



Powered by ZoomGrants™ and

Thurston County Public Health and Social Services  
Thurston County, Public Health and Social Services  
**2024 Consolidated Grant Application- Thurston County**  
Deadline: 4/5/2024

### South Puget Sound Habitat for Humanity Critical Home Repairs - City of Tumwater CDBG

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

**\$ 45,000.00** Requested

Submitted: 4/4/2024 3:16:42 PM (Pacific)

**Project Contact**

Heather Binns  
[cora@spsshabitat.org](mailto:cora@spsshabitat.org)  
Tel: 503-705-2129

**Additional Contacts**

none entered

**South Puget Sound Habitat for Humanity**

1216 2nd Ave SW  
Tumwater, WA 98512  
United States

**CEO**

Elizabeth Walker  
[elizabeth@spsshabitat.org](mailto:elizabeth@spsshabitat.org)

Telephone 360-956-3456 x116  
Fax  
Web [www.spsshabitat.org](http://www.spsshabitat.org)

**Application Questions** [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

**1. What type of project are you proposing?**

Select one. For more information on each project type, review the RFP Instructions under the Library tab.

- Affordable Housing Projects
- Homeless Services - Cold and Hazardous Weather Projects
- CDBG - Capital Projects (City of Tumwater projects only)
- CDBG - Public Service (City of Tumwater projects only)
- Veterans Emergency Shelter Bed Program (Vets RFP)
- Housing Basic Needs (NOT ACCEPTING APPLICATIONS)
- Basic Needs (NOT ACCEPTING APPLICATIONS)
- Lived Experience Steering Committee Facilitation (NOT ACCEPTING APPLICATIONS)
- Eviction Prevention Rental Assistance (NOT ACCEPTING APPLICATIONS)

**2. Please indicate which of the following is true with regard to the types of funding your organization is willing to receive. (Supports eligibility)**

Select all that apply, or to accept funds from all sources, select "all of the above". Projects that will accept Federal Funds are

required to attach both an Acknowledgement of Required Assurances and a Risk Assessment form (See Documents tab).

- Will accept Federal funds
- Will accept State funds
- Will accept Local funds
- All of the above

**3. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check all boxes that apply. (Supports eligibility). By and For Organizations are those that are operated by and for the marginalized community to be served. By and For organizations have a primary mission and history of serving a specific marginalized community, and are culturally based, directed, and substantially controlled/managed by individuals from the specific marginalized population they serve. At the core of their programs, these agencies embody the central cultural values of the community to be served. Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, two-spirit, intersex and transgender; individuals with disabilities or who are deaf; and Native Americans.**

- Private/Non-Profit
- Community Housing Development Organization (CHDO) (Must meet HUD definition)
- Governmental Entity
- Corporation
- Limited Liability Corporation (LLC)
- Sole Proprietorship
- By and For Organization (See definition embedded in question above)
- Other (Submit supporting documentation)

**4. What population(s) is to be targeted for the service provided? Check all that apply. (Supports Criteria 1)**

Select all that apply.

- Adults (25 years of age and above)
- Young Adults (19-24 years of age)
- Children (0-18 years of age)
- Senior Citizens (as defined by your program)
- Families with Children
- Veterans
- Other or None (Explain in response to Question 8)

**5. Is this the first year this program will be in operation? If "No", what year did this program start? If "Yes", how long will it take after a contract is issued for the program to start? (Supports Criteria 11)**

*-answer not presented because of the answer to #1-*

**6. Indicate the type(s) of basic needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**7. Indicate the type(s) of Housing needs that your program will support. Select all that apply. (Supports eligibility)**

*-answer not presented because of the answer to #1-*

**8. Why is this program/project needed in our community? (Supports Criteria 1)**

*By and For Organizations should clearly and specifically identify the marginalized community they serve.*

Thurston County is facing an affordable housing and homelessness crisis. The county is facing a critical shortage of quality affordable housing options for low- to moderate-income families. As the Seattle metro-area continues expanding, the population of Thurston County also continues to grow. This population growth has increased demand for housing, causing housing prices and rents to increase significantly and displace many low- to moderate-income households.

According to the Thurston Regional Planning Council, the median housing price in the City of Tumwater is \$505,000 with a median household income of \$77,849. Out of the total 9,730 households in Tumwater, over 3,000 (32%) were cost burdened, meaning they spend more than 30 percent of their income on rent, mortgage payments, and other housing expenses. Of these, over 1,500 (16%) are severely cost burdened, spending more than half of their income on housing expenses. The percent of households that are cost burdened increases as income declines.

Many of our Critical Home Repair (CHR) applicants are living in unhealthy and potentially dangerous situations and are suffering in silence. Although they own their own homes, they don't have the true security, safety and health of a home even though they have a roof over their heads. They have normalized drinking out of a garden hose, showering with a bucket or living without a functional heating system. SPSHFH is committed to helping our neighbors to improve their quality of living

through the CHR program. We are the only local program that has the capacity and skill to take on larger and more complex projects, such as roof replacements, complete heating system replacements/repairs and accessibility renovations including bathroom and kitchen remodels.

**9. Describe the activities and actions your project will undertake and accomplish with this funding. This language may be included as a scope of work in a grant contract and may be adjusted if a grant award is less than the requested amount. (Supports Criteria 1, 2, 3, 4, and 5a)**

SPSHFH launched the Critical Home Repair (CHR) program in 2020. The goal of CHR is to keep low- to moderate-income homeowners in their homes by fixing major issues that could make their homes uninhabitable and potentially leaving them vulnerable to homelessness. The program is designed for low-income homeowners who have experienced financial hardships and, as a result, may find themselves unable to maintain, add, or repair critical aspects of their homes. CHR provides affordable, critical home repairs to prevent low-income homeowners from being displaced from their residences and improve the quality and health of those homes.

SPSHFH's philosophy is to provide a homeowner with a hand up, not a handout. CHR allows those homeowners who can pay for a portion of the repairs to get the repair work done promptly. We offer zero interest payment plans for 12 or 24 months. Depending on the costs of the projects, households pay between \$33-104 per month. By paying for a portion of the repair work, homeowners invest in their home, a long-term, wealth-building asset. The amount homeowners contribute depends on the cost of the repair work and total household income. Financial contributions by homeowners give them a sense of pride in their homes and provide them a truer sense of ownership. Homeowners and household members who are able can complete sweat equity work, meaning they help complete the repair work on their home or another's home.

Repair work is organized and facilitated by the Repairs Program Manager. Repair work is completed by SPSHFH construction staff, our wonderful group of long-term, skilled volunteers, clients completing sweat equity hours, and the homeowners (if they are able). Thanks to our experience building houses in the county, we are already familiar with housing codes and permitting processes and requirements. When needed, SPSHFH will subcontract with local contractors for plumbing and electrical, as well as for any type of 'environmental' (lead, asbestos, mold) remediation work.

CHR projects are scheduled according to:

- When a complete application is submitted and reviewed by the applicant selection committee
- Preference of the homeowner
- Length of time it will take the homeowner to save up for their portion of the repair costs
- Availability of construction staff and skilled volunteers
- SPSHFH's available resources to pay for repair work and materials

The SPSHFH CHR program addresses a range of projects that vary in complexity. We have five projects in progress and 12 more on our current waitlist. For those 17 projects, we are averaging \$7,000 per project. Projects include mold remediation, roof repair, siding repair, porch repair, heating and cooling (heat pump installation) and bathroom accessibility.

**10. If applying for facilitation of the Lived Experience Steering Committee (LESC), please describe your agency's experience centering people with lived experience of homelessness (PLEH) within program development, hiring and support of peer staff, and/or advocacy efforts towards including PLEH voice in the HCRS. (Supports Criteria 1a)**

*-answer not presented because of the answer to #1-*

**11. Indicate the Strategy and Task in the 5 Year Homeless Housing Plan that your project seeks to address. Format Response as Strategy Number, Task. ie "Housing A-3: Task All new Homeless housing units should be focused on Housing First/Low Barrier)" If your project touches on multiple strategies/tasks, list the one that best aligns with your project. (Supports Criteria 1)**

*-answer not presented because of the answer to #1-*

**12. PHSS prioritizes funding for programs adhering to evidence-based and promising practices. For housing and homeless services applicants, how will this program follow a low-barrier/housing first approach? Attach evidence that demonstrates low barrier/housing first approach. (Supports Criteria 2 and 5a)**

*-answer not presented because of the answer to #1-*

**13. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities. Please explain how you will show success or measure your results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and outcomes. (Supports Criteria 2)**

The core objective for the CHR program is to restore safety and health to approximately 50 low- to moderate-income household residents by completing a total 25 critical home repair projects in 2024-2025 in Thurston County. (Low- to moderate-income is defined as having an income between 30 and 80% AM). SPSHFH's strategic plan includes three goals

relating to the CHR program expansion:

- Grow the number of families served.
- Grow our home building capacity by establishing a critical home repair program.
- Grow our capacity to accomplish our mission by positioning SPSHFH as an affordable housing solution and increasing capacity to expand our operations.

These goals are assessed monthly, quarterly, and annually.

City of Tumwater CDBG funding will go fund four to six projects benefitting approximately 12-18 City of Tumwater household members in 2024-25.

For these four to six projects, we expect that 15-20 household adults to complete 120 hours of sweat equity, along with 50 volunteers who will conduct 300 hours of repair work. The expected impact of the repair work on household adults:

- 90% experience an increase in skills and knowledge regarding the maintenance and upkeep of their home
- 90% experience a strengthened sense of ownership/pride in the home
- 80% experience a strengthened sense of connection with their community

All household adults ages 18 and over (i.e., those that fulfill sweat equity hours) are asked to complete a pre- and post-assessment of the items outlined above. Their responses pre- and post-program participation are compared to assess the growth they experienced due to their participation in our program.

**14. Describe the actions your agency has taken in recent years and intends to take in 2024 and 2025 to decrease disparity amongst identities overrepresented in the Homeless Crisis Response System (such as, Black, Indigenous, People of Color, LGBTQIA2S+, and people living with disabilities), advance or support racial equity and center people with lived experience of homelessness or those unstably housed or eligible under the Housing Choice Voucher program within your organization. Are there people in your leadership team that identify as BIPOC? If yes, please complete the table on the Documents tab. (Supports Criteria 1, 5a and 5b)**

DEI is a guiding principle of our organization. Habitat for Humanity welcome people from all walks of life to partner with us as volunteers, donors, employees and homebuyers. We celebrate and value diversity, welcome differences and leverage the collective strengths of all people.

As 2020 unfolded, the racial disparities brought to light by the COVID-19 pandemic and the continued killing of black people by police officers led our organization into discussions around our guiding principles and how we put them into action. Our organization provided staff with resources and time to continue to individually understand their role in our society and our organization. We also created an agency-wide DEI Committee and hired a Human Resources consulting firm to bring an equity lens to our hiring practices, job descriptions, employee engagement and communication.

SPSHFH understands that historic and persistent discrimination in US housing policy is one of the chief drivers of current racial inequities. Owning a home is the largest source of personal wealth for most families. The gap in homeownership has resulted in the median net wealth of Whites being 10 times greater than that of Black families - \$171,000 vs \$17,600. Black parents have dramatically less wealth to pass on to their children, driving economic, educational, and housing disparities for the next generation as well.

Eliminating disparities in homeownership rates and home equity gain will shrink the racial wealth gap. When homeowners are no longer housing cost-burdened, they allocate more than twice as much of their income towards buying healthier food, health care, and insurance. Children of homeowners are 116% more likely to graduate from college and will earn 24% higher income in their lifetime. Home equity is the leading asset households can leverage to start businesses and finance college educations. SPSHFH builds racially diverse neighborhoods. Over 40% of current SPSHFH homeowners are BIPOC.

**15. Where will the services be provided and how will the services: 1) reach target population: 2) be accessible to persons with disabilities or special needs; 3) reduce racial disproportionality and 4) support historically vulnerable and disadvantaged populations? (Supports Criteria 5a)**

1) The CHR Manager and Development Director plan several community events, regularly attend other community events and outreach opportunities and advertise in print and digital media. We are regularly featured on Facebook, Mixx 96 FM, Roxy, The Ranger and Thurston Talk.

2) We anticipate that many of the CHR program projects will focus on modifications for accessibility (grab bars, widening of doorways, and ramp installation).

3) When we recruit homeowners for the CHR program, we use an Affirmative Fair Housing Marketing Plan, which is a

marketing strategy designed to attract eligible homeowners of all majority and minority groups, regardless of sex, disability, and familial status. See Question 9 for more information. This plan is proven effective based on the ethnicity of client households served by SPSHFH from 2016 to 2023:

- Black/African American: 6%
- Asian: 10%
- Multiracial: 14%
- White/Caucasian: 35%
- Native American: 5%
- Hispanic: 30%

4) SPSHFH serves people living with disabilities, racial minorities and lower- to moderate-income households. All of those SPSHFH serves are cost-burdened with 30% or more of their monthly income going to housing. Beyond income and housing cost-burden, SPSHFH does not specifically designate housing units for particular populations or subgroups. However, SPSHFH has typically served three groups:

- Single-headed households with children
- Households with family members who have disabilities
- Senior citizens

**16. If requesting set-aside funds for supporting activities (training, technical assistance, compensation for people with lived expertise in consultation roles through stipends) to decrease disparity and advance racial equity within your agency, please describe the specific activities these funds would support. (Supports Criteria 1, 5a, and 5b)**  
*-answer not presented because of the answer to #1-*

**17. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships. If there are other organizations you collaborate with on a less formal basis, describe this collaboration. (Supports Criteria 4)**

SPSHFH partners with other housing and nonprofit community organizations to recruit potential applicants, including all Thurston County schools and head start programs, and other nonprofits. Rural communities in Thurston County are reached through partnerships with the Yelm Chamber of Commerce, Yelm Library, Lacey Presbyterian Church, Rochester Organization of Families (ROOF) and the Lewis Mason and Thurston County Area Agency on Aging.

Program outreach partners include:

Community Youth Services  
Lacey Lion's Sunrise Meeting  
Providence Hospital  
Capitol Hospital  
Code Enforcement - Lacey  
Thurston County Food Bank  
Senior Services of South Sound  
CIELO  
Senior Action Network  
Thurston County school district  
Rebuilding Together of Thurston County  
Catholic Volunteer Services  
Thurston Thrives  
Family Support Center

**18. Who will provide the services, supervise the program staff and be responsible for reporting requirements? List the names, titles, responsibilities and length of time with the agency for each identified staff member. If new staff will be hired, briefly describe the qualifications or credentials necessary for the position. (Supports Criteria 2 and 8)**

Elizabeth Walker – CEO, less than one year at SPSHFH. Elizabeth leads SPSHFH to ensure that the mission, strategy, values and goals of the organization are achieved. She develops and drives the organization within the context of the nationwide strategic direction, and drives a collaborative process with the Board, community partners, and staff. Elizabeth cultivates a strong Board of Directors to lead and contribute to the fund development success of the organization.

Greg Laura – COO, 5 years at SPSHFH. Greg manages the Director of Construction, Director of Housing, and our two ReStore retail locations. Greg is responsible for the construction team, safety on site, and completing housing projects on time and within budget. He also supports and empowers our two store managers and their teams to grow our retail business and build a loyal following of Habitat shoppers.

Ben Fransua – Director of Construction, 3 years at SPSHFH. Ben has over a decade of experience in leadership, construction management and operational start-ups. As Director of Construction, he utilizes lean tactics to lead and guide the construction

department from land acquisition & development, new build construction, and critical home repair. Ben is a General Contractor with a Class B License (Residential & Commercial 5 Stories), holds OSHA 30 Certification, Renovator 1 Certification, as well as being a Certified Home Inspector.

**19. How many unduplicated individuals will be served by the program or project? Total project cost per person served. Please show your calculation: Total project budget/number of individuals served = total cost per person. (Supports Criteria 3)**

\$477,113.84 total less 10% admin costs of \$53,012.65 avg Total project budget= \$530,126.49 Admin costs = \$53,012.65  
Number of households served = 40  $\$477,113.84/40 = \$11,927.85$  per household

**20. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. (Supports Criteria 2 and 6)**

SPSHFH has extensive programmatic policies in place to ensure the proper use and safeguarding of public funds. The SPSHFH Homeowner Selection and Mortgage Origination Handbook is attached to this application. The policy handbook contains a collection of guidelines that apply to homeowner selection and mortgage origination for all homeowner services, including selection, support and committee personnel. The Financial Policy Manual is also attached, which covers the accounting, audit and financial management policies of SPSHFH.

**21. Describe your organization's policies and procedures for financial operations to assure the proper use and safeguarding of public funds. (Describe the organization's fiscal management, including internal controls and risk management, regarding: financial reporting, record keeping, accounting systems, payment approval procedures, and audit requirements and procedures.)(Supports Criteria 6)**

It is the policy of the SPSHFH to create and maintain accounting, billing, and cash control policies, procedures and records which are consistent with Generally Accepted Accounting Principles (GAAP) and which meet the requirements of state and federal statutes and regulations as well as those financial policies provided by Habitat for Humanity International. The accounting, audit, and financial management policies are designed to protect and secure the assets of SPSHFH, ensure the maintenance of accurate records of the organizations financial activities, and ensure compliance with governmental and private funding reporting requirements.

A) The Board of Directors approves financial policies every two years. The policies are reviewed annually by the Internal Committee. In the interim any necessary changes as determined by the Internal Committee will be presented to the Board of Directors for approval.

B) Current job descriptions will be maintained for all employees, indicating financial duties and responsibilities.

C) Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payroll, reconciliation of bank accounts, etc.

D) Employee/volunteer dishonesty insurance will be maintained at an amount not less than \$250,000.

E) Affiliate finance staff will maintain a current and accurate log of the chart of accounts and job accounts.

F) Segregation of duties is implemented to the greatest extent feasible within the limitations of the size of the organization staff.

G) The fiscal year for the SPSHFH is July 1st through June 30th.

A copy of SPSHFH's Financial Policy Handbook is attached to this grant application.

**22. Did your most recent financial audit in the past 24 months result in any findings? If yes, have all findings and concerns been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 6 and 10)**

- Audit conducted with NO audit findings
- Yes, audit findings. All findings have been resolved.
- Yes, audit findings. Findings have NOT all been resolved
- No audit conducted in past 24 months.

**23. Did your most recent programmatic monitoring (either County, State, or Federal) in the past 24 months result in any findings? If yes, have all findings been successfully resolved? (Attach the written report(s) identifying the weaknesses/findings and describe how the organization has responded to the report.) (Supports Criteria 10)**

- Monitoring conducted with NO program monitoring findings
- Yes program monitoring findings. All findings have been resolved
- Yes program monitoring findings. Findings have NOT all been resolved
- NA - program has not received program monitoring in past 24 months.
- NA - program is less than 12 months old and no monitoring has been conducted.

**24. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you**

**have identified financial resources other than those in this current request, please identify whether the other funding is committed. What are the plans to ensure that the project is able to be fully and successfully completed? If other funds are committed, please attach a letter of commitment from the identified funding source(s). For Capital and CDBG projects, all required funds must be committed before a written agreement with Thurston County will be executed. (Supports Criteria 3 and 6)**

Committed funding includes:

MultiCare Community Foundation - \$5,000  
USDA Housing Preservation Grant - \$100,000  
City of Olympia CDBG 23-24 program year- \$77,500  
Thurston County 2163 grant- \$92,000  
City of Lacey CDBG - \$55,000

Pending funding:

City of Olympia CDBG: \$75,000  
Lowe's: \$32,000  
Tulalip Cares: \$10,000  
USDA Housing Preservation Grant: \$100,000

**25. What type of Affordable Housing Project is being proposed? Select all the boxes that apply. (Support eligibility)**

*-answer not presented because of the answer to #1-*

**26. Describe your plan for completing this project on time and on budget. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for Affordable Housing Projects. These forms can be found under the Documents tab and should be uploaded to the same tab after completion. (Supports Criteria 2, 8 and 9)**  
*For CDBG-Capital projects a Project Timeline is required, but the provided form is not required. The information provided should include a bid release/closing date, selection of a general contractor, start/end construction date, and other key dates.*  
Project Timeline, Funding Sources and Project Team Summary forms are attached.

SPSHFH has 30+ years of extensive experience on planning, budgeting and executing construction projects. The CHR projects are conducted on a rolling basis throughout the grant period based on client availability.

**27. List the name and organization of the person(s) (up to a max of 3 people) who will serve as the project manager or serve in a lead role on the project. Briefly describe their role on the project, experience serving in their assigned role on similar projects and attach their resume reflecting their relevant experience under the Documents tab. (Supports Criteria 8)**

Greg Laura – COO, 5 years at SPSHFH. Greg manages the Director of Construction, Director of Housing, and our two ReStore retail locations. Greg is responsible for the construction team, safety on site, and completing housing projects on time and within budget. He also supports and empowers our two store managers and their teams to grow our retail business and build a loyal following of Habitat shoppers.

Ben Fransua – Director of Construction, 3 years at SPSHFH. Ben has over a decade of experience in leadership, construction management and operational start-ups. As Director of Construction, he utilizes lean tactics to lead and guide the construction department from land acquisition & development, new build construction, and critical home repair. Ben is a General Contractor with a Class B License (Residential & Commercial 5 Stories), holds OSHA 30 Certification, Renovator 1 Certification, as well as being a Certified Home Inspector.

**28. Please describe how the project will meet and document income eligibility requirements. Please include your method for ensuring that eligible Thurston County residents will benefit from this project.**

Since SPSHFH is a fair housing builder and lender, CHR applicants must have an income between 30 to 80% AMI. SPSHFH focuses on serving those households less than or equal to 60% AMI. They must also own a home in Thurston County.

Applicants are required to disclose and document six months' worth of their household income and assets, credit and debts, and household monthly bills. Applicants must submit a Form W-2, Wage and Tax Statement during the application phase and again before repairs begin to ensure that the household meets the income guidelines. SPSHFH will verify homeownership and other liens against the property through the Thurston County Auditor's Office.

The Critical Program Repair Manager and Development Director plan several community events, regularly attend other community events and outreach opportunities, and advertise in print and digital media. We are regularly featured on Facebook, Mixx 96 FM, Roxy, The Ranger and Thurston Talk.

**29. If this is an Affordable Housing or CDBG-Capital project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in question #26 and uploaded to the Documents tab, Affordable Housing and CDBG-Capital projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.**

No

**30. A) Does the applicant organization own the property? B) If not, does it plan to acquire building(s) or land as part of this project? C) Has a legally binding contract to purchase the property been signed prior to your intent to apply for funds? If yes to any of these questions, answer Question 31. If no to all, answer NA for Question 31 and proceed to Question 32. Format response as: A) yes/no; B) yes/no/NA; C) yes/no/NA**

A) No B) N/A C) N/A

**31. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Antidisplacement and Relocation Assistance Plan (RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents tab. If required, a RARAP must include information regarding how displacement will minimize the number of residents required to move, the type of relocation, notification procedures, and relocation benefits to be provided.**

Yes

No

NA

**32. Is your Project currently underway?**

Yes

No

**33. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed**  
NEPA environmental review is dependent on homeowner selection. SPSHFH has completed one in the past for CHR funding. We are familiar with the requirements and prepared to go through the process once homeowners are selected.

**34. The Risk Assessment Form, located under the Documents tab, has been completed and attached to this application. (Supports eligibility)**

*Note: All applicants must complete a risk assessment form.*

Yes

**35. Select all options below that describe your proposed program and how it will benefit the residents of the City of Tumwater.**

Organization is located in Tumwater and will only serve Tumwater residents

Organization is located in Tumwater and will serve all county residents

Organization is not located in Tumwater and will serve all county residents

75% or more of beneficiaries will be Tumwater residents

50-74% of beneficiaries will be Tumwater residents

25-49% of beneficiaries will be Tumwater residents

1-24% of beneficiaries will be Tumwater residents

**36. What type of activity will the project perform? The City of Tumwater has identified affordable housing and public service activities as their top priorities for funding. (Check all that apply)**

Energy Efficiency Improvements

Land Acquisition

Affordable Housing Acquisition

Affordable Housing Rehabilitation/Preservation

Home Buyer Assistance

Publicly-Owned Infrastructure/Off-Site Improvements Supporting Affordable Housing

Public service

**37. Select the CDBG eligible activity category the project falls under.**

Affordable housing

Public services

**38. What is the service area or operation area (e.g. census tract, neighborhood)? (Supports eligibility)**

City of Tumwater

**39. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons? For Questions 40, 41 and 42, answer the question that applies to your project and indicate NA for the National Objective benefits which do NOT apply to your proposed project.**

- Area Benefit
- Limited Clientele Benefit
- Housing Benefit

**40. For Area Benefit, list the boundaries of the service area, state the percentage of LMI persons that reside in the service area and provide the source of this data.**

N/A

**41. For Limited Clientele benefit, indicate whether the project will serve at least 51% low and moderate income (LMI) individuals and whether it will document participant's income, have income eligibility requirements, or serve a presumed LMI category.**

All eligible CHR applicants must have an income between 30 to 80% AMI. Applicants are required to disclose and document six months' worth of their household income and assets, credit and debts, and household monthly bills.

**42. For Housing benefit, indicate if the project is a one, two or more than two unit structure and the percentage of units that will benefit low and moderate income individuals or if you will provide assistance to reduce development costs of new construction.**

N/A

**43. How many bed nights will you provide?**

*-answer not presented because of the answer to #1-*

**44. What is the cost per bed night? Please show your calculation: Project budget/number of bed nights = total cost per bed night**

*-answer not presented because of the answer to #1-*

**45. Have you operated an emergency shelter program before and will you be ready to proceed on January 1, 2025?**

*-answer not presented because of the answer to #1-*

**46. If you are unable to implement your proposed project without a minimum funding award, list the MINIMUM funding award that you will accept for the proposed project? (This information will be considered only if a potential award is less than the minimum amount listed. The funding body may determine to not make awards for less than the minimum.)**

*-answer not presented because of the answer to #1-*

**Budget [top](#)**

<b>SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET</b>	<b>Grant Request</b>	<b>Applicant's Own Resources</b>	<b>Committed Outside Funding</b>	<b>Uncommitted Outside Funding</b>	<b>TOTAL</b>
Administrative Costs					\$ 0.00
Personnel Costs					\$ 0.00
Facility Costs: Rent/Mortgage					\$ 0.00
Operating Costs:					\$ 0.00
Insurance/Training/Transportation/Utilities/etc					\$ 0.00
Supplies: Phone, printing, copying, and equipment					\$ 0.00
Rapid Rehousing					\$ 0.00
Rental Assistance					\$ 0.00
Diversion Assistance					\$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)					\$ 0.00
Other:					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

<b>AFFORDABLE HOUSING/CDBG CAPITAL PROJECT BUDGET</b>	Year 1 Grant Request	Applicant's Resources	Other Federal	State/Local	Private/Other	TOTAL
Rehab Costs	\$ 25,000.00		\$ 100,000.00	\$ 17,000.00	\$ 5,000.00	\$ 147,000.00
Personnel	\$ 12,500.00		\$ 175,362.44	\$ 187,862.44		\$ 375,724.88
Indirect Costs/Admin	\$ 7,500.00	\$ 34,764.05				\$ 42,264.05
Utilities						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 5,000.00</b>		<b>\$</b>
	<b>45,000.00</b>	<b>34,764.05</b>	<b>275,362.44</b>	<b>204,862.44</b>		<b>564,988.93</b>

### Budget Narrative

CHR projects are scheduled according to:

- When a complete application is submitted and reviewed by the applicant selection committee
- Preference of the homeowner
- Length of time it will take the homeowner to save up for their portion of the repair costs
- Availability of construction staff and skilled volunteers
- SPSHFH's available resources to pay for repair work and materials

We aim to complete one CHR project per month during the 12-month grant period. This should be ample time to complete at least 10 projects. SPSHFH is solely responsible for completing CHR projects.

Committed funding includes:

- MultiCare Community Foundation - \$5,000
- Thurston County AHHS - \$92,000
- City of Lacey CDBG - \$55,000
- City of Olympia CDBG - \$75,000

### Documents [top](#)

#### Documents Requested \*

#### Required? Attached Documents \*

Verification and Signature  
[download template](#)



[Verification and Signature](#)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 return (or link to electronic version) -For For-Profits: Articles of Incorporation



[IRS Letter  
990](#)

For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)

[Board Roster](#)  
[Bylaws](#)  
[Articles of Incorporation](#)

Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)



[2023 Audit](#)

Financial Commitment Letters

[Financial Commitment Letter](#)  
[Financial Commitment Letter](#)  
[Financial Commitment Letter](#)  
[Financial Commitment Letter](#)

Letters of Support or Collaboration Memorandum

General Liability Insurance Certificate

[General Liability Insurance](#)

Risk Assessment <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Risk Assessment</a>
Demographic Composition of Organization (as part of response to Question #14) <a href="#">download template</a>		<a href="#">Demographic Composition</a>
Project Timeline (Required for Affordable Housing and CDBG applicants) <a href="#">download template</a>		<a href="#">Project Timeline</a>
Resumes (Required for Affordable Housing and CDBG applicants)		<a href="#">Resumes</a>
Project Team Summary (Required for Affordable Housing and CDBG Capital applicants) <a href="#">download template</a>		<a href="#">Project Team Summary</a>
Pro Forma. (Required for Affordable Housing and CDBG rental project applicants) <a href="#">download template</a>		
Financing Sources (Required for Affordable Housing applicants) <a href="#">download template</a>		
Rents and AMI (Required for Affordable Housing rental housing applicants) <a href="#">download template</a>		
Development Budget (Required for Affordable Housing applicants) <a href="#">download template</a>		
Purchase or Option Agreement		
Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds) <a href="#">download template</a>		<a href="#">Assurances</a>
Environmental Review Documentation		
Project Map/Service Area		
Residential Antidisplacement and Relocation Assistance Plan (RARAP)(Required if answer "yes" to Application Question #31)		
Program Policies and Procedures (As part of response to Question #20)		<a href="#">DEI Strategic Narrative</a> <a href="#">Employee Handbook</a> <a href="#">SPSHFH Core Values</a> <a href="#">Land Acknowledgement</a> <a href="#">Financial Policy Handbook</a> <a href="#">CHR Policy</a>
Low Barrier/Housing first policies and documents (As part of response to Question #12)		
Other		

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 465466