



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.

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Wednesday, September 27, 2023.**

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Tumwater City Hall
555 Israel Road SW
Tumwater WA 98501

www.ci.tumwater.wa.us

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for copying purposes



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

Legal Name of Agency / Individual: **Dispute Resolution Center of Thurston County**

Address: **P.O. Box 6184**

City, State, Zip: **Olympia, WA 98507**

Contact Person: **Elizabeth Drake**

Title: **Associate Director**

Tax ID Number: **94-3130662**

Date of Application: **September 27, 2023**

Telephone Number: **360-956-1155**

E-mail Address: **edrake@mediatethurston.org**

Amount of Funding Requested: \$ **4,000**

CERTIFICATIONS:

I hereby state on behalf of **Dispute Resolution Center of Thurston County** 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.

Elizabeth K. Drake
Name

Associate Director
Title

Elizabeth K. Drake (e-signature)
Signature (original or e-signature)

September 27, 2023
Date

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

LEGAL NAME OF AGENCY: **The Dispute Resolution Center of Thurston County**

1. What is the organization's purpose?

The mission of the Dispute Resolution Center (DRC) of Thurston County is to empower people to resolve their disputes by providing conflict resolution services and training community members in those skills. The DRC values preserving and repairing relationships through personal empowerment, collaboration, integrity, respect, civility, and trust. We promote equitable access to justice by honoring, embracing, and encouraging diversity in all aspects of our service provision, and we seek to reflect the multitude of traditions, customs, and values within our community. Since 1991, we have served thousands of residents in Thurston and South Mason Counties—and beyond—through our conciliation, mediation, facilitation, and training.

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

DRC Management Employees:

- 1) Jody Suhrbier, Executive Director
- 2) Elizabeth Drake, Associate Director
- 3) Jennifer Miller, Business Manager
- 4) Alice Sharrett, Mediation Manager
- 5) Leah Rietema, Training Manager
- 6) Ash Edmonds, Volunteer Manager
- 7) Joe Sanders, Community Engagement Manager
- 8) Luis Manzo, Business Resource Manager

Board of Directors, Officers:

- 1) Deborah Jayne, President
- 2) Curt Gavigan, Vice President
- 3) Julie Watson, Secretary
- 4) Alicia Varvaro, Treasurer

a. How are officers selected?

The DRC actively recruits applicants for our Board of Directors to serve a 3-year term for up to two consecutive terms. Board member meetings are held once a month and we host an all-day retreat each Fall. We actively take steps to recruit Board Members to better represent the full

diversity of our community.

b. How many members are there in your organization?

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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?

Fulltime: 5 employees with annual payroll of \$359,194.

Part-time: 6 employees with annyal payroll of \$300,592.

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.)

See the attached 2023 Budget Summary. The DRC relies on several funding streams to provide services in our community.

- More than one-third of our funding comes from grants that we apply for (e.g., City of Tumwater).

- 12 percent of our funding comes from individual donations and business support

- About one-third of our revenue is government supported, and this will decrease in 2024 with the sunset of the statewide Eviction Resolution Program as of June 2023.

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

- Our local governments, including the Cit of Tumwater (\$4,000), City of Lacey (\$3,200), and Thurston County (\$11,000), contribute funding that supports our conciliation ad no-cost phone negotiation services for callers in our community.

- We receive funds from the Department of Social and Health Service sto help support reduced mediation costs for clients who emet certain criteria for parenting plan mediation services (up to 100 percent of the mediation cost at \$685 per mediation session).

- We have a contract with the City of Tumwater and the City of Lacey to provide housing mediation services using "draw-down" funding (\$50k) as needed.

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

Neighbor-to-neighbor disputes, homeowner association disputes, personal property disputes, and others can often be resolved with a call to the DRC. Funds from the City of Tumwater contribute to our Conflict Resolution Resource Line. The Resource Line is a no-cost service for people who can call in to speak with trained conciliators who provide conflict coaching, information, referrals, and arrange face-to-face mediations.

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

Conflict costs are on the rise, including time, energy and money, and so is demand for our phone negotiation services and conflict coaching. Our Conflict Resolution Resource Line provides services at a fraction of the cost that jurisdictions would pay when conflict rises to the level of City and County staff, code enforcement officers, and local police. All residents of Thurston and South Mason Counties, including Tumwater, have access to DRC services. DRC services are offered on a sliding scale fee basis because our goal is to support people in need of conflict solutions that are affordable for everyone.

We have a proven track record of success as a trusted resource with longstanding experience delivering services in communication, conflict resolution, and facilitation in our community. The DRC's goal is to help our community communicate and resolve differences with civility and respect. The community counts on us to help thousands of residents in Thurston County and south Mason Counties each year.

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

We are grateful that the City of Tumwater has contributed annually to the DRC for well over a decade. We ask for the same level of support in 2024 (\$4,000).

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

About 40% of the DRC's budget relies on special project funding and grant contributions, including funding we receive from the City of Tumwater. We rely on this support, which adds up, because this consistency is necessary to keep the DRC's phone conciliation program running. If we did not receive these funds, the DRC would have to seek different funding to support this core work. Our Conflict Resource Line is the front-line resource that supports the

underlying foundation of all of DRC's services. We would potentially have to reduce our hours of operation or staffing for the Resource Line if we could not rely on funds from the City of Tumwater.

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

The organizational cost of providing conciliation and conflict coaching is \$60 per individual caller. The cost for a two-hour, two-party mediation is \$685.

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

For 32 years, our community has counted on us to help thousands of Thurston County residents each year. With this commitment to support improvements to civic harmony, renewed funding is essential to the continued delivery of our services in a more equitable way. Thank you for your prior support and for your consideration to continue our services in this fiscal cycle.

- ☐ 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