



## Human Services Commission Agenda

Refer to the bottom of the agenda for meeting information.

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Thursday, May 7, 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. Approval of Agenda, Previous Meeting Minutes, and Consent Items**

- A. Approval of Agenda
- B. Approval of March 5, 2026, 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 Commissioner John Grausam**
- B. **Human Services Draft Strategic Plan**  
Michelle Chavez, Human Services Coordinator
- C. **Human Services Grant Program Update**  
Michelle Chavez, Human Services Coordinator

**7. 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\\_kWy7qwR1QGePXctTTGGhfg](https://us02web.zoom.us/webinar/register/WN_kWy7qwR1QGePXctTTGGhfg)

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

YouTube: <https://www.youtube.com/watch?v=205PAiw2f-c>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 896 2786 1161)

### **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\\_kWy7qwR1QGePXctTTGGhfg](https://us02web.zoom.us/webinar/register/WN_kWy7qwR1QGePXctTTGGhfg)

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, March 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: Chair Brandon Stephens; Commissioners Nancy Dihle, Dalia Martinez (remote), Tiffany Walker, and John Grausam; and Jennifer Zheng, Youth Council Representative

COMMISSIONERS EXCUSED: Vice Chair Angelina Goldwell and Commissioner Lester Dickson

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 Acknowledgment.

### 4. Election of Officers

#### A. Chair

Commissioner Dihle nominated Commissioner Stephens for the office of Chair. Commissioner Stephens accepted. There were no additional nominations.

**Commissioner Dihle moved to elect Commissioner Stephens as Chair. Commissioner Walker seconded. The motion carried.**

#### B. Vice Chair

Commissioner Walker nominated Commissioner Goldwell for the office of Vice Chair. Commissioner Goldwell had previously advised that she would accept nomination. There were no additional nominations.

**Commissioner Walker moved to elect Commissioner Goldwell as Vice Chair. Commissioner Dihle seconded. The motion carried.**

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

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

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

**6. Public Comment**

No one registered to speak, and no written comments were received.

**7. Business Items**

**A. Human Services Grant Program Update**

Michelle Chavez, Human Services Coordinator

Chavez presented the Human Services Grant Program (HSGP) update, noting allocation of \$300,000 for 2026, recapping the program's 2025 priorities, and summarizing 2025 program policy review. Chavez outlined draft 2026 priorities and proposed changes to program policies and the scoring rubric. Discussion ensued. No action was taken at this time to propose changes for City Council consideration.

**B. Human Services Commission 2026 Workplan**

Michelle Chavez, Human Services Coordinator

Chavez presented the commission's draft 2026 workplan proposal, including the following goals:

1. Review and comment on the Human Services Strategic Plan that identifies funding priorities
2. Support allocation of \$300,000 budgeted in the 2026 General Fund to community nonprofit organizations
3. Propose a 2026 Annual Action Plan for the Community Development Block Grant Program for City Council consideration
4. Review utility relief programs
5. Review additional Human-Services-related policies or programs as needed
6. Participate in regional Diversity, Equity, Inclusion, and Belonging (DEIB) advisory board meetings

**Commissioner Walker moved to recommend to the City Council the 2026 Human Services Workplan as presented. Youth Council Representative Zheng seconded. The motion carried.**

## 8. Adjourn

Chair Stephens adjourned the meeting at 6:16 p.m.

DRAFT



**STAFF REPORT**

Human Services Commission  
May 7, 2026

**Subject:** Human Services Strategic Plan 2027-2031 Update  
**To:** Human Services Commission  
**Prepared by:** Michelle Chavez  
**Department Director:** Shannon Kelley-Fong, Assistant City Manager  
**Reviewed By:** Not Applicable  
**Final Review:** Same as Department Director

*mjc*  
*SKF*

**Purpose:** Briefing

**Recommendation:** Review only.

**Brief:** The City has been collecting community input through a variety of means over the past two years regarding human service needs. This information will be used to inform the Human Services Strategic Plan, which will provide human services policies and programming direction for 2027-2031. This will include goals and strategies for programs, funding allocations, and building system strengths. This staff report highlights the draft goals and strategies based off current information collected from the community. The City continues to collect more feedback and will provide additional information to the HSC at a later date.

**Alternatives:**

**Prior Review:**

Human Services Commission – 11/6/2025 [Link](#)  
 Human Services Commission – 1/8/2026 [Link](#)

**Advisory Board Recommendation(s):**

Not Applicable

**Fiscal Impact:**

Budgeted Item: Yes

Amount: \$348,393 CDBG  
 \$300,000 General Fund

Funding Source: 120-0000-333.14-20  
 Funding Source: 001-0801-552.58-17

**Attachments:**

1. Draft Human Services Strategic Plan - What we have learned summary
2. Draft Goals and Strategies

**Policy or Legal Alignment:**

1. [Ordinance No. 1667](#)

**Background:** The City has been collecting community input over the past two years regarding human services needs. This community input began when the Human Services Work Group approved the [Community Participation Plan 2025-2027](#) for the Human Services Needs Assessment in 2024. The purpose of the needs assessment is to help City leadership set priorities for human services policy, funding, and programming from 2027-2031.

The Human Services Commission (HSC) was briefed on the needs assessment online survey results and preliminary focus group feedback in November 2025. Since that meeting, most of the scheduled focus groups have been completed. Staff has one additional focus group (Health Care Stakeholders) that will take place this May with executive leadership in the Health Care industry, including preventive, emergency, and behavioral health care in Lacey.

**Table 1. Human Services Focus Groups**

	<b>Focus Groups</b>	<b>Participants</b>	<b>Number</b>	<b>Location</b>	<b>Date / Time</b>
1	Veterans Groups	Thurston County Veterans Advisory Board	10	Lacey Veterans Services Hub / Zoom	October 28, 2024, 6pm to 7pm
2	Seniors	Senior Services of South Sound	14	Lacey Senior Center	November 21, 2024, 9am to 10am
3	Youth	Lacey Youth Council	14	Lacey City Hall	March 18, 2025, 5pm to 6pm
4	Human Services Agencies	Various Non-Profit Partners	13	Lacey City Hall / Zoom	January 21, 2026, 1:30pm to 2:30pm
5	Transportation Orgs.	InterCity Transit, Thurston Regional Planning Council	8	Intercity Transit / Zoom	February 12, 2026, 1:30pm to 2:30pm
6	Cultural Orgs. / Immigrant Orgs. / Faith Based Groups	CIELO (Centro Integral Educativo Latino de Olympia, Indian Civil Rights Commission ), COE (Commission on Equity) DSHS Rep.	4	Lacey City Hall / Zoom	February 19, 2026, 1:30pm to 2:30pm
7	City Departments / Government Agencies	Lacey Parks Culture and Recreation, Community and Economic Development, Public Works, Thurston County, Olympia and Tumwater,	6	Lacey City Hall / Zoom	February 26, 2026, 1:30pm to 2:30pm



8	Private Sector Employers	Lacey South Sound Chamber	13	Lacey South Sound Chamber Meeting / Lacey Community Center	March 12, 2026, Noon to 12:30
9	Public Safety Agencies	Lacey Police	15	Lacey Police Department	March 18, 2026, 2pm to 2:30pm
10	Schools	North Thurston Public Schools	4	Family Youth Resource Center	April 20, 2026
11	Physical / Behavioral Health Care	MutiCare Lacey Executive Board	TBD	TBD	May 2026 (tent.)

As of May 2026, over 300 community members have participated in the needs assessment.

Staff will also be setting up one-on-one client interviews with the help of our non-profit partners.

Attached to this report are the preliminary findings from the needs assessment (**Attachment 1**) and preliminary goals and strategies (**Attachment 2**). A more comprehensive review of the strategic plan will take place at future HSC meetings, tentatively as scheduled in **Table 2**.

<b>Table 2.</b>		
<b>Proposed 2026 Human Services Strategic Plan Timeline</b>		
<b>(Dates subject to change)</b>		
<b>Activity</b>	<b>2026 Dates</b>	<b>Strategic Plan / Needs Assessment</b>
HSC Review Goals, Strategies, and Summary	May	Complete Focus Groups, One-on-One interviews, and final draft
HSC Review Full Draft Strategic Plan	July / August	Make Edits as Needed
HSC Approve Final Draft Strategic Plan	August / September	
City Council Review Full Draft Strategic Plan	September / October	
City Council Review Final Draft Strategic Plan	October / November	
Strategic Plan Implementation	2027-2031	

The preliminary findings from research and community outreach indicate that there are six areas of need that came to the top of the Human Services priority list:

1. Affordable Housing and Preventing Homelessness
2. Behavioral Health Services (mental health and substance use disorder)
3. Youth Services (including daycare)
4. Senior Services



5. Veteran Services
6. Enhancing Accessibility

Draft goal areas are:

1. Focus human services resources on affordable housing, preventing homelessness, youth services, senior services, Veterans services, accessibility, and behavioral health care
2. Continue to provide a clear, transparent, predictable, and accessible grant program for local human services funding for capital and services
3. Use federal funding to leverage and support high-impact capital projects
4. Increase awareness of human services resources across the community
5. Work with partners to expand diverse housing opportunities and prevent homelessness
6. Improve existing City human services programs and policies



## IV What Did We Learn About Lacey Human Service Needs?

### How did we learn?

Beginning in 2024, the City began its Human Services [Community Participation Plan](#). This plan is similar to what is required for the annual federal CDBG dollars and informs a needs assessment of human services in Lacey. The Human Services Work Group approved the Community Participation Plan for the Human Services Needs Assessment in 2024. Since this time, City staff have collected community feedback to assist City leadership in establishing HSGP priorities in the future.

A human service needs survey was open to the general public from September 16 to November 4, 2024. There were 159 participants. The survey was divided into eight (8) questions about Lacey Human Service needs as a community and three (3) questions about household needs. There were two (2) open-ended questions (narrative only) and one (1) question regarding participants' connection to the City. The online survey was translated into Korean and Spanish. There were nine (9) Korean surveys received, and no Spanish surveys were received.

The City conducted 11 focus groups with over 100 individuals from various human services stakeholder groups. These groups were identified in the Community Participation Plan with the help of the Human Services Commission and Commission on Equity.

In addition to focus groups, one-on-one interviews with clients were conducted. Clients were given free gift bags with sundries, water, snacks, and other Lacey-branded items.

All community feedback is located in the Appendix of this report.

**Appendix A.** Human Services Needs Survey and Results, including narrative answers

**Appendix B.** Focus Group Surveys and Results

**Appendix C.** Individual Responses

A variety of assessment and planning documents were reviewed from different agencies and jurisdictions, and local research was assessed in person and online. A complete list of referenced or researched documents is in **Appendix F**.

### What did we learn?

Through research and community outreach, there are six areas of need that came to the top of the priority list:

1. **Affordable Housing and Preventing Homelessness**
2. **Behavioral Health Services (mental health and substance use disorder)**
3. **Youth Services (including daycare)**
4. **Senior Services**
5. **Veteran Services**
6. **Enhancing Accessibility**

*"We need to provide education on trauma-informed care. The people who are serving folks who are homeless need to understand this. Not everyone is a drug addict. We are seeing more seniors who are unhoused for the first time. We are learning more about childhood trauma and the state of mental health. How we are set up, you cannot get mandatory mental health services unless you are an immediate danger to yourself or others. Understanding the needs are important and where we can meet them. We for sure need a women's shelter. We do not have an entire women's shelter in Thurston County. We tried to start one at Sacred Heart but it didn't come to fruition." – Comment from a Human Services Focus Group*

Lacey has distinct needs across various sectors of human services, which were examined extensively from many different angles. Human service needs are interrelated. For example, affordable housing, emergency financial help, and preventing homelessness are directly related. It is difficult to prioritize one need over another. Listening closely to people with direct experience will help us better understand needs and set priorities going forward.

Below is a summary of findings based on community outreach, local data, and other resource collection methods.

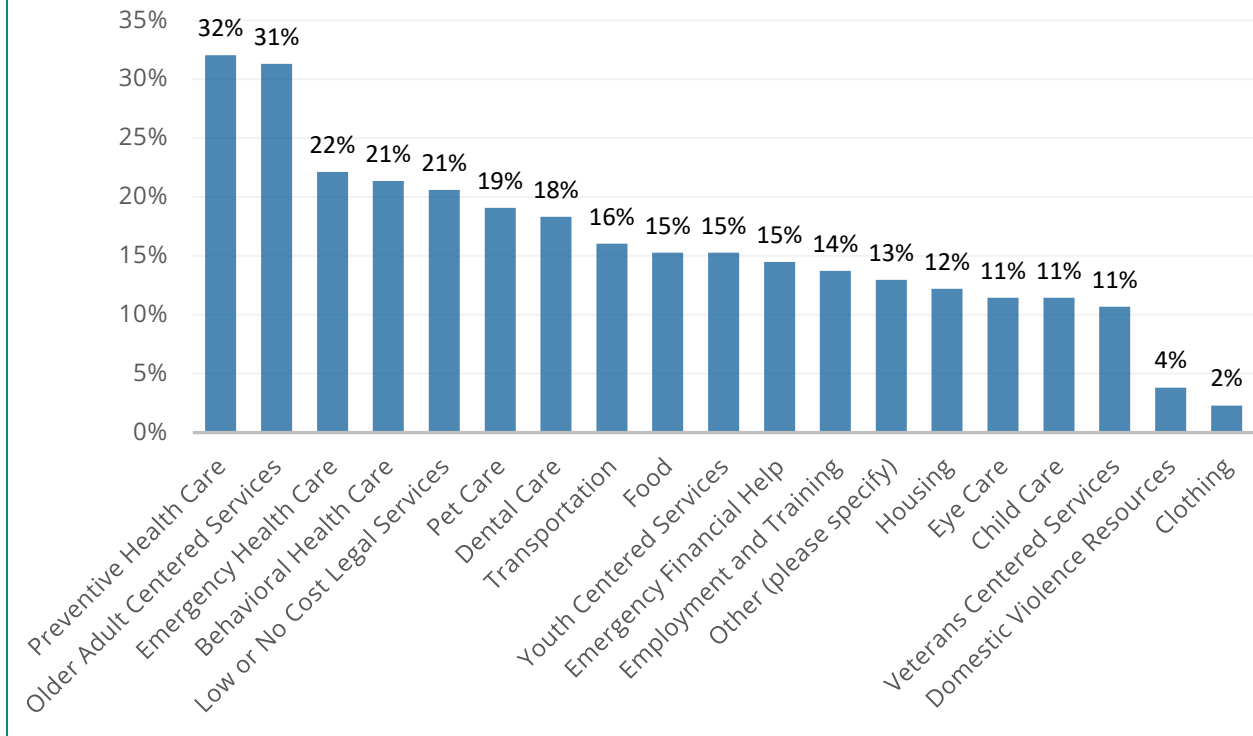
### **A. Physical and Behavioral Health (Includes Preventive, Emergency, Eyecare, and Dental)**

Overall, feedback on access to physical health care was positive, especially for emergency services in Lacey. There are approximately 7 urgent and/or emergency care facilities in Lacey; 23 dental clinics, 11 eye care clinics, 7 primary/preventive health care clinics, and 34 behavioral health clinics. This list is not exhaustive and will change.

The online survey question regarding "Health Care" listed behavioral health (including alcohol and drug recovery) as the top priority. Emergency health care and primary health care needs were 2 and 3, respectively. For individuals who submitted Korean surveys, access to preventive health care came in as top priority.

When compared across all "Household" human services needs, Preventive Health Care ranked first (32% of respondents). Older Adult Services was ranked second (31%).

## Household most urgent human service needs



Source: Lacey Human Services Needs Survey - 2024

While overall feedback from youth on physical and behavioral health was positive, youth expressed concerns about affordable access to mental health care. Youth would like a better understanding of where to obtain affordable mental health care and how to educate themselves on HIPAA privacy laws. Youth would like to better understand their right to confidentiality in their own health care.

Veterans expressed concern about access to mental health care in the community. There is a frustration with long wait times for services, and some local emergency rooms are unwilling to take psychiatric patients. Veterans mentioned that clinics are understaffed and have capacity issues. Sometimes, the wait for mental health services is 6 to 12 months. They indicated that Thurston Mason Behavioral Health is a good resource. In the 2024 Thurston County Veterans Needs Survey, Mental health was the second top concern behind obtaining their medical and disability benefits.

Veterans and other stakeholders expressed concern about the lack of in-home services for elderly residents. Sometimes the wait for home health care can be two (2) years.

Community safety professionals expressed concern about mental health care and the lack of appropriate facilities for temporary stays for mental health patients. The need for a 23-hour drop-in center was commonly highlighted. The Lacey Police Department (LPD) would like to expand the Mobile Outreach Team (MOT) so that services can run 24 hours.

Immigrant community members expressed challenges with attending medical appointments and the need for more languages available for interpretation, including indigenous languages, not just Spanish. Immigrants have disparate health outcomes from environmental impacts.

*“The increased presence of ICE has affected our (immigrant) community members. They are not accessing resources. There is a language barrier that makes phone calls impossible. They also don’t trust the people providing services that are not from their community. They are afraid that ICE is going to be called. We have family members who were the main provider who have been detained.” – Focus Group Participant*

School staff indicated that it is difficult to find mental health services for students in grades Kindergarten to fifth grade. It is also difficult to get unaccompanied youth health care because of the limited licensed staff who can legally take care of them. Youth are often referred to Legal Council for Youth and Children.

**B. Child Care:** Child care was emphasized as an unmet need by local economic development, planning, and human services reports, as well as through community feedback. There is a lack of affordable child care in and around Lacey, which impacts private-sector business growth, hiring, retention, and work-first compliance. Child care is a daily essential for families in the workforce.

In a 2025 ALICE (Asset Limited, Income Constrained, Employed) report by United Way of the Pacific Northwest, it was discovered that nearly 4 in 10 households are unable to afford the essentials of daily life: housing, food, child care, transportation, health care and technology even while working full time. Many of these individuals do not qualify for public assistance. The 2023 [Thurston County data](#) shows 33% of residents are below the ALICE threshold.

*“Our families are working two or three jobs and they still cannot make ends meet. It used to be called “the working poor” now it’s “the working homeless.” Rents are going up and people are not making enough to meet the needs.” – Focus Group Participant*

**C. Emergency Financial Help:** Overall, this need was discussed in context with there being limited services available. Typically, if people call for rental assistance or emergency financial help, they are added to a list. It was shared that there is not enough money to assist those in need. It was highlighted that it is difficult to turn people away due to a lack of funds and that having the Lacey Human Services Grant program has helped.

The Lacey Utility Billing programs, churches, and Veteran’s assistance fund have all been useful in assisting people with emergency needs.

There needs to be more emergency funds overall.

*“While organizations like the Family Youth Resource Center provide great support, they are seeing unprecedented levels of need. Demand for rental assistance far exceeds available funding, leaving many families without support. It is important to provide assistance before eviction occurs. Just to get into an apartment, a family can be required to pay up to \$7,000 with first and last month’s rent, security fees, pet deposits, etc.” – Focus Group Participant*

**D. Pet Care:** Feedback on pet care was mixed. Some participants do not see pet care as a human service need. Others see pet care as essential, especially for those with service animals. This need was recommended by the City’s Commission on Equity and the Human Services Commission. Pet care extends to housing and homelessness prevention, a feeling repeated multiple times in conversations on homelessness prevention.

*“There needs to be more shelters and places that take pets. A lot of folks don’t want to go to housing without their pets.” – Focus Group Participant*

**E. Domestic Violence Resources:** Domestic Violence Services are needed, and there are not many resources located in Lacey. This was also expressed in the context of creating more shelter beds for women and children.

*“As a region we see a lot of services are in Olympia. Community Kitchens are concentrated more in Olympia. Having more of a geographic distribution of services would be good. We need more emergency shelters, especially for women and DV survivors.” – Focus Group Participant*

**F. Housing:** Housing-related human services are diverse. To understand and assess needs, it is helpful to break down housing needs into categories.

**Affordable Housing:** Affordable Housing is prioritized in several local planning documents at both the City and County levels. The affordable housing crisis is a national issue, and here in Western Washington, it is one of the highest priorities. Affordable housing was at the top of the priorities in the focus group discussions. It was also a top focus area of the [scientific community survey](#) that Lacey conducted in 2025.

Lacey participates in and funds the Thurston Regional Planning Council (TRPC), which provides regional projections on affordable, emergency, and permanent supportive housing. According to their most recent housing need report (2025), Lacey will need to build 5154 new housing units between 2020 and 2045. The Lacey UGA will need to build

8,970 units. The TRPC also looks at how much emergency housing (shelter beds) and permanent supportive housing are needed in Lacey by 2045.

		<b>Table 3. Lacey Housing Unit need by allocation and income 2020-2045</b>								
		<b>Income Level (Percent of Area Median Income)</b>								<b>Emergency Housing / Beds</b>
		<b>0-30%</b>			<b>30- 50%</b>	<b>50- 80%</b>	<b>80- 100%</b>	<b>100- 120%</b>	<b>Remainder</b>	
	<b>Total</b>	<b>PSH*</b>	<b>Non- PSH*</b>							
Lacey	City	5,154	424	1,086	1,199	515	0	540	1,390	103
	UGA	8,970	684	1,698	1,468	2,841	0	721	1,558	179
	Total	14,124	1,108	2,784	2,667	3,357	0	1,261	2,948	282

Source: Thurston Regional Planning Council April 2025 – Implementing the Housing Affordability Requirements of HB 1220

\*PSH refers to permanent supportive housing

Lacey addresses affordable housing needs in the [Comprehensive Plan Update](#) of 2025. The draft plan lists 43 housing goals and policies. In addition to expanding affordable housing options, there are goals to expand housing solutions for people who are unhoused. Much of this will be done by strengthening partnerships and coordination with regional agencies, service providers, faith-based organizations, and the private sector to expand and improve access to emergency, transitional, and permanent supportive housing options. This includes leveraging City, state, federal, and other funding sources to maximize support for unhoused populations.

**Emergency Shelter:** During the needs assessment, numerous community members expressed concern about the lack of emergency shelter in Lacey. These concerns were expressed especially around women, youth, and those exiting behavioral health hospitalization, temporary police holds, and emergency room visits.

Focus group participants emphasized that the Maple Court temporary shelter was, at the time, limited in its ability to accept new clients due to building safety issues. There have also been concerns about increasing public safety issues at and near the site.

The lack of a youth shelter that opens before 9pm is a concern expressed several times. Youth lack a safe space after the Lacey Timberland Regional Library closes and before they

can enter the youth shelter in downtown Olympia. Lacey youth use Gabi's Olympic Cards and Comics as a safe space to go in the evenings and when shelter is not available.

Unhoused families with children in the North Thurston Public School catchment area who cannot find nearby shelter often end up in their cars. They are sometimes going to Chehalis, Shelton, and Tacoma to find emergency shelter. This increases students' school absenteeism.

**Permanent Supportive Housing (PSH):** PSH is a needed housing option in the community. Maple Court (enhanced shelter) is scheduled to transition to PSH over the next few years. Once converted, Maple Court will have approximately 110 low-income, PSH units.

**Homeless Services and Prevention:** Seniors expressed concern about helping people who are unhoused find resources. They expressed that safe parking is needed for people living in their vehicles. There are several folks living in their vehicles that frequent the Lacey community center parking lot which is adjacent to the senior center. There is frustration with stereotypes that all people who are unhoused are drug addicts or alcoholics.

*"Many seniors are one issue away from becoming unhoused." – Focus Group Participant*

Seniors expressed a desire to have contacts for human services located in one place. Several indicated that it is too hard to find resources online, the phone call waits are too long, and there is confusion about where to refer individuals who need help. It was recommended that the City connect with the Built for Zero Coordinator.

Community members and City staff expressed a desire for a drop-in center where people could go safely, rather than end up in the emergency room or jail.

The [Thurston County 5-year Local Homeless Housing Plan](#) Objective 5 aims to maintain and expand housing and sheltering options through flexibility, honoring personal choice, housing goals, and diversifying housing types and levels of supportive housing services. That diversity of housing types includes:

- Emergency Shelter
- Temporary and transitional housing solutions
- Permanent Supportive Housing units
- Affordable Housing Units
- Housing subsidy opportunities for community-integrated market-rate housing
- Recovery residences
- RV residences
- Mobile Homes
- Tiny Home Communities

- Room and Home Sharing

In addition to mapping, maintaining, and expanding the diversity of housing types, the 5-year Local Homeless Plan includes strategies to streamline communication and cross-training, community engagement and education, addressing the root causes of homelessness, maximizing prevention resources through partnerships, and reducing service duplication. These prevention strategies include working with property owners and renters.

**G. Food:** Food ranked fifth in terms of need in the online survey. Community members spoke highly of the Thurston County Food Bank and the hot meals at the Lacey Senior Center, and noted a concern about the lack of soup kitchens or other warm meals in Lacey. Most of the direct services and soup kitchens are located in Olympia. It was also noted that more information is needed about the food bank at the Lacey Veterans Services Hub. Concerns about reductions to SNAP benefits were also shared.

School staff refer families to “Shepherd’s Table Community Dinner” at St. Mark’s Lutheran Church in Lacey. This dinner is held on the last Wednesday of each month.

**H. Clothing:** Clothing was not in the highest need category. However, there are several clothing options at local churches and through the Family Resource Center at the North Thurston Public Schools.

**I. Employment and Training:** Employment and Training ranked fourth in the very needed/somewhat needed category in the online survey. This is another inter-connected need that touches financial assistance, behavioral health, child care, and housing.

**J. Transportation** – Overall feedback on transportation was mainly positive, with youth, adults, and seniors happy with InterCity Transit and the free bus system. Some participants used adjectives like “Superb” to describe the transportation system. Some school staff indicated safety concerns about public transit stops and the activities happening on the buses.

*“Intercity transit is amazing. However more and more it’s becoming dangerous for youth. There is more drug use on the buses and youth are scared to ride. Crime is happening at the bus stops.” – Focus Group Participant*

Unhoused families that are moving farther away from the school district have trouble reconnecting with the transportation system.

One area that participants indicated a need for was pedestrian infrastructure (active transportation). Groups highlighted the need for improvements in sidewalks, lighting, and crossings. Local jurisdictions with TRPC are studying ways to improve the pedestrian

crossings on the Martin Way Corridor. This is a top 10 priority for the region and will help with access to the food bank in Lacey. Commenters also shared that the bus stops are too far apart and that there needs to be more stops.

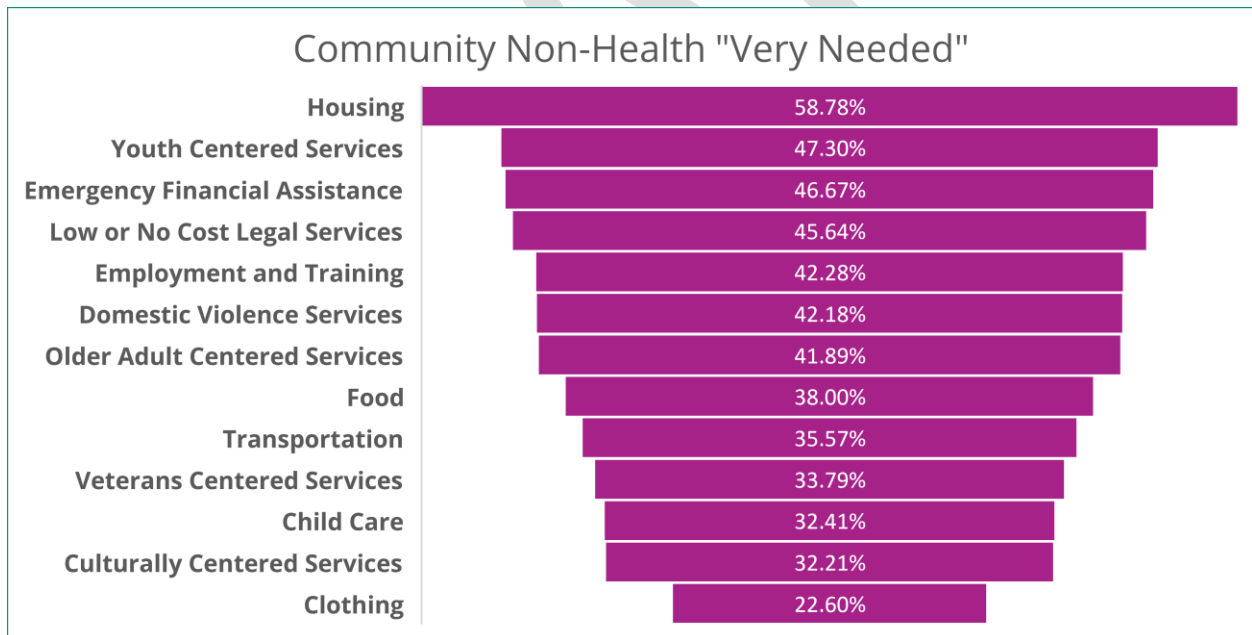
There were several anecdotal comments in the online survey about pedestrian needs as well. Transportation came in second highest in the online survey narrative comments.

**K. Low or No Cost Legal Services:** Low and no cost legal services came up most frequently in the private sector conversation. Community members are most concerned about elderly people being taken advantage of and needing assistance with estate affairs.

Students at NTPS who need low and no cost legal services are referred to the Legal Council for Youth and Children (LCYC). These attorneys help youth who are unaccompanied with guardianship, name changes, and more.

**L. Youth Centered Services:** When looking at the needs survey question 8 (Other Human Services), youth centered services ranked second behind housing.

When compared across all "Community" human services that were not health related, Housing services ranked first (58.78% of respondents said very needed). Youth centered services ranked second (47.30% of respondents said very needed).



Source: Lacey Human Services Needs Survey - 2024

Youth services also came up in multiple focus groups as a high-priority need. It was expressed many times that there are not enough safe, indoor places for youth to spend time.

Youth also expressed a desire for more collaboration and sharing of human service resources between the City and schools in Lacey.

**M. Veterans Centered Services:** The City received positive feedback regarding the Lacey Veterans Services Hub, and it was consistently listed as a positive asset in Lacey for human services. Community members expressed a desire to continue to support the many military families in Lacey and take pride in having created the Lacey Veterans Services Hub based on community feedback. Concerns shared are a lack of access to mental health services and programming for non-homeless Veterans.

**N. Senior Focused Programs:** Older adults expressed praise for the Lacey Senior Center and the programs and services available there. Some expressed a need for more space and accessibility at the Senior Center, while others praised the smaller “warm” feeling there. Several seniors interviewed stated that they travel from other local cities to the Lacey Senior Center.

Seniors expressed communication improvements as a priority for Lacey Human Services. They expressed a need for better regional coordination of services and to make sure that there are people to speak with on the phone, and not to rely only on social media to get information out. They emphasized that some community members still need printed materials.

Seniors expressed appreciation for the affordable pricing structure for transportation and trips at the Lacey Senior Center.

Concerns were shared about financial and legal services for seniors, especially around fraud prevention.

There were also concerns shared that seniors who are unhoused are becoming more frequent.

**Future Additions:**

Community Scan (in brief)

City Human Services Roles and Offerings (table)

## Human Services Goals 2027-2031

**Goal 1. Focus human services resources on affordable housing, preventing homelessness, youth services, senior services, Veterans services, accessibility, and behavioral health care**

- Strategy A Align limited human services funding and resources with priority areas
- Strategy B Prioritize prevention and early intervention by investing in services that help people stay housed and stable
- Strategy C Focus resources on groups facing the greatest barriers, including low-income households, seniors at risk of homelessness, youth, veterans, and people with disabilities.

**Goal 2. Continue to provide a clear, transparent, predictable, and accessible grant program for local human services funding for capital and services**

- Strategy A Continue to provide a competitive application process available to non-profits
- Strategy B Provide training opportunities and workshops for interested parties
- Strategy C Oversee continuous improvements to the program

**Goal 3. Use federal funding to leverage and support high-impact capital projects**

- Strategy A Fund high-impact projects and facilities that expand access to services and resources
- Strategy B Invest in projects that address the identified service gaps and incorporate trauma-informed and accessible design
- Strategy C Leverage multiple funding sources to complete high-cost projects

**Goal 4. Increase awareness of human services resources across the community**

- Strategy A Create culturally relevant digital and print communications with various communities, youth, renters, veterans, seniors, and all community members
- Strategy B Provide community members with updated resources on a quarterly or twice-a-year basis
- Strategy C Provide community members with updated resources in multiple languages

Strategy D Collaborate across City services, North Thurston Public Schools, cultural organizations, and other jurisdictions on resource notices, outreach events, and communications

**Goal 5. Work with partners to expand diverse housing opportunities and prevent homelessness**

Strategy A Create rental housing and homeownership forums for the community

Strategy B Partner with external agencies to increase permanent supportive housing

Strategy C Partner with external agencies to increase shelter space for the community, with a focus on women and youth

Strategy D Explore options to enhance housing counseling, development, and programming

**Goal 6. Improve existing City human services programs and policies**

Strategy A Continue to enhance the Lacey Veterans Services Hub, Mobile Outreach Team, Community Resource Unit, and other City human services programs

Strategy B Explore additional funding opportunities, including leveraging City surplus properties

Strategy C Expand community outreach and engagement

Strategy D Engage the Human Services Commission and Commission on Equity on programs and policies

Strategy E Participate in regional DEIB meetings with local jurisdictions



## STAFF REPORT

Human Services Commission

May 7, 2026

Revised May 6, 2026

**Subject:** Human Services Grant Program (HSGP) Update  
**To:** Human Services Commission  
**Prepared by:** Michelle Chavez *mjc*  
**Department Director:** Shannon Kelley-Fong, Assistant City Manager *SKF*  
**Reviewed By:** Not Applicable  
**Final Review:** Same as Department Director

**Purpose:** Action Item

**Recommendation:** Motion to Recommend that the City Council Approve Option 3: No Admin Cap, Maximum Award \$30,000 for Service Projects and \$50,000 for Capital Projects, No Minimum ask, add points for number of Lacey residents served. Add points for priority areas.

**Brief:** The City Council allocated \$300,000 for the 2026 HSGP. The purpose of this staff report is to discuss the HSGP Policy, Application, and Rubric, including reviewing potential updates. The HSC previously reviewed potential updates at its March 5, 2026 meeting. While there was consensus to recommend Option 3, the HSC elected to defer a final recommendation until absent members had the opportunity to provide their feedback and to allow for further review of the rubric.

### 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 – 6/26/2025 [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](#)

Human Services Commission – 3/5/2026 [Link](#)

**Advisory Board Recommendation(s):**

Human Services Commission - The Human Services Commission reviewed a draft version of the 2026 HSGP Policy and Rubric. No recommendation has been made yet.

**Fiscal Impact:**

Budgeted Item: Yes

Amount: \$ 300,000

Funding Source: 001-0801-552.58-17

Project Code:

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**Attachments:**

1. 2026 HSGP Draft Policy
2. 2026 HSGP Draft Application
3. 2026 HSGP Draft Rubric

**Policy or Legal Alignment:**

1. [Ordinance No. 1667](#)

**Background:** General information on the City of Lacey’s (City) Human Services can be accessed here: [Human Services - City of Lacey](#). The City Council allocated \$300,000 for the 2026 HSGP.

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 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 for Service Projects and \$50,000 for Capital Projects No Minimum Ask	No Change	Something Else
<b>Rubric</b>	Add Points for number of Lacey residents served  Add Points for Priority Areas	Add Points for number of Lacey residents served  Add Points for Priority Areas	Add Points for number of Lacey residents served.  Add Points for Priority Areas	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 number of Lacey residents served
- 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.

**Proposed 2026 HSGP Timeline** – Table 2 provides a proposed timeline for 2026. These details are subject to change.



**Table 2.**

**Proposed 2026 Human Services Grant Program Timeline  
(Dates subject to change)**

<b>Activity</b>	<b>2026 Dates</b>	<b>Needs Assessment</b>
HSC Review Program Materials, Policy, Scoresheet (Rubric) Options	January	Focus Groups, Writing Strategic Plan, Present for Approval
HSC Review Draft Policy and Rubric	March	
City Council Reviews Draft Policy and Rubric – Motion to Adopt	May 26	
Program Opens for Applications	June	
Applicant Presentations / Review and Score Applications	July (2 dates)	
HSC Award Recommendations and City Council Final Approval	August	
Program Year Begins (September 1, 2026 to August 31, 2027)	September	

**HSGP Draft Policy** – The HSGP Policy was last updated in April of 2025. Based on feedback from the City Council, HSC, and existing research for the needs assessment, the following are recommended changes for 2026:

- update priority goal areas (based on current research)
- update amount of cap on grant awards

**HSGP Draft Application** – update the application to include any recommended changes

**HSGP Draft Rubric** – update rubric to include any recommended changes

The HSC previously reviewed potential updates at its March 5, 2026 meeting. While there was consensus to recommend Option 3, the HSC elected to defer a final recommendation until absent members had the opportunity to provide their feedback and to allow further review of the rubric.





# Human Services Grant Program Policy

## Goals

The City provides and supports a broad range of local human services to community members. These services are targeted to help individuals access community resources. One of the core ways the City engages in this work is by providing funding to support the work of non-profits.

## Categories

HSGP funds are dedicated to 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: focused on affordable housing, preventing homelessness, youth programs and services, and behavioral health services will be given priority.~~

**Affordable Housing / Homelessness Prevention:** expanding and upgrading affordable housing programs, emergency rental assistance, housing education, creating and maintaining supportive housing services ~~that prevent homelessness.~~

**Survival Youth:** ~~access to food, water, shelter, sleep, clothing, programs and projects that serve Lacey youth including day care.~~

**Security Behavioral Health:** ~~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 (\$350,000) 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 \$350,000.
- 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 Application

Overview - DRAFT not confirmed

The Lacey City Council approved the 2026 Human Services Grant priorities. Grant funding will be prioritized on programs or projects that focus on:

**Affordable Housing / Homelessness Prevention:** expanding and upgrading affordable housing programs, emergency rental assistance, housing education, creating and maintaining supportive housing services that prevent homelessness.

**Youth Services:** Youth focused programs or projects including child care.

**Behavioral Health:** mental health care, drug and alcohol recovery, support in times of personal and family crisis.

## **Grant Requirements (in brief see full policy):**

Applicants must be non-profits.

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.

Maximum award for capital (brick and mortar) projects is \$50,000. Capital projects must be located in Lacey. Maximum award for service projects is \$30,000. NOTE: Applicants may receive partial funding.

One application per agency

Program Year Runs September 1, 2026 to August 31, 2027.

## **Timelines (Not Confirmed):**

Applicant Workshop: June 1, 2026 9:30am to 11:00am

Applications open: June 1 to June 26, 2026. Applications are due June 26, 2026 by 4pm (PST)

Applicant Presentations: July 9th and July 16th at 5:30pm at City Hall and via Zoom

NOTE: This online application does not have an auto-save feature. A PDF version of the application is available to help draft your submission, if needed

Please fill out this form completely. Applications are due June 26, 2026 by 4pm (PST). Late Applications will not be accepted.

Contact: [HumanServices@CityofLacey.org](mailto:HumanServices@CityofLacey.org) or call 360-486-8746

# Section 1. General Information

## 1.1 Agency Name \*

## 1.2 Program or Project Name \*

Only one program or project will be accepted by each agency.

## 1.3 Is this a capital project or service project? \*

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

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

## 1.5 Program or Project Area \*

Select all that apply.

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

If yes, what were the outcomes?

## 1.7 Future Community Members Served \*

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

Scored Question (15 points total)

## 1.8 Program or Project Description \*

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

## 1.9 Priority Focus

Does the program or project meet the priority focus (Affordable Housing / Preventing Homelessness, Youth Programs/Projects, Behavioral Health)? If yes, please provide a description of how it meets the priority focus.

Scored Question (15 points total)

## 1.10 Program Requirements \*

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

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

**Authorization to Apply \***

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

**Date Approved \***

## Section 2. Organizational Overview

**2.1 Organization Legal Name \***

**2.2 Mailing Address \***

**2.3 Physical Street Address \***

**2.4 Main Business Phone \***

**2.5 Contract Signatory (Name and Title) \***

**2.6 Signatory Email Address for Approval \***

**2.7 Organization Primary Contact (Name and Title) \***

**2.8 Primary Contact Phone \***

**2.9 Primary Contact Email \***

**2.10 Years in business (current dba or previous) \***

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

**2.11 Federal Tax ID \***

### 2.12 Partnerships and Service Coordination \*

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

Scored Question (5 points total)

### 2.13 Client Centered Programming \*

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

Scored Question (15 points total)

### 2.14 Diversity, Equity, Inclusion and Belonging \*

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

Scored Question (15 points total)

## Section 3. Program or Project Overview

### 3.1 Program or Project Design \*

Please describe how the program or project will be delivered.

Scored Question (5 points total)

### 3.2 Program or Project Outcomes \*

Describe the program's specific and measurable outcomes.

Scored Question (10 points total)

### 3.3 Program or Project Eligibility \*

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

2026 Funding Priorities are affordable housing / preventing homelessness, youth services and projects, behavioral health.

Scored Question (5 points total)

### 3.4 Project Location \*

### 3.5 Project Address \*

## Section 4. Budget Overview

#### 4.1 Budget Narrative \*

Please describe how the Lacey Human Services Grant funds will be used to fund your program or project.

Scored Question (10 points total)

#### 4.2 Audit Findings \*

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

#### 4.3 Program or Project Sustainability \*

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

Scored Question (5 points total)

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**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
<p>1.7 Please provide the anticipated number of Lacey community members that will be served by this program or project within the contract year 2026 (add program year dates), if funding is awarded.</p>	<p>Does the answer fully explain the number of participants This should be a number only and the higher number served should receive a higher range score.</p>	<p>5-15</p>	
<p>1.9 Does the program or project meet the priority focus (basic needs that serve Lacey community members)?</p> <p>Basic needs include: housing, survival, and security.</p> <p><b>Affordable Housing / Homelessness Prevention:</b> expanding and upgrading affordable housing programs, emergency rental assistance, 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:</b> mental health care, drug and alcohol recovery, support in times of personal and family crisis.</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)? Affordable Housing / Homelessness Prevention, Youth Services or Behavioral Health?</p> <p>Does the application clearly explain how it meets the priority focus?</p> <p>Programs or projects that address more than one priority should be given a higher range score.</p>	<p>15</p>	

<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	

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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?	10 <del>5</del>	
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>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>Affordable Housing / Homelessness Prevention, Youth Services or Behavioral Health</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?	10 <del>5</del>	

<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. <i>What percentage of your program or project will be spent on admin?</i>	Does the applicant clearly describe how they will use the HSGP funds?	10	
4.3 Project Sustainability - <i>If your program or project does not receive funding, will you still be able to provide services or complete the project?</i>	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>	