

CITY OF TUMWATER
NOTICE TO SUBMIT YEAR 2024
COMMUNITY HUMAN SERVICES PROGRAM
FUNDING APPLICATIONS

City of Tumwater invites agencies PROVIDING HUMAN SERVICES to Tumwater residents to submit funding applications for the year 2024. It is expected that the City of Tumwater will have \$15,000.00 to distribute to local organizations that provide necessary aid for Tumwater residents who are vulnerable, low-income, or disadvantaged through the local Community Human Services Program (CHSP).

The application can be downloaded as a fill-in form at www.ci.tumwater.wa.us/HumanServices or by sending a request to email address: humanservices@ci.tumwater.wa.us.

Completed applications must be received no later than 12:00 p.m./Noon on Wednesday, September 27, 2023. All documents submitted will be public records. Completed applications should be sent by email to humanservices@ci.tumwater.wa.us (no larger than 9MB per email) or mailed to Executive Department, 555 Israel Road SW, Tumwater, WA 98501. Postmarks, late, or incomplete applications will not be accepted.

Agencies that have submitted a completed application by the deadline will be contacted to schedule a presentation before the City of Tumwater's Budget and Finance Committee. Presentations are required and expected to occur in October. The Budget and Finance Committee will make a funding recommendation to the Tumwater City Council as part of the current budget cycle. Successful applicants will be required to enter into an Agreement with the City of Tumwater.

**Completed applications must be received no later than 12:00 p.m./Noon, on
Wednesday, September 27, 2023.**

Postmarks, late, or incomplete applications will not be accepted.

Tumwater City Hall
555 Israel Road SW
Tumwater WA 98501

www.ci.tumwater.wa.us

This page is intentionally blank
for copying purposes



**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: SafePlace

Address: 521 Legion Way SE

City, State, Zip: Olympia, WA 98501

Contact Person: Ryan Cole

Title: Development & Communications Manager

Tax ID Number: 91-1153988

Date of Application: 09/26/2023

Telephone Number: 360 786 8754 x201

E-mail Address: ryanc@safeplaceolympia.org

Amount of Funding Requested: \$ 6000

CERTIFICATIONS:

I hereby state on behalf of SafePlace that:
(Name of Organization)

1. Please check the appropriate agency classification. The applicant is:


- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION
ENTITY CERTIFICATION - PAGE 2

2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has **attached a list of the Board of Directors** of the organization **with articles of incorporation and by-laws**.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
 - a. Show the purposes for which City of Tumwater funds have been spent; and
 - b. Be opened to inspection by the City of Tumwater or its agents; and
 - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Ryan Cole
Name

Development Manager
Title


Signature (original or e-signature)

09/26/2023
Date

**CITY OF TUMWATER
COMMUNITY HUMAN SERVICES PROGRAM
APPLICATION OF FUNDS**

LEGAL NAME OF AGENCY: SafePlace

1. What is the organization's purpose?

SafePlace's mission is to prevent and end sexual and domestic violence. SafePlace meets its mission by operating myriad programs, including but not limited to a 24-hour helpline, a housing program, a confidential shelter, legal advocacy, youth prevention education and more.

2. Who are the current officers and management employees of your organization?

SafePlace currently has a five-member Board of Directors. There is an Operations Team that consists of the Executive Director, Program Director, Human Resources Director and Development & Communications Manager.

a. How are officers selected?

Board members are community volunteers that complete a formal application and nomination process which includes completion of SafePlace's Advocacy Core Training.

b. How many members are there in your organization?

There are 5 board members, a four-person Operations Team, and 34 staff.

c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?

SafePlace currently staffs 34 employees, 33 of which are full-time and one is part-time. The annual total personnel expenses for 2022 were \$1,744,374, with full-time personnel costs amounting to \$1,213,374 and part-time personnel costs amounting to \$31,000.

3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.

(For the application to be complete, budget materials must be attached.)

SafePlace's major funding sources are government grants and individual donations for general operating expenses. SafePlace also receives support from private grantors such as Northwest Children's Foundation and Medina Foundation.

4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.

SafePlace does not currently have funding sources to specifically help Tumwater residents. SafePlace does receive funds from Thurston County for general operating costs, basic program needs, and client assistance.

5. a. For what specific programs or activities will City of Tumwater funds be used?

Funds from the 2024 Community Human Services Program will allow SafePlace to support survivors of sexual and domestic violence by providing them with fuel cards, mechanical repairs for their vehicles, and gift cards for youth in the city of Tumwater. Fuel cards will help survivors reach safety or meet obligations to help reach safety (court hearings, SafePlace advocacy appointments, etc.). Mechanical repairs consist of any type of routine maintenance like oil changes, windshield wipers, etc. Gift cards for youth will help pay for essential items like clothes and school supplies. These services will eliminate financial and transportation barriers for survivors in Tumwater and help them reach safety and stability.

b. How do these programs or activities benefit the Tumwater community?

SafePlace is located in Olympia and primarily serves residents of Thurston County. These services include survivor advocacy, Thurston County's only emergency shelter for survivors of domestic violence, housing resources, and more. For survivors in Tumwater that may be one or two resources away from accessing our services, this funding will allow us to focus our efforts on them by partnering with local mechanics to help with car repairs and maintenance and to eliminate transportation barriers, and to assist survivors in Tumwater to access essential needs and advocacy from SafePlace.

6. Is the City of Tumwater's financial support expected to be for one year or continually?

The City of Tumwater's financial support to meet this need is expected to be for one year. This money will help expand our existing service programs and increase the amount of survivors in Tumwater we serve.

7. What will result if no City of Tumwater funds are provided?

Survivors in Tumwater will always be able to access SafePlace's services, but this funding will only increase the amount of survivors we can reach and will specifically aim to help Tumwater residents.

8. What would be the cost per unit of service provided in Tumwater?

Mechanical repairs: 15 repairs at \$200 each = \$3000

Fuel cards: 32 fuel cards @ \$50 each = \$1600

Youth gift cards: 28 gift cards @ \$50 each = \$1400

9. Is there any other information the Council needs to know about your proposal?

In 2022, SafePlace served nearly 2000 survivors across all direct service programs. SafePlace's 24-hour helpline fielded nearly 4000 calls. SafePlace is on pace to shatter those numbers in 2023, having served 1569 survivors through August and having answered 2980 calls through August. The need is great, and SafePlace services are often the lifeline survivors need to reach safety and stability. We're humbled to help Tumwater residents in times of crisis, and we're grateful for the opportunity to apply for funding to help in our mission to prevent and end sexual and domestic violence.

- ☐ Signature on Page 2 – Entity Certification
- ☐ Attach Organization Total Budget
- ☐ Attach Project Specific Budget
- ☐ Attach list of Board of Directors
- ☐ Attach Bylaws
- ☐ Articles of Incorporation

