



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

Legal Name of Agency / Individual: Rebuilding Together Thurston County

Address: 809 Legion Way SE, Suite 306

City, State, Zip: Olympia, WA 98501

Contact Person: Cathy Johnson

Title: Executive Director

Tax ID Number: 77-0613860

Date of Application: 9/11/2023

Telephone Number: (360) 539-7830 , Message 360-556-3027

E-mail Address: cathyjohnson@rebuildingtogethertc.org

Amount of Funding Requested: \$ 3,000

CERTIFICATIONS:

I hereby state on behalf of cathyjohnson@rebuildingtogethertc.org 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.

Rebekah Graham

Name

RTTC Board President

Title

Rebekah Graham

Signature (original or e-signature)

9-15-2023

Date

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

LEGAL NAME OF AGENCY: Rebuilding Together Thurston County (RTTC)

1. What is the organization's purpose?

RTTC is dedicated to preserving affordable housing and assuring that the most vulnerable low-income homeowners in Thurston County live in warmth, safety, health, and independence. We provide critical home repairs and ADA modification services at no cost to eligible beneficiaries.

The lack of affordable homes in Thurston County contributes to higher prices and cost burdens for residents. Most of RTTC's clients subsist on \$8,640 to \$21,600 per year and spend more than 50% of that on housing. Our "typical" applicant is a woman in her mid-60s who lives in a mobile home in a park with an income of \$1,250 a month and park rent of \$650, leaving just \$600 a month to cover living expenses. This situation places enormous financial strain on people as they have less to spend on other necessities such as food and health care. There is often no money left over for home maintenance or critical home repairs.

Typical repairs include:

- building a ramp for a wheelchair-bound veteran;
- replacing a family's hot water heater;
- replacing failing, water-damaged flooring;
- pumping a septic tank to prevent sewage from backing up into the home;
- repairing a front door and deadbolt for home security;
- installing grab bars for someone 62+ years old at risk of falling; and
- fixing a sparking light switch in a child's bedroom.

To be considered for RTTC's services, an applicant must live in Thurston County and:

- be low income (below 50% annual median income, in a few cases, below 80%);
- own their home;
- be living with a disability, or
- be 62+ years old, or be a veteran, or be a family with children;
- be unable to complete the repair work on their own; and
- plan to remain in the home for at least the next two years after repairs are completed.

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

Board: Rebekah Graham (President), Jennifer Ferguson (Vice President), Andi Lynn Rhodes Springer (Treasurer), Pete Kmet (Secretary). Staff: Cathy Johnson (Executive Director)

a. How are officers selected?

Directors are by the Board of Directors at annual meetings to hold office for a two-year term. Current directors hold their seats until their successors are elected and ratified. No Director may serve more than three consecutive 2-year terms. The terms of directors are staggered so that approximately one-third of the directors shall be elected at each annual meeting. Any vacancy on the Board that occurs prior to the annual election meeting is filled at any other regular meeting of the Board, at a special meeting, or by unanimous ballot, and any Director so elected serves the remainder of the term of that seat.

b. How many members are there in your organization?

We have 7 Board members, 1 Administrative staff member, 3 program staff members, 4 consultants, 40 skilled/contractor volunteers, and another 50 or so volunteers that help throughout the year.

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?

We have 1 full-time volunteer employee and 3 paid part-time employees. Payroll for our part-time employees is budgeted as \$63,180 in 2023.

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.)

RTTC's major funding sources include: two annual fundraisers (Give Local and our Build It Breakfast event) that bring in both individual donors and business sponsors, Grants (government, private foundation, tribal). We do not charge any fees to clients for our services.

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

Yes. RTTC receives funding for our Critical Repair program through the

Thurston County consolidated grants programs - Affordable Housing and Homeless Prevention (AHHS) (\$28,000) and Community Development Block Grant (CDBG) (\$30,000). We also were recommended for a one-time 2023-2024 grant this summer through a similar consolidated grant program administered by Thurston County (\$75,000). RTTC also received funding from the USDA Housing Preservation program in 2021-2023. These funds are not likely to be used for the proposed Tumwater project as they are restricted to projects in other areas of Thurston County or already allocated to other projects.

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

City of Tumwater funds would be used to work on one of our 50 proposed critical repair projects for 2024. This specific project is for a homeowner in Tumwater. Stephanie (54) and her mother (77) live in a doublewide manufactured home located in a park in Tumwater. They purchased the home in 2012. Stephanie and her mother are both living with disabilities. Their combined income is just under \$27,000 per year.

City of Tumwater funds would be spent on Stage 1 repairs at their home. Our project coordinator inspected their home and has deemed these repairs the most critical for them to live there safely.

Stage 1 (most critical safety need) - Total estimate \$4000

- Wheelchair ramp
- Bathtub modified to a walk in (Miracle Method), grab bars
- Plumbing repaired, bathroom floor replaced due to water damage, and other related incidentals.

Stage 2 (other critical needs) - Total estimate \$2000

- weatherstripping
- working bathroom exhaust fan
- working dishwasher
- security motion light
- plumbing leak in utility room
- back porch roof/awning repair
- bedroom door repair
- heating restored to one area of the home

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

This critical home repair project makes it possible for a Tumwater family to live safely in their home and age-in-place. It also helps preserve an affordable home in Tumwater for future residents

Being able to stay in their own homes keeps senior homeowners

connected with their community – their neighbors, house of worship, grocery store, doctor, and etc. It also saves money - for homeowners and for the larger community - to have homeowners stay in their existing home rather than moving to rent-assisted housing or an assisted living facility.

This project may help spread the word about RTTC's services to other Tumwater residents who are eligible and in need of critical home repairs.

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

RTTC is open to both possibilities. However, we were under the impression that we were applying for support for one year.

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

We may need to do fewer of the repairs at Stephanie and her mom's home. They may also have to wait longer for these repairs.

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

\$3000 per household. \$1500 per person.

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

People with Disabilities - Over 70% of our clients are living with a physical and/or mental disability. The work we do to make critical repairs and ADA modifications to their homes allows them the opportunity to stay in their homes and be part of our neighborhoods. This contributes to having a more inclusive community.

Skilled Volunteers – A lot of the critical home repair work we do is done by skilled volunteers. We hire contractors for the specialized and larger jobs, like plumbing, electrical work, and roofing. But our skilled volunteers build wheelchair ramps, fix damaged flooring and siding, and perform many other jobs. This allows us to stretch our budget and serve more people.

- ☐ 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

Rebuilding Together Thurston County

Profit & Loss Budget vs. Actual

January through June 2023

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Direct Public Support				
Businesses	500.01	5,000.00	-4,499.99	10.0%
Churches/Clubs	3,000.01	1,000.00	2,000.01	300.0%
Individuals	4,215.47	12,000.00	-7,784.53	35.1%
Total Direct Public Support	7,715.49	18,000.00	-10,284.51	42.9%
Fundraising (I)				
Build It Breakfast	52,205.22	55,000.00	-2,794.78	94.9%
Give Local (Yearend)	100.00	5,000.00	-4,900.00	2.0%
Total Fundraising (I)	52,305.22	60,000.00	-7,694.78	87.2%
Grant Award(s)				
Restricted	75,611.17	217,000.00	-141,388.83	34.8%
Restricted (Ops Okay)	5,000.00	20,000.00	-15,000.00	25.0%
Unrestricted	30,124.27	55,000.00	-24,875.73	54.8%
Total Grant Award(s)	110,735.44	292,000.00	-181,264.56	37.9%
Sale of Goods/Inventory	325.00			
Total Income	171,081.15	370,000.00	-198,918.85	46.2%
Expense				
Fundraising				
Build It Breakfast	5,952.50	12,500.00	-6,547.50	47.6%
Grant Expenses (Not Writing)	700.00			
Grant Writing	6,720.00	19,800.00	-13,080.00	33.9%
Total Fundraising	13,372.50	32,300.00	-18,927.50	41.4%
Operations				
Advertising	500.85	350.00	150.85	143.1%
Banking Fees	135.31	370.00	-234.69	36.6%
Comcast	1,345.91	2,640.00	-1,294.09	51.0%
Compliance	148.90	125.00	23.90	119.1%
Finance Expense	221.58	1,020.00	-798.42	21.7%
Insurance (Bond)	641.40	240.00	401.40	267.3%
Meetings (Staff & Contractors)	332.81	1,000.00	-667.19	33.3%
Networking	973.42	1,000.00	-26.58	97.3%
Office Supplies	1,939.41	2,000.00	-60.59	97.0%
Payroll (Operations)	9,247.24	30,186.25	-20,939.01	30.6%
Postage, Mailing Service	242.25	1,500.00	-1,257.75	16.2%
Printing and Copying	691.05	2,500.00	-1,808.95	27.6%
Professional Fees	13,872.75	30,480.00	-16,607.25	45.5%
Rebuilding Together	5,067.42	12,000.00	-6,932.58	42.2%
Rent	3,987.00	8,200.00	-4,213.00	48.6%
RTTC Conference Attendance	0.00	1,300.00	-1,300.00	0.0%
Subscriptions	322.75	1,500.00	-1,177.25	21.5%
Technology	0.00	1,000.00	-1,000.00	0.0%
Volunteer Appreciation	369.10	500.00	-130.90	73.8%
Total Operations	40,039.15	97,911.25	-57,872.10	40.9%
Program Expense				

12:33 PM

08/24/23

Accrual Basis

Rebuilding Together Thurston County

Profit & Loss Budget vs. Actual

January through June 2023

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
Direct Repairs/Modification	131,563.08	158,000.00	-26,436.92	83.3%
General Building Materials	256.34			
Iron Eagle Magnum 5X10X2	4,541.54			
Mileage	123.13			
Payroll (Direct to Program)	371.02	32,994.00	-32,622.98	1.1%
Rebuilding Day	2,038.45	3,500.00	-1,461.55	58.2%
Total Program Expense	138,893.56	194,494.00	-55,600.44	71.4%
Total Expense	192,305.21	324,705.25	-132,400.04	59.2%
Net Ordinary Income	-21,224.06	45,294.75	-66,518.81	-46.9%
Other Income/Expense	57,850.09	160,000.00	-102,149.91	36.2%
Net Income	36,626.03	205,294.75	-168,668.72	17.8%

Rebuilding Together Thurston County			
Critical Repairs Program Budget 2024 (Proposed) with Tumwater project details			
INCOME			
Direct Public Support			
	Give Local (annual online fundraiser)		\$ 10,000.00
			\$ 10,000.00
Events			
	2024 Build it Breakfast		
	Businesses		\$ 28,000.00
	Individuals		\$ 17,000.00
			\$ 45,000.00
Government Grants			
	Thurston County - Summer		\$ 75,000.00
	Thurston County CDBG		\$ 30,000.00
	Thurston County AHHS		\$ 28,000.00
			\$ 133,000.00
Private Foundation and Tribal Grants			
			\$ 45,000.00
			\$ 233,000.00
		Total Income:	\$ 233,000.00
EXPENSES			
Critical Repair Projects (50) - See insert for Tumwater project below			
	Application Coordination		\$12,500.00
	Contractors & Supplies		\$186,700.00
	Inspections		\$10,500.00
	Tumwater Project (proposed as 1 of the 50 Critical Repair projects)	\$6,000.00	
	Stage 1 (most critical safety need) - Total estimate \$4000		
	-Wheelchair ramp		
	-Bathtub modified to a walk in (Miracle Method), grab bars		
	-Plumbing repaired, bathroom floor replaced due to water damage, and other related incidentals.		
	Stage 2 (other critical needs) - Total estimate \$2000		
	-weatherstripping		
	-working bathroom exhaust fan		
	-working dishwasher		
	-security motion light		
	-plumbing leak in utility room		
	-back porch roof/awning repair		
	-bedroom door repair		
	-heating restored to one area of the home		
Program Overhead			
	Payroll, Insurance, Utilities, Etc. ..		\$23,300.00
		Total Expenses:	\$233,000.00



Budget Notes: This 2024 proposed Critical Repairs Program budget is based on our actual expenses so far in 2023. The Tumwater project has two stages. The first stage (\$4000) includes the most critical repairs for safety. The second stage (\$2000) ensures a longer term vision of safety and livability.