



Human Services Commission Agenda

Refer to the bottom of the agenda for meeting information.

Thursday, January 8, 2026

5:30 PM

Executive Board Room and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgement

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

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

- A. Approval of Agenda
- B. Approval of November 6, 2025, meeting minutes

5. Public Comment

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

6. Business Items

- A. **Welcome Youth Council Member Jennifer Zheng**
- B. **Community Development Block Grant Program (CDBG) Program Update and Recommendation**
Michelle Chavez, Human Services Coordinator
- C. **Human Services Grant Program (HSGP) Update**
Michelle Chavez, Human Services Coordinator
- D. **Director's Report**
Shannon Kelley-Fong, Assistant City Manager
Michelle Chavez, Human Services Coordinator
 - 1. Regional DEIB Advisory Board Meeting Update
 - 2. Human Services Commission 2026 Work Plan

7. Adjourn

Attendance and Public Comment

Attend Remote or In-Person

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

In Person:	Executive Board Room at Lacey City Hall 420 College Street SE, Lacey, WA 98503
Zoom:	https://us02web.zoom.us/webinar/register/WN_dVf-juLjSTaZzhJvTUF_8w
City Website:	https://cityoflacey.org/government/public-meetings/
YouTube:	https://www.youtube.com/watch?v=v4EiWP2AWPU
Phone:	(888) 788-0099 or (877) 853-5247 (Webinar ID 842 2808 3590)

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 meeting room.
Zoom:	Preregister using the following Zoom link no later than two hours prior to the meeting: https://us02web.zoom.us/webinar/register/WN_dVf-juLjSTaZzhJvTUF_8w

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

Written Public Comment

Please email written public comments to HumanServices@cityoflacey.org. The commenting period will close two hours before the meeting time. 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.



Human Services Commission Minutes

Thursday, November 6, 2025

Council Chambers and Online

1. Call to Order

Chair Stephens called the meeting to order at 5:32 p.m.

2. Roll Call

COMMISSIONERS PRESENT: Brandon Stephens, Chair; Angelina Goldwell, Vice Chair; and Commissioners Nancy Dihle, Lester Dickson (remote), and Tiffany Walker (remote, present after 5:43 p.m.)

COMMISSIONERS EXCUSED: Commissioner Dalia Martinez and Jennifer Zheng, Youth Council Representative

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Michelle Chavez, Human Services Coordinator; and Paul J. White, Deputy City Clerk

3. Land Acknowledgement

Chair Stephens presented the abbreviated Land Acknowledgement.

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

- A. Approval of Agenda
- B. Approval of July 10, 2025, meeting minutes

Chair Stephens moved to approve the November 6, 2025, agenda and the minutes of July 10, 2025. Vice Chair Goldwell seconded. The motion carried.

5. Public Comment

No one registered to speak during the meeting, remotely or in person, and no written comments were received.

6. Business Items

- A. **Welcome Youth Council Member Jennifer Zheng**
Michelle Chavez, Human Services Coordinator

Youth Council member Jennifer Zheng was not in attendance and this item was postponed to a future meeting.

B. Human Services Grant Program Update

Michelle Chavez, Human Services Coordinator

Chavez reviewed the 2024 Human Services Grant program and reported on its successes, including a summary of awarded funds. Funds requested and awarded for the 2025 program were summarized, and Chavez provided an update on the status of the Human Services Needs Assessment and Strategic Plan. Key takeaways from focus groups were shared, and next steps were outlined.

Commissioner Walker was present remotely after 5:43 p.m.

C. Community Development Block Grant (CDBG) Update

Michelle Chavez, Human Services Coordinator

Chavez provided an update on the Community Development Block Grant (CDBG) program, noting approval of the Consolidated Plan and Annual Action Plan. Evaluation of capital projects is underway for disbursement of \$348,393, which has been allocated to the City directly by the U.S. Department of Housing and Urban Development. The current closure of the federal government is not expected to affect timelines for related City projects. Potential capital projects to be funded through the CDBG program were summarized. The Human Services Commission is expected to review and make recommendations on CDBG capital projects prior to City Council approval.

D. Diversity, Equity, Inclusion, and Belonging (DEIB) Regional Meeting Report

Shannon Kelley-Fong, Assistant City Manager
Michelle Chavez, Human Services Coordinator

Kelley-Fong reported on the September 22, 2025, DEIB Regional Advisory Board meeting at the Thurston County Fairgrounds. Participants included Thurston County, the Cities of Tumwater and Olympia, Lacey Human Services Commissioners, and members of the community. Topics emerging from group sessions were summarized.

7. Adjourn

Chair Stephens adjourned the meeting at 6:32 p.m.



HUMAN SERVICES COMMISSION
January 8, 2026

SUBJECT: Community Development Block Grant Program (CDBG) Program Update and Recommendation

RECOMMENDATION: Recommend Option 1 to the Lacey City Council:

- \$313,554 in Capital Project Funding for the Lacey Senior Center Expansion Project: Parking Lot and Accessibility Improvements;
 - Contingency Project: Huntamer Park Accessibility / Sidewalk Improvements; and
 - \$34,839 for Administration of the CDBG Program
-

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

ORIGINATED BY: City Manager's Department

ATTACHMENTS:
1. Eligible Activities Summary
2. 2025 CDBG Income Eligibility Chart

FISCAL NOTE: 2025 funding of \$348,393

WORK PLAN GOAL: **Connect**
Create and maintain a comprehensive infrastructure system that connects people and places

Serve
Providing excellent, people-centered services

Create
Be the place to play, live, work and gather

DEIB STRAT PLAN GOAL **Policies, Programs, and Services**
Parks, Culture and Recreation
D. Provide robust, community-driven parks, culture, and recreation resources where physical, financial, and social barriers are eliminated
Infrastructure
E. Continue to increase equity across transportation modes and ensure all City facilities and other public assets are accessible and welcoming

PRIOR REVIEW:

[Human Services Commission](#) – April 3, 2025
[City Council Meeting](#) – May 20, 2025
[Human Services Commission](#) – June 5, 2025
[Human Services Commission](#) – July 10, 2025
[City Council Meeting](#) – August 5, 2025
[Human Services Commission](#) – November 6, 2025

BACKGROUND: The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

CDBG funded programs or projects must fall under one of the three national objectives:

1. Benefit low- and moderate-income persons
2. Prevention or elimination of slums or blight
3. Address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

General information on the City of Lacey's (City) Community Development Block Grant Program (CDBG) can be accessed here: [Community Development Block Grant Program - City of Lacey](#)

The City Council approved the 2025-2027 CDBG Consolidated Plan and 2025 Annual Action Plan, which recommends allocating CDBG funds for City capital projects in the first few years, e.g., ADA improvements, sidewalks, etc. This approach complements existing Human Service Grant Program (HSGP) funds, aligns with administrative resource limitations, and is most flexible if federal requirements change. The approved Program Year (PY) 2025 runs from October 1, 2025, to September 30, 2026

Project #1

City staff recommends allocating \$313,554 in PY25 CDBG dollars to expand the existing parking lot at the Virgil S. Clarkson Senior Center (Senior Center) and improve ADA accessibility.

The expansion is necessary to accommodate increased use and attendance at the Senior Center, improve accessibility for older adults, and enhance overall safety during peak hours and special events. The existing lot is often at capacity during regular programming, forcing older adults to park a considerable distance away or to forgo attendance. The expanded parking lot will include approximately 50 additional spaces and improve ADA-accessible parking. The preliminary estimated cost of the project is \$2,000,000. This includes environmental review, engineering, demolition, construction, and contingencies.

The City has used CDBG funds through the Washington State competitive CDBG Program for both the construction of the Senior Center in 2000 and the Senior Center Expansion Project in 2011.

The City will potentially be advocating for additional funding for this project as part of the [2026 Federal Legislative agenda](#).

Contingency Project #1

City staff also recommends a contingency project based on best practices and recommendations from HUD staff. The project recommended is the Huntamer Park Civic Improvement Project.

For decades, the City has actively engaged in planning and public projects to transform the Midtown District into a vibrant, community-centered urban core. The “heart” of this area, Huntamer Park, a 1.5-acre civic space, desperately needs updates to meet the growing community's needs. The last significant improvements at Huntamer Park occurred in 2005. Since then, the surrounding Midtown District has grown significantly with new mixed-use and residential (re)developments. This project would strengthen civic engagement, improve equity by increasing park access and amenities in Community Development Block Grant-qualified census tracts, increase environmental resiliency, improve public health and wellness, and expand economic growth and development. The overall project includes adding plaza spaces, a water feature, new landscaping, pathways, pedestrian lighting, and recreational enhancements and furniture designed for daily use while maintaining civic spaces for important community-wide events. The total project cost is estimated at approximately \$1.6 million, with the CDBG portion used to improve sidewalks and accessibility.

Administration

City staff also recommends allocating 10% of CDBG funds to project administration (\$34,893), which is half of the total amount eligible for this purpose (20% max). This reduces impact to the City's general fund and partially supports staff CDBG resources, including planning for future CDBG allocations and new 5-year Con Plans, AAPs, and CAPERS; creating program guides and monitoring handbooks; potential future sub-recipient monitoring; submitting financial reports; completing environmental reviews for programs and projects; and continuing program improvements and reporting on outcomes.

CDBG Program Year 25 (PY25) funds must be reported on via the Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days of the PY25 end date. The U.S. Treasury Department recaptures CDBG funds if they are not spent within 8 years. The absolute last date for expenditures on PY25 projects is September 30, 2033.

Next Steps: Discuss and make a recommendation to the City Council. City staff recommend Option 1.

- Option 1:**
- Recommend Capital Project Funding of \$313,554 for Lacey Senior Center Expansion Project: Parking Lot and Accessibility Improvements;
 - Recommend contingency project: Huntamer Park Accessibility / Sidewalk Improvements and;
 - Recommend: \$34,839 for administration of the CDBG Program.

- Option 2:**
- Recommend Capital Project Funding of \$348,393 for Lacey Senior Center Expansion Project: Parking Lot and Accessibility Improvements; and
 - Recommend contingency project: Huntamer Park Accessibility / Sidewalk Improvements
- Option 3:**
- Do not recommend capital project funding and contingency project funding, including \$34,839 for administration of the CDBG program.
- Option 4:**
- Some other recommendation not contemplated in the above.

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 than 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.

Effective June 1, 2025

Income Limits Summary HUD Definitions - FY 2025			
Household Size	Extremely Low Income (30%)	Very Low Income (50%)	Low (80%)
1 (Person)	\$ 24,500	\$ 40,850	\$ 65,350
2 (Person)	\$ 28,000	\$ 46,700	\$ 74,700
3 (Person)	\$ 31,500	\$ 52,550	\$ 84,050
4 (Person)	\$ 35,000	\$ 58,350	\$ 93,350
5 (Person)	\$ 37,800	\$ 63,050	\$ 100,850
6 (Person)	\$ 40,600	\$ 67,700	\$ 108,300
7 (Person)	\$ 43,400	\$ 72,400	\$ 115,800
8 (Person)	\$ 46,200	\$ 77,050	\$ 123,250



HUMAN SERVICES COMMISSION

January 8, 2026

SUBJECT: Human Services Grant Program (HSGP) Update

RECOMMENDATION: Review and discussion

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

ORIGINATED BY: City Manager's Department

ATTACHMENTS:
1. HSGP Draft Policy
2. HSGP Draft Rubric

FISCAL NOTE: 2026 budget includes \$300,000 for Human Services Grant Program

PRIOR REVIEW: [Human Services Commission – April 3, 2025](#)
[City Council Worksession - April 22, 2025](#)
[Human Services Commission June 5, 2025](#)
[Human Services Commission June 26, 2025](#)
[Human Services Commission July 10, 2025](#)
[City Council Meeting August 5, 2025](#)
[Human Services Commission – November 6, 2025](#)

**WORK PLAN GOAL:
AND STRATEGY** **Serve**
Providing Excellent, People-Centered Services

Unite
Building a Community of Safety and Belonging

**DEIB STRAT PLAN:
GOAL** **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: [Human Services - City of Lacey](#).

Proposed 2026 HSGP Timeline – Table 1 provides a proposed timeline for 2026. These estimates are subject to change.

Table 1.		
Proposed 2026 Human Services Grant Program Timeline (Dates subject to change)		
Activity	2026 Dates	Needs Assessment
Review Program Materials, Policy, Scoresheet (Rubric) Options	January	Focus Groups, Writing Strategic Plan, Present for Approval
Review Program Materials, Policy, Scoresheet (Rubric) Options	February	
Review Draft Outline of Strategic Plan	March	
Finalize Program Materials and Timeline Present Strategic Plan to HSC and City Council	April	
Program Opens for Applications	May	
Applicant Presentations / Review and Score Applications	June	
HSC Award Recommendations and City Council Final Approval	July	
Program Year Begins (August 1, 2026 to July 31, 2027)	August	

HSGP Draft Policy – The HSGP Policy was last updated in April of 2025. Based on feedback from the City Council and HSC on the 2025 HSGP process, the following are some options to consider for 2026, including:

- adding a staffing / administrative cap (e.g., 10% to 20%)
- limiting the eligible programs / projects to service only
- changing the cap on grant awards
- creating a minimum application amount
- considerations for organization size or longevity

The number of applications (21) in program year two exceeded the applications (16) from year one. The typical ask from the non-profit community was three times the allocation available. Staff is not requesting changes at this time, but wanted to make the HSC aware that there are options. The HSC and City staff recognize that it is difficult for smaller and emerging agencies to obtain funds. **Attachment 1** contains the HSGP Policy.

HSGP Draft Rubric – The HSGP Rubric was last updated in April of 2025. At this meeting, staff is looking for general feedback on the rubric and if any changes are recommended. Staff will return at a later meeting for a final recommendation from the HSC.

HSGP Focus Groups – The remainder of the focus groups have been tentatively scheduled for 1st quarter of 2026, see **Table 2**. These dates are subject to change. Staff is looking for HSC volunteers to help facilitate the upcoming focus groups. The task would mainly be taking notes while the questions are being answered. All focus groups are asked the same questions, and Human Services are defined before the conversation begins.

Table 2.

	Focus Group	Potential Participants (not exclusive and subject to change)	Location	Date / Time
1	Veterans Groups	LVSH (Lacey Veterans Services Hub), Disabled American Veterans (DAV), Thurston County Veterans Services	LVSH	October 28, 2024 6pm - Complete
2	Seniors	Senior Services of South Sound, Senior Area on Aging, A Home for Mom, Retirement Facilities – Panorama, Jubilee, Bonaventure, Sound Alliance of Older LGBTQ, Rebel and Reserve Communities	Lacey Senior Center	November 21, 2024 9:00am - Complete
3	Youth	Lacey Youth Council, Boys and Girls Club, Boy Scouts, Girl Scouts, TCYFC, BHB Youth Sports Clubs, YMCA, CYS, Daycares, Pizza Clatch (LGBTQ Youth Org.), The Pearl Foundation of South Sound,	Lacey City Hall – Executive Board Room	March 18, 2025 - Complete
4	Human Services Agencies	Family Support Center, United Way, CYC, Salvation Army, Catholic Charities, CAC of Lewis, Mason, Thurston County, Homes First, Family Education Support Services (FESS), Goodwill, Safe Place, Interfaith Works	Lacey City Hall – Executive Board Room	January 21, 2026 1:30pm to 2:30pm
5	Public Safety Agencies	Lacey Police, Lacey Fire District #3, Thurston County Sheriff, Joint Animal Services, TCOMM/911	Lacey Council Chambers	January 28 , 2026 1:30pm to 2:30pm
6	City Departments / Government Agencies	Parks, Planning, Public Works, Joint Animal Services, Timberland Regional Library, Thurston County, Olympia and Tumwater, WA DSHS Thurston Regional Housing Council	Lacey Council Chambers	February 4, 2026 1:30pm to 2:30pm
7	Cultural Orgs. / Immigrant Orgs. / Faith Based Groups	CIELO (Centro Integral Educativo Latino de Olympia), COE (Commission on Equity), KWA (Korean Women’s Association), Polynesian Association of Thurston County, HAPPEN (Hawaiian, Asian and Pacific Islander Empower Network Fred U. Harris Lodge #70., Phillipino American Community of South Puget Sound, Nisqually Tribe, Islamic Center of Olympia, Michiantla, New Life Baptist Church, ASHHO, Divine 9, Jewish and Olympia Zen Center	Lacey Council Chambers	February 11, 2026 1:30pm to 2:30pm
8	Transportation Orgs.	LVSH, Intercity Transit (including Dial-a-Lift),	Intercity Transit (Not Confirmed)	February 12, 2026 1:30pm to 2:30pm
9	Schools	North Thurston Public Schools (Elementary, High School, Middle School), Pope John Paul, Homeschool, SPSCC, St. Martins, Makers Space, ANEW, On-Line Training, Technical Training Schools, Evergreen, New Market Skills Center	Lacey Council Chambers	March 4, 2026 1:30pm to 2:30pm
10	Private Sector Employers	Lacey Chamber, South Sound Chamber, Economic Development Center, BIPOC group at the Chamber	Lacey Chamber (Not Confirmed)	March 11, 2026 1:30 to 2:30

11	Physical / Behavioral Health Care	KP, Delta, Providence, Olympic Health and Recovery Services, NAMI, Capital Recovery Services,	Lacey City Hall	March 18, 2026 1:30pm to 2:30pm
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Next Steps: Discuss potential changes to HSGP 2026 (if needed). Staff would return at a later HSC meeting for a final recommendation.

The City will proceed with focus groups and prepare a report summarizing findings and recommendations for the Human Services Strategic Plan. This includes a literature review of existing needs reports, community feedback, focus groups, and online surveys.



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.

Categories

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 (\$35,000) for service programs.
- 3) Maximum award (\$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 Commission will review proposals and make recommendations for final approval by the Lacey City Council.
- 7) Presentations may be requested of 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 (\$50,000). Capital projects must be located in Lacey.
- 5) **Service projects:** Maximum award for service projects is (\$35,000).
- 6) Applicants may receive partial funding.
- 7) Applications must be completed and submitted before the deadline.
- 8) One application per agency

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 Lacey city limits.
- 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.

Contact

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

Human Services Grant Program Application Scoring Rubric

Reviewer Name

Project Name

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.	Does the answer fully explain the number of participants? 0 – No, it does not. 3 – Shows some explanation. 5 – Yes, it clearly explains.	5	
1.9 Does the program or project meet the priority focus (basic needs that serve Lacey community members)? Basic needs include: housing, survival, and security. If yes, please provide a description of how it meets the priority focus.	Does the program or project meet the priority areas (basic needs that serve Lacey community members. Basic needs include: housing, survival, and security)? 0 – No, it does not. 10 – Somewhat. 15 – Yes, it clearly it does.	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.	Does the organization describe collaboration or coordination with others? 0 – No, it does not. 3 – Shows some ability to partner and coordinate. 5 – Yes, it clearly it does.	5	
2.13 Describe how you incorporate a client-centered	Does the program or project include people receiving services from the community in creating the program or project?	15	

voice to ensure program quality and effective services.	<p>0 – No, it does not.</p> <p>10 – Shows some ability.</p> <p>15 – Yes, it clearly it does.</p>		
2.14 Describe how your agency applies diversity, equity, inclusion and belonging principles in your work.	<p>Does the organization have established DEIB principles and practices?</p> <p>0 – No, it does not.</p> <p>10 – Shows some ability.</p> <p>15 – Yes, it clearly it does.</p>	15	
Section 3 – Program or Project Overview	Answer Descriptors	Total Possible Points	Points Awarded
3.1 Please describe how the program or project will be delivered.	<p>Does the applicant clearly describe the program or project and how it will be delivered?</p> <p>0 – No, it does not.</p> <p>5 – Somewhat.</p> <p>10 – Yes, it clearly it does.</p>	10	
3.2 Describe the program or project’s specific and measurable outcomes.	<p>Does the applicant clearly describe the program or project’s specific and measurable outcomes?</p> <p>0 – No, it does not.</p> <p>5 – Somewhat.</p> <p>10 – Yes, it clearly it does.</p>	10	
3.3 Who will receive services under this grant and how will you determine service eligibility?	<p>How will the program or project determine who is eligible for services? Are the benefactors of the program or project primarily low income and Lacey community members?</p>	10	

<p><i>2024 Funding Priorities are essential social services for low-income and special needs populations. Services must focus on basic needs and serve Lacey community members. Basic needs include housing, survival, and security.</i></p>	<p>0 – No, it does not. 5 – Somewhat. 10 – Yes, it clearly it does.</p>		
<p>Section 4 – Budget Overview</p>	<p>Answer Descriptors</p>	<p>Total Possible Points</p>	<p>Points Awarded</p>
<p>4.1 Please describe how the Lacey Human Services Grant funds will be used to fund your program or project.</p>	<p>Does the applicant clearly describe how they will use the HSGP funds? 0 – No, it does not. 5 – Somewhat. 10– Yes, it clearly does.</p>	<p>10</p>	
<p>4.3 Project Sustainability</p>	<p>Does the applicant have outside funding? 0 – No, it does not. 3 – Yes, but less than 50% of total project. 5 – Yes, 50% or greater of the project.</p>	<p>5</p>	
<p>Attachments</p>	<p>Are all the required attachments included in the application?</p>	<p>Y/N</p>	<p>NONE</p>
<p>Total</p>		<p>100</p>	