies.
2. Limit the number of applications agencies can submit to one per agency.

With these items in mind, **Attachment 1** provides a draft updated HSGP policy with the following considerations:

1. A maximum grant award (\$25,000, \$30,000 or \$50,000) for capital projects and public service projects.

Table X			
Possible fully-funded HSGP			
	\$50,000	\$30,000	\$25,000
# of fully funded	6	10	12

For the 2024 HGSP, the maximum amount of funding provided to successful applicants was \$31,233. The City funded 11 projects in total, including 7 that received the maximum award, and a total of 10 that received \$25,000 or greater.

2. Limits the number of applications to one per agency.

Next Steps: Review and discuss the draft HSGP Updated Policy and provide feedback to City staff. In particular, the City would like feedback on the following items:

1. HSGP prioritization categories;
2. Maximum grant funding amounts; and
3. Limiting the number of applications per agency.



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.

Pending: In 2025, the City allocated (TBD) of Human Services Grant Program (HSGP) dollars support the community with a focus on basic needs, including housing, survival, and security.

Categories

Pending: In 2025, 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) Maximum award of (**Pending:** \$25,000, \$30,000, \$50,000) for human service programs.
- 3) Maximum award (**Pending:** \$25,000, \$30,000, \$50,000) for capital (brick and mortar) projects.
- 4) One proposal allowed per agency per application cycle.

- 5) 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.
- 6) The Human Services Work Group (**Pending:** Human Services Commission) will review proposals and make recommendations for final approval by the Lacey City Council.
- 7) Presentations may be requested of HSGP applicants.
- 8) 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.
- 9) 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)
- 10) 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.
- 11) Organizations that apply must be authorized by their governing body or executive director (or equivalent) to apply and receive program funds.
- 12) Probation for Incomplete Projects

- a. If an agency is unable to complete the project within the term of the agreement, or 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) **Capital projects:** Maximum award for capital (brick and mortar) projects is **(Pending:** \$25,000, \$30,000, \$50,000). Capital projects must be located in Lacey.
- 5) **Service projects:** Maximum award for service projects is **(Pending:** \$25,000, \$30,000, \$50,000).
- 6) Applicants may receive partial funding.
- 7) 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

General HSGP Calendar (subject to change)	
Applications Open	TBD
Application Workshop	
Application Deadline (No late applications)	
Applicant Presentations	
Work Group Recommendations	
City Council Decisions	
Program Year	

Contact

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



HUMAN SERVICES WORKGROUP MEETING

NOVEMBER 7, 2024

SUBJECT: Community Development Block Grant Program Overview

RECOMMENDATION: None. Discussion Only

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

ORIGINATED BY: City Manager’s Department

ATTACHMENTS: 1. Thurston County Consortium / Olympia Existing Community Participation Plan
2. Draft Lacey CDBG Community Participation Plan Outline

FISCAL NOTE: 2025 anticipated funding of \$304,850 (HUD estimate)

**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

PRIOR REVIEW: [City Council Meeting](#) - June 18, 2024

BACKGROUND: On June 18, 2024, the Lacey City Council approved starting the process of becoming its own Community Development Block Grant (CDBG) entitlement community. The City provided letters to the 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. HUD estimated that Lacey will receive \$304,850 in CDBG funding for 2025.

CDBG funds are used for a wide range of community development activities including neighborhood revitalization, economic development and improved community facilities and services. Any project receiving CDBG funding is required from the Department of Housing and Urban Development (HUD) to meet at least one of three national objectives:

- Benefit low- and moderate-income (LMI) persons.

- Aid in the prevention or elimination of slum or blight.
- Meet an urgent need.

CDBG Entitlement Program Overview

The CDBG Entitlement Program provides annual grants on a formula basis to entitled cities and counties. CDBG funds are to develop viable urban communities by providing decent housing, a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. CDBG is authorized under Title 1 of the Housing and Community Development Act of 1974 (HCDA). The U.S. Department of Housing and Urban Development (HUD) oversees and awards grants to entitlement communities to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

Communities eligible to receive CDBG funding include:

- Principal cities of Metropolitan Statistical Areas (MSAs);
- Other metropolitan cities with populations of at least 50,000*; and
- Qualified urban counties with populations of at least 200,000 (excluding the population of entitled cities).

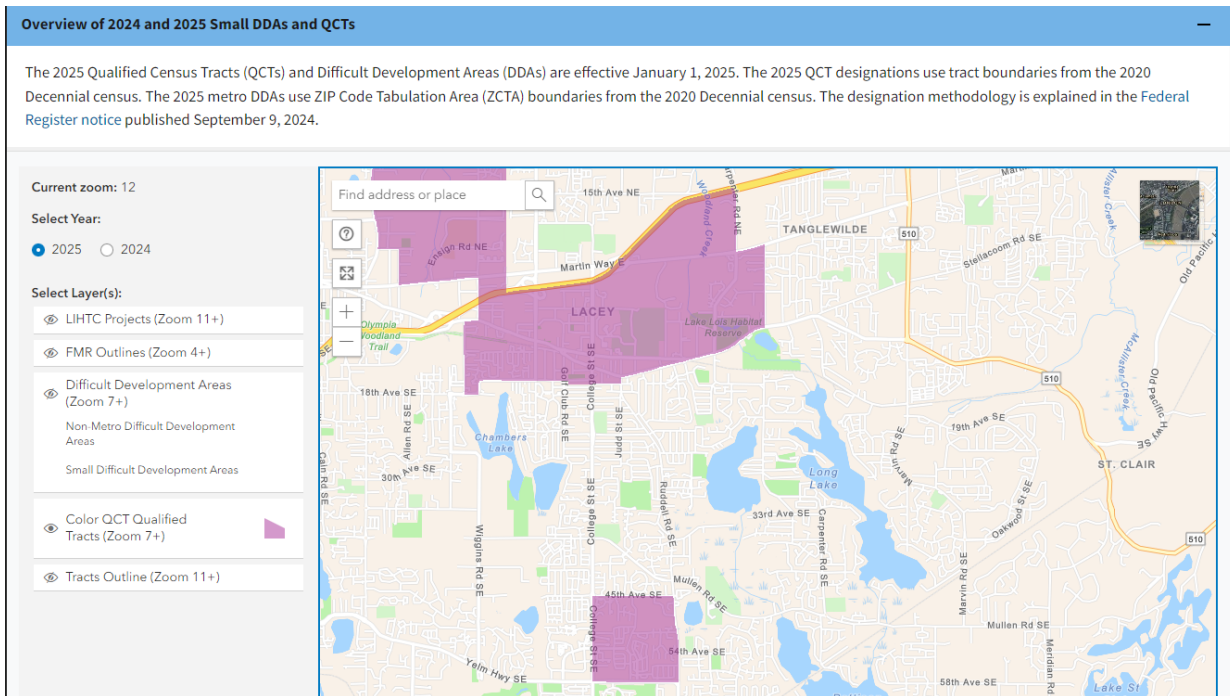
*The City meets this criteria.

HUD determines the amount of CDBG funding for each entitlement community using a dual formula system, which includes several measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing and population growth lag in relationship to other metropolitan areas. CDBG communities develop their own programs and funding priorities through a Consolidated Plan and Annual Action Plan.

In brief, CDBG funds must be used for activities that meet the following requirements:

1. Funding cannot supplant existing local or state funds.
2. Projects must satisfy HUD's CDBG National Objective, meaning that a project must benefit Low-and-moderate income (LMI) persons by one of the following means:
 - a. **Area benefit:** Benefit all residents in an area where at least 51 percent are LMI populations. This is determined by census tract. Per [2024 and 2025 HUD maps](#), it appears that Lacey will have two qualifying census tracts in 2025, see **Figure 1** below. Within these qualified tracts, CDBG eligible projects would not require additional data collection specific to meeting the CDBG National Objective. As an example, a project enhancing public infrastructure within this tract would meet this condition.

FIGURE 1: 2024 and 2025 HUD MAP of SMALL DDAs and QCTs



b. **Limited Clientele Benefit:** A project benefits a specific targeted group of persons. This can be achieved by one of the following standards:

- i. **Primarily Presumed to be LMI** – The project serves a group of individuals that are considered primarily presumed to be LMI, e.g., abused children, domestic violence victims, older adults (62+), homeless persons, etc. As an example, a project enhancing a Senior Center would meet this standard.
- ii. **Demonstrated to be LMI** – The project serves groups of individuals that are LMI tracked through documentation and data. As an example, a project where tracked income levels of program participants determined that over 51% of program beneficiaries were LMI would meet this standard.

c. **Housing Benefit:** Projects that provide or improve permanent residential structures that will be occupied by LMI income households.

3. Projects must be an CDBG eligible activity. Categories of eligible activities include:

a. **Public Services.** A maximum of 15% of total CDBG funding can be used for this purpose. Public Services could include, but are not limited to:

- Job training
- Crime prevention
- Health and behavioral services
- Services for homeless persons
- Substance abuse services
- Fair housing counseling
- Education programs

- b. **Public Facilities.** Projects related to facilities that are either publicly owned or that are traditionally provided by the government, or owned by a nonprofit, and operated to be open to the general public, e.g., food banks, community centers, firehouses, public schools, libraries, and shelters for persons having special needs (not permanent housing).
- c. **Public Improvements.** Projects that improve infrastructure, e.g., streets, sidewalks, curbs and gutters, parks, playgrounds, water and sewer lines, flood and drainage improvements, parking lots, utility lines, and aesthetic amenities on public property such as trees, sculptures, pools of water and fountains, and other works of art.

Table I. CDBG Eligible Activities by General Categories

General Categories	Eligible Activities
Planning, Administrative and Technical Assistance	<ul style="list-style-type: none"> • comprehensive planning and related activities; • administrative costs associated with carrying out the requirements of the program, as well as other HUD programs; • provision of technical assistance to public or nonprofit entities; • payment of the non-federal share of other federal grant programs; • development and implementation of energy conservation and use strategies.
Public works and public facilities	<ul style="list-style-type: none"> • acquisition and rehabilitation of real property that may be used for public works, open space acquisition, historic preservation, or other public purposes; • acquisition, construction, reconstruction, or installation of public works, public facilities, neighborhood facilities, senior centers, centers for the handicapped, recreation facilities, and street lights; • removal of architectural barriers to the elderly and handicapped.
Economic Development and Neighborhood Revitalization	<ul style="list-style-type: none"> • payment to for-profit entities in support of economic development; • assistance to neighborhood-based organizations, including community development corporations, in support of economic development, housing assistance; or neighborhood revitalization activities; • assistance, including loans and grants, to non-profit entities in acquiring real property, or acquiring or rehabilitating public facilities, site improvements, utilities, or commercial and industrial facilities and improvements; • micro-lending; • brownfield redevelopment; • creation of revolving loan funds.
Public Services	<ul style="list-style-type: none"> • public services (limited to no more that 15% of an entitlement community or state's annual allocation).
Housing related activities	<ul style="list-style-type: none"> • rehabilitation of housing owned and occupied by low and moderate income persons; • repair of housing units acquired through tax foreclosures; • assistance to facilitate homeownership among low- and moderate-income persons; • housing services, including counseling, in connection with the HOME program; • lead-based paint abatement.
Acquisition, demolition, and disposition of real property	<ul style="list-style-type: none"> • Acquisition of real property; • disposal of real property; • code enforcement in deteriorated or blighted areas; • clearance, demolition, and rehabilitation and renovation of privately and publicly owned buildings, including closed public schools.

Generally, the following types of activities and projects are ineligible:

- General government expenses;
- Public facilities like city halls, police stations, stadiums, exhibit halls, schools;
- Political activities;
- Certain income payments;
- New permanent residential housing construction; and
- Income payments.

Local Background of CDBG Programs. Prior to 2013, the City of Lacey (“City”) competed for CDBG funds through Washington State’s Small Cities CDBG program. In 2012, the City joined the Thurston County CDBG Urban County Consortium (“TC CDBG Consortium”) for 2013-2015. Since this initial agreement, the City has continued to participate in the TC CDBG Consortium for three additional funding cycles, 2016-2018, 2019-2021, 2022-2024. In each cycle, CDBG funding rotated every three years among the following entities:

- Thurston County (including south county communities, Tenino, Rainier, Bucoda, Yelm)
- City of Lacey
- City of Tumwater

Table 2 provides a list of Lacey CDBG projects during the past four TC CDBG Consortium funding cycles.

Table 2. CDBG Projects 2014, 2017, 2020 and 2023

Year	Entity	Organization	Project	Category	Budget
2014	Lacey	Community Youth Services	Rehab 3 houses	Housing	\$46,879
2014	Lacey	Homes First	Acquisition and Rehab	Housing	\$250,000
2014	Lacey	Housing Authority	Acquire 8 plex	Housing	\$382,786
2014	Lacey	Community Action County	Monarch	Youth	\$88,116
2014	Lacey	Thurston County Economic Development Council	Veterans Microenterprise program	Veterans	\$68,729
2017	Lacey	Evergreen Treatment Services	South Sound Clinic Expansion	Social Services	\$246,690
2017	Lacey	Housing Authority of Thurston County	Golf Club and 14th Ave Affordable Housing	Housing	\$74,007
2017	Lacey	Community Youth Services	Transitional Housing Rehabilitation	Housing	\$69,567
2017	Lacey	Community Action Council	New Facility for Monarch Children's Justice & Advocacy Center	Youth	\$185,031
2017	Lacey	Thurston County Food Bank	Lacey Food Bank	Social Services	\$197,352
2017	Lacey	Sidewalk	Veterans Housing Coordinator	Housing	\$49,338
2017	Lacey	Boys and Girls Club of Thurston County	Homeless Youth Assistance	Youth	\$33,536
2020	Lacey	Boys and Girls Club of Thurston County	Homeless Youth Assistance	Youth	\$45,573
2020	Lacey	Child Care Action Council	Early Learning Program	Youth	\$20,000
2020	Lacey	City of Lacey	Veterans Hub Expansion	Veterans	\$421,852

Table 2. CDBG Projects 2014, 2017, 2020 and 2023

Year	Entity	Organization	Project	Category	Budget
2020	Lacey	GRuB	Victory Farm	Social Services	\$15,000
2020	Lacey	Homes First	Affordable Rental Homes for Lacey	Housing	\$210,926
2020	Lacey	Habitat for Humanity	Critical Home Repairs	Housing	\$55,000
2020	Lacey	Thurston County Food Bank	Lacey Food Bank Expansion, Phase 2	Social Services	\$295,296
2023	Lacey	Boys and Girls Club of Thurston County	Homeless Youth Assistance	Youth	\$50,000
2023	Lacey	Catholic Community Services SW	Meals for Unsheltered / Low Income	Social Services	\$11,355
2023	Lacey	Community Action Council of Lewis, Mason and Thurston Counties	Support for abused children and families	Social Services	\$60,000
2023	Lacey	Senior Services for South Sound	Home Sharing Program	Social Services	\$21,000
2023	Lacey	Foundation for the Challenged	Housing for extremely low-income individuals with intellectual and developmental disabilities	Housing	\$150,000
2023	Lacey	Homes First	Housing for low and very low income	Housing	\$338,421
2023	Lacey	Low Income Housing Institute	Preservation of affordable housing for low income, 40-50% AMI	Housing	\$338,421
2023	Lacey	Rebuilding Together Thurston County	Critical Home Repairs	Housing	\$30,000
2023	Lacey	South Puget Sound Habitat for Humanity	Critical Home Repairs	Housing	\$55,000

2023-2027 Consolidated Plan. The Consolidated Plan is a planning document required by HUD to be submitted every three to five years by all jurisdictions that receive CDBG funds and HOME funds. The Consolidated Plan identifies needs and determines strategic priorities for the use of CDBG and HOME funds over the ensuing plan period. A [2023-2027 Consolidated Plan](#) was completed for the Thurston County Consortium and City of Olympia. The main priority goals were housing, services, community and economic development and special needs.

Key CDBG Work Products Needed for Lacey 2025 stand-alone entitlement community:

1. **Lacey CDBG Community Participation Plan** –This plan details the requirements for community engagement on CDBG Consolidated Plans, Annual Action Plans, CAPERS (annual reports), and what is required when a plan is amended. **Attachment 1** provides an example of the current Thurston County Consortium / Olympia Community Participation Plan.

1. **Lacey CDBG 3-Year Consolidated Plan 2025-2027** –Because Lacey is becoming a standalone CDBG entitlement community, a new 3-year Consolidated Plan is required. This will be informed by the Community Needs Assessment and Human Services Strategic Plan.

2. **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 with more federal requirements.

Draft 2025 CDBG Program Timeline. A tentative timeline for the 2025 CDBG program is provided in **Table 3**.

Table 3 Timeline for 2025 Lacey CDBG Program Dates Subject to Change			
Dates	Activity	Who	Notes
November 2024	Create Community Participation Plan (CPP) Create CDBG Application / Update Web Site and Program Timeline	City of Lacey	Present CPP to Work Group in December Present Application and Updated timeline in Winter 2024/2025
December 2024 – April 2025	Create a 3 Year Consolidated Plan which includes an Annual Action Plan of 2025 CDBG Projects	City of Lacey	3 Year Consolidated Plan would incorporate Human Services Needs Assessment and Human Services Strategic Plan

**Table 3
Timeline for 2025 Lacey CDBG Program
Dates Subject to Change**

Dates	Activity	Who	Notes
February 2025	Hold a (joint) Application Workshop for 2025 CDBG Program – include timelines, application process, bidding requirements, reporting requirements, etc. (Possibly jointly with Olympia) Open Applications for 2025 CDBG Funds	Potentially City of Lacey, City of Olympia Potential CDBG Applicants	HUD Rules on funding: 65+% Capital Projects 15% Public Services (optional) 20% Admin (optional) Application open for 3 weeks
March 2025	Application Review and Approval	City of Lacey	Application Review: First internal, then HSWG/Commission
April 2025	Draft of Consolidated Plan (Con Plan) and Annual Action Plan (AAP) 1 st Public Hearing and Review and Comment Period	City of Lacey, Newspapers, website, Other public agencies	30-day public review and comment. Public Hearing at HSWG/Commission Requires legal notices.
May 2025	Draft Con Plan and AAP 2 nd Public Hearing Recommendation by HSWG/Commission Presentation to City Council	City of Lacey Newspapers, website, Public Access	Include any public comments received in new draft Requires legal notices.
June 2025	Submit draft Con Plan and AAP to HUD Environmental Reviews Begin	City of Lacey, HUD	Plans must be submitted to HUD by July 2025. HUD has 45 days to review.
July 2025	Mandatory Training for All potential Lacey CDBG Subrecipients	City of Lacey CDBG Sub/ Recipients	
August 2025	Bids Released for Capital Projects Contracts Written and Signed	City of Lacey	
September 1, 2025 to October 31, 2026	Year one of Lacey CDBG Entitlement Program	City of Lacey / HUD	

Table 3
Timeline for 2025 Lacey CDBG Program
Dates Subject to Change

Dates	Activity	Who	Notes
October/ November 2025	Design Lacey Monitoring Program and Monitoring Schedule	City of Lacey	

Thurston County and City of Olympia Public Participation Plan

Thurston County and the City of Olympia are required to adopt a citizen participation plan, hereafter referred to as a “Public Participation Plan”, that sets forth the jurisdiction’s policies and procedures for public participation.

Residents and other stakeholders are encouraged to participate in the development of the Assessment of Fair Housing (AFH) and the planning and evaluation of the three federal grant programs addressed in the Consolidated Plan:

1. Urban County Community Development Block Grant (CDBG) Program, which includes Thurston County, Lacey, Tumwater, Yelm, Rainier, Bucoda, and Tenino;
2. Thurston County Home Investment Partnerships Program (HOME), which includes Thurston County, Olympia, Lacey, Tumwater, Yelm, Rainier, Bucoda, and Tenino; and
3. City of Olympia CDBG Program, which is only for Olympia.

The City of Olympia and Thurston County have developed a joint Public Participation Plan. This plan describes how to access information about the programs, examine the draft plans and report documents, review and comment on proposed activities, and provide comments on performance evaluations of approved activities. The public is also encouraged to participate in program implementation and monitoring activities.

As a joint plan, some elements of this plan will apply broadly to the AFH and all three programs. Other sections are more specific to a certain federal program or jurisdiction, as noted.

Purpose of the Public Participation Plan

The Housing & Community Development Act of 1987 requires recipients of the federal grant program funds to develop a Public Participation Plan outlining the public planning process for the five-year Consolidated Plan, the annual Action Plans, and the AFH. The Public Participation Plan provides key information to help the public and other stakeholders understand how the proposed use of HOME and CDBG funds may impact them. This information includes:

1. An assessment of needs;
2. An outline of strategies;
3. An identification of specific activities to be funded;
4. Links each proposed activity to a federal CDBG national objective;
5. An identification of intended beneficiaries;
6. A clear identification of the benefit to low and moderate-income persons; and
7. An identification of all anticipated resources.

The general intent of these plans is to provide clear information to allow the public and other stakeholders to understand how the City and County will invest these federal HOME and CDBG funds, and in particular to provide sufficient details to allow the public and other stakeholders to understand how these programs might affect them.

Anti-Displacement and Anti-Relocation Plan

As part of the Citizen Participation Plan, the public will be advised about the County and City plans to limit the displacement of persons through the CDBG and HOME program activities, and the ways the jurisdictions will assist any persons who may be displaced. The Anti-Displacement and Anti-Relocation Plan is included in the Consolidated Plan.

How the Public Can Participate

The following table provides an overview of how the public can participate in the HOME and CDBG Programs and during the development of the AFH.

Activity/Document	When Activity Begins	Public Comment Period	How to Participate and Access Documents
Consolidated Plan (Five-Year Strategic Plan)	Starts six months preceding the coming Consolidated Plan Public Comment period	30 days	<ul style="list-style-type: none"> • Two public hearings: 1) an early public hearing on housing and community development needs, development of proposed activities, and proposed strategies and actions for affirmatively furthering fair housing; and 2) public hearing on the draft Consolidated Plan and First Year Action Plan. • Public community partner meetings • Summary of plan published in the newspaper of record (per 24 CFR Part 91.105(b)(2)) • Documents online at www.co.thurston.wa.us or www.ci.olympia.wa.us • Documents available at Thurston County Public Health and Social Services and Olympia City Hall
Substantial Amendments to Consolidated Plan (Changes to the Consolidated Plan)	At any point during the Consolidated Plan period	30 days	<ul style="list-style-type: none"> • Public hearing • Public community partner meetings • Documents online at www.co.thurston.wa.us or www.ci.olympia.wa.us • Documents available at Thurston County Public Health and Social Services and Olympia City Hall
Annual Action Plan (Program Year Activity Overview)	Starts six months preceding the program year	30 days	<ul style="list-style-type: none"> • Public hearing • Public community partner meetings • Documents online at www.ci.olympia.wa.us or www.co.thurston.wa.us

Activity/Document	When Activity Begins	Public Comment Period	How to Participate and Access Documents
			<ul style="list-style-type: none"> • Documents available at Thurston County Public Health and Social Services and Olympia City Hall
Substantial Amendments to Annual Action Plan (Changes to an Annual Action Plan)	At any point during the Annual Action Plan period	30 days	<ul style="list-style-type: none"> • Public hearing • Public community partner meetings • Documents online at www.co.thurston.wa.us or www.ci.olympia.wa.us • Documents available at Thurston County Public Health and Social Services and Olympia City Hall
CAPER (Annual Report on all CDBG and HOME-funded activities)	November of each program year	15 days	<ul style="list-style-type: none"> • Public hearing • Public community partner meetings • Documents online at www.co.thurston.wa.us or www.ci.olympia.wa.us • Documents available at Thurston County Public Health and Social Services and Olympia City Hall
Assessment of Fair Housing (Five-year assessment)	Approximately 12 months before the start of the Consolidated Planning process	30 days	<ul style="list-style-type: none"> • Public hearing • Public community partner meetings • Summary of plan published in the newspaper of record (per 24 CFR Part 91.105(b)(2)) • Documents online at: www.co.thurston.wa.us, www.ci.olympia.wa.us, www.hatc.org • Documents available at Thurston County Public Health and Social Services and Olympia City Hall

* Thurston County and City of Olympia currently offer public hearings in a “hybrid” format, allowing the public to participate in the public hearings remotely. This opportunity for remote hearings is anticipated to continue in the future and/or whenever a public health emergency exists.

Public Participation Requirements

The Public Participation Plan is a required element of the Consolidated Plan for the CDBG Program, the HOME Program, and the AFH as specified by federal regulations that can be found at 24 CFR Part 91.105. These regulations define how Thurston County and Olympia will ensure and coordinate public access and public participation in the decision-making process for the CDBG and HOME programs. The process includes providing opportunities for developing, reviewing and commenting on the draft Consolidated

Plan, annual Action Plan, AFH, Consolidated Annual Performance Evaluation Report, and Public Participation Plan.

Additional regulations on the CDBG Program can be found at 24CFR Part 570, and regulations for the HOME Program can be found at 24 CFR Part 92.

The joint Public Participation Plan for Thurston County, the County HOME Consortium and the City of Olympia contains the following elements:

Public Participation

Thurston County and the City of Olympia encourages all residents, public agencies, and other stakeholders, specifically low- and moderate-income residents and residents of publicly-assisted housing developments, to become involved and participate in the Consolidated Planning Process. Additionally, other stakeholders such local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) are encouraged to participate.

Access to Meetings

The County and the City will provide adequate and timely notification of public meetings and provide assistance to persons with disabilities and/or who are in need of special accommodations (see Public Hearing and Notices on the next page). A translator will be made available at all public meetings when a significant number of non-English speaking persons or interest groups notify the County or City at least seven days prior to a public hearing meeting.

Access to Information and Records

The public, public agencies, and other stakeholders will have reasonable and timely access to information and records relating to the Urban County's use of CDBG funding, the Home Consortium's use of HOME funds, and the City of Olympia's use of CDBG funds covered under the Consolidated Plan. HUD-provided data and supplemental information that Thurston County plans to incorporate into the AFH will be made available at the start of the public participation process, or as soon as feasible thereafter. The following documents are available for public review:

- HOME Federal Rules, Regulations, and Guidelines (24 CFR Part 92);
- CDBG Federal Rules, Regulations and Guidelines (24 CFR Part 570);
- *Prior* Olympia CDBG Consolidated Plans (2018-2022); *Prior* Thurston County Regional Consolidated Plan (2018-2022);
- Annual Action Plans for both County and City prior program years;
- Agencies request for proposals submitted for HOME and CDBG funding;
- Consolidated Annual Performance Evaluation Reports (CAPER) for both the County and the City of Olympia; and
- Public hearing records for both the County and the City of Olympia.
- Draft Assessment of Fair Housing.

The public will have the opportunity to provide verbal and written comments regarding program policies, proposed annual budget allotments, and funding priorities.

Thurston County Documents

Copies of the Consolidated Plan (and amendments), Public Participation Plan, annual Action Plan (and amendments), AFH (and amendments), and the annual CAPER are available at the following locations:

- Thurston County offices at the Thurston County Public Health and Social Services;
- Thurston County website at www.co.thurston.wa.us;
- Housing Authority of Thurston County (AFH Only).

City of Olympia Documents

Copies of the Consolidated Plan (and amendments), Public Participation Plan, annual Action Plan, AFH, and the annual CAPER are available at the following locations:

- City of Olympia Housing Program at Olympia City Hall;
- City of Olympia's website at: www.ci.olympia.wa.us;
- Housing Authority of Thurston County (AFH Only)

Technical Assistance

Upon request, technical assistance will be made available to groups representing low- and moderate-income persons to assist them in understanding the requirements for developing proposals under the Consolidated Plan or to comment on the AFH.

Public Education

Thurston County will actively strive to educate and publicly inform the public on low-income housing and community development issues through the periodic promotion and sponsorship of public housing forums on affordable and homeless housing issues. The County and City will also utilize the following resources to keep the public informed:

- Community partner and other public meetings;
- Public access television announcements;
- Website updates;
- Direct emailed copies of documents and notices;
- Direct email to the County and City's Housing Programs' list of concerned persons, organizations and other stakeholders; and
- Presentations at local meetings of related organizations including, but not limited to, the HOME Consortium and the Thurston County Housing Task Force.

Public Hearings/Public Notices

The purpose of public hearings is to encourage and provide opportunities for public comment on all phases of the planning process, which include identifying housing and community needs, strategies, and priorities; determining program funding levels; and evaluating program performance.

During these public hearings, both the County and City will collect verbal and written comments on the draft Consolidated Plan, Substantial Amendments, Annual Action Plan, AFH and the CAPER.. Hearings will provide reasonable notification and access for the public in accordance with Thurston County and/or Olympia's certifications, timely responses from local officials to all public questions and issues, and public access to all public questions and responses. Public hearings will be accessible to people with disabilities. Public hearing notices will be published in the newspaper of record and will encourage the participation of non-English speaking persons, the disabled, and minorities. Where reasonable, and when requested seven days in advance, translation services for non-English speaking persons and

assistive listening devices will be available. Persons needing special accommodations should contact the Thurston County or City of Olympia officials seven days prior to the hearing using the following contact information:

Thurston County Clerk of the Board Telephone number (360) 786-5440
TDD number (360) 754-2933

City of Olympia Housing Program Telephone (360)753-8183
TTY (360) 753-8270 (during normal business hours to be connected via a text telephone machine)
or use the Washington State Relay Service by dialing 711, or 1 (800) 833-6384.

Number of Public Hearings

The County and the City will each hold a minimum of two public hearings during each program year, with additional public hearings for the Consolidated Plan and AFH held, as required. Additional public hearings pertaining to amendments may be held, as required.

Assessment of Fair Housing

Prior to the Consolidated Plan process, the County and the City will hold at least one public hearing on the AFH before the AFH is published for comment. This public hearing will solicit input from the community on AFH-related data and affirmatively furthering fair housing in the County's community development programs.

Plans – Consolidated Plan and Annual Action Plan Hearing

Every five years, the County and City must update the Consolidated Plan. When a Consolidated Plan is updated, there will be two hearings before action.

- The first public hearing will be held prior to the start of the Consolidated Plan period before the Consolidated Plan is published for comment. This hearing will also provide an opportunity to comment on priority needs and goals, the AFH, and the development of proposed activities for the first year of the Consolidated Plan period, which is the first annual Action Plan for that Consolidated Plan period. This hearing will be held in early spring to allow for preparation of the Consolidated Plan and the first annual Action Plan.
- The second public hearing will be held to allow for timely submission of the Consolidated Plan and/or the annual Action Plan 45 days prior to the start of the coming program year, which occurs on or before July 15.

For the four years following the Consolidated Plan update (Years 2-5), the County and City must submit Annual Action Plans to HUD. During these years, one public hearing will be held 45 days prior to the start of the coming program year, which occurs on or before July 15.

Annual Report – CAPER Public Hearing

The second public hearing will occur during the month of November, timed to allow for the submission of the annual CAPER report 45 days following the completion of the program year on or before November 15th. This public hearing will discuss the performance of the program, year-end fiscal and narrative summaries of activity, and will provide information on housing and community development needs .

Record of Public Comments

A summary of the public comments along with the County's and City's responses will be incorporated

into the Consolidated Plan, annual Action Plan, AFH, and CAPER, whichever is appropriate. The public comment period for the Consolidated Plan, Annual Acton Plan, AFH, and CAPER will be thirty days, and may run concurrent with the public notice date. Notices of public hearings will be published the Olympian Newspaper and will include an opportunity for public comment for at least thirty days. All proposed substantial amendment changes to the Consolidated Plan and/or annual Action Plan will adhere to the same public notice and public hearing requirements.

Substantial Amendments to the Consolidated Plan, the Annual Action Plan, or the AFH

The County and the City can amend the Consolidated Plan, the annual Action Plan, and the AFH after adoption by following the process in their published Public Participation Plan for making changes. If a change is *not* considered a substantial amendment, the County and the City can follow the public process for the annual Action Plan to allow for review and approval of changes that will then be reported in that program year's annual report, the CAPER.

The following will not be considered substantial amendments:

- Adjustments of allocations of program income to reflect actual (rather than anticipated) income;
- Pursuit of contingency projects identified in the Annual Action Plan;
- Adjustments in project funding, provided no new projects are proposed without a substantial amendment process, and provided that the change in federal funds awarded to a project is not increased more than 30 percent or \$50,000, whichever is greater;
- Allocation of funds which meet the Urgent Need test of HUD (e.g. existing conditions pose serious and immediate threat to health/welfare of community).

If the change is determined to have a more significant impact, the County and the City must follow the public process for a substantial amendment. Changes to the Consolidated Plan, the annual Action Plan, or the AFH are considered a substantial amendment if the proposed change in the use of either HOME or CDBG funds meets the following criteria:

- A change in allocation priorities, which is considered a change of federal funds awarded to a project of greater than 30 percent or \$50,000, whichever is greater;
- A change in the general location of activities;
- A major change in the scope of a project;
- The addition of a specific project which is not included as a contingency in the annual Action Plan or considered an Urgent Action; or
- A material change that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances.

All substantial amendments will be subject to the same public participation requirements as outlined above.

Distribution of Funds

The distribution of HOME and CDBG funds and implementation of program activities will be performed by subrecipient/contractor organizations selected through a competitive and open request for proposal process. The Urban County CDBG program, the Thurston County HOME Program and the Olympia CDBG will strategically target funds to meet prioritized needs consistent with the goals and strategies identified in the Consolidated Plan and annual Action Plan. Proposals will be solicited annually, based

upon the County's and City's anticipated receipt of its annual allocations from HUD. Funding decisions and awards will be determined through an open and evaluative assessment of the organization's experience, costs, and the administrative and organizational capacity for delivering services.

The County and City may refine their public request for proposals process during the Consolidated Plan period. All changes to the schedule, format or other aspects of the request for proposals process will be subject to the open meetings act and/or public notice.

Public Participation Advisory Group

Section 104(a)(3) of the Housing and Community Development Act of 1974 requires that residents have an advisory role in planning, implementing and assessment of community development programs. An advisory group (which may be an existing community organization) will convene at least once a year to provide input in the planning, implementation and evaluation of the Urban County CDBG, the HOME Program and the City of Olympia CDBG Program.

Public Complaints/Grievances

A complaint pertaining to the Consolidated Plan, annual Action Plan, AFH, any plan amendments, and/or the annual CAPER report may be submitted to:

Thurston County Public Health and Social Services
412 Lilly Road NE, Olympia, WA, 98506.

City of Olympia Housing Program
Olympia City Hall, 601 4th Avenue East, Olympia, WA 98501

Complaints may also be submitted to HousingThurston@co.thurston.wa.us. Staff will review the complaint and will provide a response within a period of 15 working days of receipt of the complaint.

City of Lacey CDBG / HOME Community Participation Plan Outline

I. Introduction

- a. Purpose of the CDBG / HOME Community Participation Plan (CPP)
- b. Federal Requirements for Community Participation
- c. Glossary of Terms
- d. Consolidated Plan, Annual Action Plan, CAPER (Annual Report), AFH (Assessment of Fair Housing)

II. How to Participate

- a. Notice of Public Hearings and Review Process
- b. Accessibility and Language Access
- c. Technical Assistance

III. Amendments to Plans

- a. Minor Amendments
- b. Substantial Amendments
- c. Emergency Waivers from HUD

IV. Additional Requirements

- a. Anti-Displacement and Anti-Relocation Plan
- b. Complaint and Grievance Process