



## Human Services Commission Agenda

Refer to the bottom of the agenda for meeting information.

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Thursday, March 5, 2026

5:30 PM

Council Chambers and Online

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**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. Election of Officers**

- A. Chair
- B. Vice Chair

**5. Approval of Agenda, Previous Meeting Minutes, and Consent Items**

- A. Approval of Agenda
- B. Approval of February 5, 2026, meeting minutes

**6. Public Comment**

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

**7. Business Items**

- A. **Human Services Grant Program Update**  
Michelle Chavez, Human Services Coordinator
- B. **Human Services Commission 2026 Workplan**  
Michelle Chavez, Human Services Coordinator

**8. Adjourn**

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## Attendance and Public Comment

### Attend Remote or In-Person

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

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

Zoom: [https://us02web.zoom.us/webinar/register/WN\\_2RYvkECISIGKUuoOhq5BsA](https://us02web.zoom.us/webinar/register/WN_2RYvkECISIGKUuoOhq5BsA)

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

YouTube: <https://www.youtube.com/watch?v=9V4O6byw4l4>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 851 9107 9522)

### 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\\_2RYvkECISIGKUuoOhq5BsA](https://us02web.zoom.us/webinar/register/WN_2RYvkECISIGKUuoOhq5BsA)

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

### Written Public Comment

Please email written public comments to [HumanServices@cityoflacey.org](mailto: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, February 5, 2026

Council Chambers and Online

### 1. Call to Order

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

### 2. Roll Call

COMMISSIONERS PRESENT: Brandon Stephens, Chair; Angelina Goldwell, Vice Chair; Commissioners Nancy Dihle, Tiffany Walker, and Lester Dickson; and Jennifer Zheng, Youth Council Representative

COMMISSIONERS ABSENT: Dalia Martinez

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Michelle Chavez, Human Services Coordinator; Veronica Hand, Diversity, Equity, Inclusion, and Belonging Program Manager; Sadie Siglin, Management Analyst; and Paul J. White, Deputy City Clerk

### 3. Land Acknowledgement

Chair Stephens presented the abbreviated Land Acknowledgment.

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

- A. Approval of Agenda
- B. Approval of January 8, 2026, meeting minutes

**Chair Stephens moved to approve the agenda of February 5 and minutes of January 8, 2026. Commissioner Goldwell seconded. The motion carried.**

### 5. Public Comment

No one signed up to speak, remotely or in person, and no written comment was received.

### 6. Regional Diversity, Equity, Inclusion, and Belonging Meeting

- A. **Thurston County Asset-Limited, Income-Constrained, Employed (ALICE) Household Report**

Chris Wells, Thurston County United Way Executive Director

Wells presented the 2025 ALICE Household Report, which measures households that earn more than the federal poverty level but not enough to meet basic expenses in the counties where they live. Wells outlined the factors used to determine basic household costs and provided comparative data. The challenges of housing, child care costs, and inflation were noted.

**B. Washington Department of Financial Institutions Overview and Financial Wellness Workshops**

Veronica Hand, Diversity, Equity, and Inclusion Program Manager  
Nathan Spiecker, Financial Education & Outreach Coordinator, DFI  
Erin Klika, DEI Director, Washington State Department of Financial Institutions

Klika and Spiecker provided an introduction to the work of the Washington State Department of Financial Institutions, which regulates financial institutions and works to protect consumers. They summarized various department resources and initiatives, such as financial education, fraud prevention, and affordable housing resources.

**C. Thurston Forward DEIB Summit Update**

Veronica Hand, Diversity, Equity, and Inclusion Program Manager  
Carol Goss, Membership and DEI, Thurston County League of Women Voters  
Denise Miño, Organizational Development Consultant

Miño, Goss, and Hand provided an update on Thurston Forward's Diversity, Equity, and Inclusion summit and summarized the background of organizing equity advocacy in Thurston County. They recounted the 2025 summit and gave an overview of the planning for the 2026 summit, scheduled for May 1 and 2.

**D. Jurisdictional Updates and Regional Discussion**

Representatives of the Cities of Lacey, Olympia, and Tumwater described the work of their groups that focus on Diversity, Equity, Inclusion, and Belonging. Activities affecting youth, comprehensive planning, human services and community block grant funding, cultural initiatives, and related strategic planning were summarized. Participants divided into small groups to discuss common goals and challenges, health impacts of racism, environmental equity, resource sharing, collaboration opportunities, tangible next steps, and bridging ideological divisions.

**7. Adjourn**

Chair Stephens adjourned the meeting at 8:13 p.m.



# STAFF REPORT

Human Services Commission  
March 5, 2026

**Subject:** Human Services Grant Program (HSGP) Update  
**To:** Human Services Commission  
**Prepared by:** Michelle Chavez  
**Department Director:** Shannon Kelley-Fong, Assistant City Manager  
**Reviewed By:**  
**Final Review:** Same as Department Director

*umia*  
*SKF*

**Purpose:** Action Item

**Recommendation:** Motion to Approve Option 3: No Admin Cap, Maximum Award \$30,000, No Minimum Ask, add points for direct service to participants.

**Brief:** The purpose of this staff report is to discuss the 2026 HSGP Policy and Rubric and potential updates. Pending feedback, motion to “Approve updates to the HSGP and refer to the Lacey City Council for final review.”

**Alternatives:**

1. No change: continue as is.
2. Select an Option other than 3
3. Some other option not contemplated in the above.

**Prior Review:**

- Human Services Commission – 4/3/2025 [Link](#)
- Council Worksession – 4/22/2025 [Link](#)
- Human Services Commission – 6/5/2025 [Link](#)
- Human Services Commission – 7/10/2025 [Link](#)
- Council Regular Meeting – 8/5/2025 [Link](#)
- Human Services Commission – 11/6/2025 [Link](#)
- Human Services Commission – 1/8/2026 [Link](#)

**Fiscal Impact:**

Budgeted Item: Yes  
 Amount: \$300,000  
 Project Code:

Funding Source: 001-0801-552-58-17

**Attachments:**

1. 2025 Adopted HSGP Policy
2. 2026 Draft Rubric Example

**Policy or Legal Alignment:**

[2025 HSGP Policy](#)

**Background:** In February of 2025 the Human Services Commission (HSC) discussed the HSGP Policy and approved staff recommended program adjustments to City Council. These adjustments were:

1. Cap the public service applications at \$35,000
2. Cap the capital project applications at \$50,000
3. Limit agency applications to one per agency

In April of 2025, the City Council reviewed the updated program adjustments and accepted the HSC’s recommendation with one modification, to also cap the public service applications at \$50,000.

The number of applications (21) in 2025 exceeded the number of applications (16) in 2024. The typical ask from the non-profit community was three times the allocation available. The average grant award (23) from the first two years of the program was \$26,087.

In January of 2026, the HSC began reviewing the HSGP policy. Table 1 shows options for modifying the HSGP policy and rubric.

<b>Table 1.</b>					
<b>HSGP Modification Options</b>					
<b>Program Parameter</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3 (Staff Recommendation)</b>	<b>Option 4</b>	<b>Option 5</b>
<b>Policy</b>	Cap Admin at 20% Max Award \$50,000 Minimum Ask \$10,000	Cap Admin at 15% Max Award \$50,000 No Minimum Ask	No Admin Cap Max Award \$30,000 No Minimum Ask	No Change	Something Else
<b>Rubric</b>	Add points for % of Direct Service to Participants	Add points for % of Direct Service to Participants	Add Points for % Direct Service to Participants	No Change	Something Else

The HSGP Policy was last updated in April of 2025. Based on feedback from the City Council, HSC, and ongoing needs assessment, the following are some policy and program options to consider for 2026:

- 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 grant amount
- Considerations for organization size or longevity
- Additional points for funding going to direct service of Lacey residents
- Add priority for homelessness prevention projects / programs
- Add priority for youth services, including child care
- Add priority for behavioral health services
- Spread out applicant presentations across two meetings

The goal of examining these program parameters is to make the rubric and review process more accessible and streamlined. In 2025, there were 11 scenarios evaluated before final funding decisions were made. Commissioners needed two meetings to make the final funding decisions.

<b>Table 2.</b>		
<b>Proposed 2026 Human Services Grant Program Timeline (Dates subject to change)</b>		
<b>Activity</b>	<b>2026 Dates</b>	<b>Needs Assessment</b>
Review Program Policy, Scoresheet (Rubric) Options	January 8 HSC	Focus Groups, Writing Strategic Plan, Present for Review and Approval
Review Program Policy, Scoresheet (Rubric) Options	March 5 HSC	
Finalize 2026 Program Recommendations, Review Draft Strategic Plan	April 2 HSC	
Finalize 2026 Program Recommendations, Review Draft Strategic Plan	April 21 or April 28 CC	
Applications Open	May 4-29	
HSGP Applicant Presentations	June 4, June 11 HSC	
Finalize HSGP Award Recommendations	July 2, HSC	
Finalize HSGP Awards	July 21, CC	
<b>Program Year Begins (August 1, 2026 to July 31, 2027)</b>		





# 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 (\$50,000) 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 \$50,000.
- 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](mailto:HumanServices@cityoflacey.org)

## DRAFT 2026 Human Services Grant Program Application Scoring Rubric

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

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

Section 1 – General Information	How to Rank Answers: You may use any number in the range. 0 means it does not answer the question. Mid-range means it somewhat explains the question and the top score means it clearly answers the question.	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 <b>2026 (add program year dates)</b> , if funding is awarded.	Does the answer fully explain the number of participants <b>who live in Lacey?</b>	5 <b>15</b>	
<p>1.9 Does the program or project meet the priority focus (basic needs that serve Lacey community members)?</p> <p><b>Basic needs include: housing, survival, and security.</b></p> <p><b>Homelessness Prevention:</b> Emergency rental assistance, fair housing education, creating and maintaining supportive housing services that prevent homelessness.</p> <p><b>Youth Services:</b> Youth focused programs or projects including child care.</p> <p><b>Behavioral Health Care:</b> Mental and physical health care including; substance use disorder, life stressors and chronic disease.</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>Does the application clearly explain how it meets the priority focus?</p>	15	

<b>Section 2 – Organizational Overview</b>	<b>How to Rank Answers: – You may use any number in the range. 0 means it does not answer the question. Mid-range means it somewhat explains the question and the top score means it clearly answers the question.</b>	<b>Total Possible Points</b>	<b>Points Awarded</b>
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?	5	
2.13 Describe how you incorporate a client-centered voice to ensure program quality and effective services.	Does the program or project include people receiving services from the community in creating the program or project?	15	
2.14 Describe how your agency applies diversity, equity, inclusion and belonging principles in your work.	Does the organization have established DEIB principles and practices?	15	

Section 3 – Program or Project Overview	How to Rank Answers: – You may use any number in the range. 0 means it does not answer the question. Mid-range means it somewhat explains the question and the top score means it clearly answers the question.	Total Possible Points	Points Awarded
3.1 Please describe how the program or project will be delivered.	Does the applicant clearly describe the program or project and how it will be delivered?	<del>10</del> 5	
3.2 Describe the program or project’s specific and measurable outcomes.	Does the applicant clearly describe the program or project’s specific and measurable outcomes?	10	
<p>3.3 Who will receive services under this grant and how will you determine service eligibility?</p> <p><i><del>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.</del></i></p> <p>Homelessness Prevention, Youth Programs and Behavioral Health Services</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?	<del>10</del> 5	

<b>Section 4 – Budget Overview</b>	<b>How to Rank Answers: – You may use any number in the range. 0 means it does not answer the question. Mid-range means it somewhat explains the question and the top score means it clearly answers the question.</b>	<b>Total Possible Points</b>	<b>Points Awarded</b>
4.1 Please describe how the Lacey Human Services Grant funds will be used to fund your program or project. What percentage of your program or project will be spent on admin?	Does the applicant clearly describe how they will use the HSGP funds? Does the program or project meet the admin threshold of ___?	10	
4.3 Project Sustainability - If your program or project does not receive funding, will you still be able to provide services or complete the project?	Does the applicant have outside funding?	5	
Attachments	Are all the required attachments included in the application?	Y/N	NONE
<b>Total</b>		<b>100</b>	



# STAFF REPORT

Human Services Commission  
March 5, 2026

**Subject:** Human Services Commission 2026 Work Plan  
**To:** Human Services Commission  
**Prepared by:** Michelle Chavez *mjc*  
**Department Director:** Shannon Kelley-Fong, Assistant City Manager *SKF*  
**Reviewed By:**  
**Final Review:** Same as Department Director

**Purpose:** Action Item

**Recommendation:** Motion to Approve recommending the 2026 Human Services Work Plan to the Lacey City Council for consideration.

**Brief:** The purpose of this staff report is to discuss the 2026 Human Services Commission (HSC) Work Plan.

**Alternatives:**

1. Make recommended changes and approve with adjustments

**Prior Review:**

None

**Fiscal Impact:**

Budgeted Item: Yes

Amount: \$300,000 HSGP  
\$348,393 CDBG

Funding Source: 001-0801-552-58-17 and 120-0000-333.14-20

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**Attachments:**

1. Draft 2026 HSC Work Plan

**Policy or Legal Alignment:**

[Ordinance 1667](#)

**Background:** The Lacey City Council approved the establishment of a Human Services Commission at the December 3, 2024, City Council Meeting. The Commission was established via Ordinance 1667.

**The purpose of the Human Services Commission is 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.

The Commission consists of seven general members and one youth member. General membership must include at least two professionals with experience in human services e.g., direct service management or volunteer work.

The Commission typically meets the first Thursday of each month in City Hall, 420 College Street SE and via Zoom. Members of the public are invited and encouraged to attend. The Zoom link and instructions on public comment will be included on the meeting agendas.

The 2026 HSC Work Plan outlines the HSC goals, activities and desired outcomes for 2026. The goals are:

1. Human Services Strategic Plan that identifies needs and funding priorities
2. Human Services Grant Program: Assist in the allocation of \$300,000 in general fund dollars to community non-profits in 2026
3. Approve the CDBG 2026 Annual Action Plan
4. Review Utility Relief Programs
5. Review other Human Services related policy or programs that may come up
6. Participate in regional DEIB Advisory Board meetings



# HUMAN SERVICES COMMISSION WORK PLAN

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2026

## CITY OF LACEY

Finalized/Approved: X/XX/2026

### **Mission Statement:**

The Human Services Commission supports the Lacey City Council in identifying human service needs, policies, and funding distribution.

See: [Ordinance 1667](#)

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### **GOAL #1: Human Services Strategic Plan that identifies funding priorities**

- ✓ **Activity:** Review and Comment on Human Services Strategic Plan and make recommendations on 2026-2028 priorities
  - **Tentative Completion Date:** Spring/Summer 2026
  - **Desired Outcome(s):** A completed Human Services Strategic Plan provides an overview of existing needs to help inform potential funding priorities for the next three years
  - Review and update the strategic plan every three years

### **GOAL #2: Human Services Grant Program: Assist in allocation of \$300K in general fund dollars to community non-profits in 2026**

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- ✓ **Activity:** Help finalize the 2026 Human Services policy, application, and scoring rubric
  - **Tentative Completion Date:** Spring/Summer 2026
  - **Desired Outcome(s):** Transparent, predictable and easy to understand granting process
- ✓ **Activity:** Review and Score 2026 HSGP Applications
  - **Tentative Completion Date:** June 2026
  - **Desired Outcome(s):** Transparent and simplified process that distributes all of the funds
- ✓ **Activity:** Review 2026 Applicant Presentations
  - **Tentative Completion Date:** June 4 and 11, 2026 (Tentative)
  - **Desired Outcome(s):** Use the presentations to assist in the scoring process
- ✓ **Activity:** Finalize application scoring process and make a recommendation to the City Council
  - **Tentative Completion Date:** July 2, 2026
  - **Desired Outcome(s):** City Council approves the funding recommendation

### **GOAL #3: Approve CDBG 2026 Annual Action Plan**

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- ✓ **Activity:** Review recommended 2026 CDBG project, contingency project and administrative activities for 2026 funding
  - **Tentative Completion Date:** January 2027
  - **Desired Outcome(s):** City Council approves the project recommendation

# HUMAN SERVICES COMMISSION WORK PLAN

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## GOAL #4: Review Utility Relief Programs

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- ✓ **Activity:** Review existing Utility Relief Programs and provide feedback funding
  - **Tentative Completion Date:** Summer/Fall 2026
  - **Desired Outcome(s):** Consideration and feedback

## GOAL #5: Review Other Human Services Related Policy or Programs that may come up

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- ✓ **Activity:** Review and provide feedback on Human Services-related policy or programs that may come up
  - **Tentative Completion Date:** Year-Round
  - **Desired Outcome(s):** Consideration and feedback

## GOAL #6: Participate in Regional DEIB Advisory Board Meetings

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- ✓ **Activity:** Participate in Regional DEIB Advisory Board meetings and programs
  - **Tentative Completion Date:** Year- Round
  - **Desired Outcome(s):** Consideration and feedback

DRAFT