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

## Boys and Girls Clubs of Thurston County Tumwater Boys & Girls Club Scholarships for LMI Youth

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**\$ 55,069.00** Requested

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### 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.*

We know that the Club offers youth life changing opportunities and a sense of belonging. Cost is never a barrier to joining a Club.

We ask your help to provide scholarships for 70 youth with low-to-moderate family income (LMI) to attend the Tumwater Boys & Girls Club during the 2024-25 school year.

Scholarships are most often offered at levels of 40% and 80% of membership costs and Club fees, depending upon family income. Club membership is always free for youth experiencing homelessness. This grant will allow the Tumwater Club to provide scholarships covering between 40% and 100% of membership and fees based on individual family income for 70 members for one year.

The program will directly and immediately benefit Tumwater youth and families. Research shows that children do better in school when they are engaged in fun and educational after-school activities. Most after school programs are financially out of reach for those who could benefit most from them.

Most of the fundraising we do goes towards providing need-based scholarships. Last year we raised funds from our local community to cover nearly one million dollars' worth of scholarships. Cost is never a barrier to joining the Club.

Because of these scholarships, children and teens will be able to participate in academic tutoring, recreation, and mentoring after school Monday-Friday and during school breaks throughout the year. Members receive wrap-around support at the Club. Our staff communicate with teachers, parents, and members to coordinate behavior and educational strategies.

Clubs typically serve over 1,500 youth each year at our eight branch locations in Olympia, Lacey, Rochester, Tenino, Tumwater, and Yelm.

In 2023, 308 members ages 5-18 attended the Tumwater Club—88% of members were age 12 or younger; 38% were eligible for free-or-reduced-price school lunch; 17% lived in single-parent households; 65% were white, and 35% were people of color.

**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)**

This project will support scholarship funding for up to 70 eligible youth attending the Tumwater Club during the 2024-25 school year.

At the Club, members connect with friends and caring adult mentors. They join the Club community and take part in activities focused on academic success, character and citizenship, and healthy lifestyles.

**ACADEMIC SUCCESS**

We want every child to graduate with a plan for the future. To help members develop academic tools, we offer:

- Homework help
- Reading and writing clubs
- Hands-on educational experiences and field trips

**CHARACTER & CITIZENSHIP**

Youth develop socially and emotionally through quality connections with peers and mentors. The Club offers:

- Recreational activities with friends
- Mentorship from professional staff
- Participation in service-learning and volunteer projects

**HEALTHY LIFESTYLES**

We want children to live healthy, active lives and practice making positive choices. Each day we provide:

- A nutritious snack
- A wide variety of sports, outdoor play, and activities like running club and dance lessons
- Creative projects in the Arts Room

**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 objective of the grant program is to provide partial to full scholarships (based on family income) to the Tumwater Boys & Girls Club for 70 youth who meet LMI requirements and attend the Tumwater School District during the 2024-2025 school year.

The grant program aligns with CDBG Public Service priorities by supporting the excellence and brilliance of youth with low-to-moderate family income.

Program outcomes are tracked continuously. Daily attendance is monitored by front desk staff using a system called TraxSolutions. Enrollment is the best tool for evaluating program success. Being a part of the Club opens a world of opportunities and benefits. We collect data to shape our programs. This includes member surveys, parent and guardian feedback forms, teacher assessments, and report cards.

Key outcomes from the last year include hiring a licensed independent clinical social worker as the Director of our Kaila's Kids program. The program offers small-group and one-on-one sessions for members to develop social and emotional skills on-site at their Club.

Last year, a record number of teen members graduated high school, and we were able to award a record 10 college, university and trade school scholarships in the third year of our Betti Foundation Scholarship 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)**

We are very excited about the work we are doing as an organization to make our Clubs more inclusive, diverse, and equitable. We have a year-long contract with the Equity Institute, funded by a grant from a local foundation.

The project began in January with a staff-wide professional learning session on mental models and cognitive dissonance. These concepts play a pivotal role at the outset of the equity journey, shedding light on the impacts of our socialization, fostering grace, and promoting accountability.

The subsequent phase, led by the equity committee, utilizes the Equity Audit Window. This involves setting measurable indicators within the EAW, initiating a self-assessment through scoring, and providing the entire staff with an opportunity to score the EAW via an online measure over a two-week period.

Results from this phase will inform the development of a work plan, including comprehensive professional learning for the entire staff in May and June. The equity committee will reassess the impact of the plan by re-scoring the EAW in early September and revising the work plan, culminating in a final whole staff module in October. The collaboration concludes with an evaluation and planning for next steps in November.

This is a continuation of work we began in 2020, and will result in a work plan that addresses needs in all parts of our operations, so that Clubs can serve youth in the best ways possible.

**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)**

All services will be provided at the Tumwater Boys & Girls Club in the Tumwater High School campus at 600 Israel Rd SW, Tumwater WA 9850.

**REACHING THE TARGET POPULATION**

The Tumwater School District provides school bus transportation from elementary schools to the Club so that more children can attend.

**ACCESSIBLE SERVICES**

Staff are trained to support and engage Club members with disabilities and special needs. Clubs work to make reasonable accommodations and meet special access needs. The Club is in a repurposed warehouse building that has been extensively remodeled to serve as a youth program center. Activities take place on the ground floor where there are accessible bathrooms. Activities on the second floor are only accessible by stairs. The building does not have an elevator.

**REDUCING RACIAL DISPARITY, SUPPORTING HISTORICALLY DISADVANTAGED POPULATIONS**

Cost is never a barrier to joining the Club. We fundraise locally to provide scholarships and offer low membership fees to keep Clubs accessible for historically disadvantaged populations.

This grant program provides scholarships to youth who qualify based on income. This lifts a significant financial burden from their families.

In 2023, 308 members ages 5-18 attended the Tumwater Club—88% of members were age 12 or younger; 38% were eligible for free-or-reduced-price school lunch; 17% lived in single-parent households; 65% were white, and 35% were people of color.

**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)**

BGCTC will be the lead agency in this project and will assume all responsibilities for its implementation, tracking, and reporting.

We will continue our partnership with the Tumwater School District to identify and enroll students who can benefit from joining the Club. TSD will continue to offer school bus transportation from schools to the Club and will continue to support communication between caregivers, educators, and Club staff.

We have attached a copy of our longterm lease of the Tumwater Club from TSD. This contract outlines our roles and responsibilities and the terms.

We partner with many community organizations including the Hands-On Children's Museum to offer STEM activities, and the Family Education and Support Center to offer parenting classes for Club families.

**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)**

Shellica Trevino, Chief Executive Officer (18 years at BGCTC) is an exceptional resource in our community and a mentor to many staff. Shellica will provide administrative oversight and coordinate needed expense tracking and financial reporting, drawing on the assistance of our Chief Financial Officer.

David Doyle, Chief Financial Officer (4 years at BGCTC) brings to his position 25 years of experience in corporate accounting and financial management. David holds a BBA in Accounting from Temple University (Philadelphia, PA) and an MBA in Finance from Fairleigh Dickinson University (Florham Park, NJ).

Felicia Maae, Area Director (15 years at BGCTC) is an accomplished and recognized leader in youth development within our community. She will manage implementing the program and collecting program data. She will manage all Club-based activities including membership processing and family outreach. She will manage family or school communication, access to Club activities, transportation, and provision of specialized resources as needed by individual families.

**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)**

Total project budget: \$112,386/70 members served = total cost per member \$1,605

**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)**

Programmatic operations are overseen jointly by Chief Executive Officer Shellica Trevino and Chief Financial Officer David Doyle. We conduct regular Safety Assessments and a National Youth Outcomes Initiative Assessment (NYOI) every year. These assessments are a requirement and are reported to Boys & Girls Clubs of America in order to maintain our status as a Boys & Girls Club. No significant programmatic issues have been identified. BGCTC operates according to continuous process improvement principles. Our board and staff participate in regular strategic planning.

BGCTC board members serve four primary roles: Governance, Planning, Policy-Setting, and Funding. The board ensures legal, financial, and ethical integrity and sets policies that govern the Club's daily operations and ongoing activities. As the governing body, it serves in a trusteeship role, accountable to the public for all Club actions. Working in partnership with the Chief Executive Officer and senior staff, the board carefully sets its current direction and vision for the future.

**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)**

BGCTC takes full responsibility to safeguard all funds with necessary stringent controls. We have policies and procedures that outline the safe and accurate management of resources through distinct separation of duties, both staff and board member oversight, monthly board review of profit and loss statements and balance sheets, regular in-depth review and analysis by our finance committee, and an annual audit by an independent auditing firm. We have always maintained a no-findings status with our audits.

Financial tracking for grant reporting is done through our payroll system under the management of the Chief Financial Officer and the Chief Executive Officer. We can determine the proportion of staff time dedicated to different programs and track expenses at our 8 club locations and document this monthly in our accounting system. This documentation is used to develop billing to grant programs. We have used QuickBooks for 22 years, and we also use a payroll system called ADP which tracks employee time.

Our finances are managed daily by the Chief Financial Officer, with oversight by the Chief Executive Officer and Board Treasurer. Monthly reports are reviewed by the CEO, CFO, finance committee, and ultimately the entire board of directors. Record keeping is meticulous and completed under Generally Accepted Accounting Procedures (GAAP). All payments made to vendors and employees are approved by both the Chief Financial Officer and CEO. All checks require two signatures (at least one of which is a board member). An annual audit is performed by an independent auditing firm.

Regarding determining allowable costs in accordance with 2 CFR 200 Subpart E and the terms and conditions of Federal awards: please see the notes of our audited financials for more detail. The notes from the auditor state that BGCTC has policies in place to hold funds in restricted value until the requirements of the grant have been met. Once all terms and conditions of the award are met, the funds are unrestricted.

The role of the Treasurer on our Board of Directors is also fully outlined in our submitted Board Bylaws in greater detail.

**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)**

This grant proposal includes a request of \$55,069. This is 49% of the total project cost to provide need-based Club scholarships to 70 youth. These are Club members with low-to-moderate family income "LMI." The total direct cost to provide services to 70 members in a school year is \$112,386.62. The remaining 51% of the project funds are committed and will come from our operating budget.

We continually work to identify funding partners and opportunities. Our fundraising includes holding special events, soliciting individual donations, forming relationships with local donors, applying for additional grants, and requesting corporate sponsorships.

**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. We are prepared and will complete this project on time and on budget. Club and organizational leadership will monitor processes closely and will work with school district staff to enroll members at the beginning of the school year in September 2024.

The Area Director and Assistant Branch Director of the Tumwater Club will provide scholarship applications to all parents and guardians during the summer and fall as new members register for the year. They will process and review applications for scholarship eligibility and let families quickly know the level of scholarship they qualify for.

The Chief Executive Officer will ensure program timeliness and quality. Financial and grant reporting will be completed by the Chief Financial Officer and CEO.

The project timeline is aligned with the school year and with our fiscal year. The grant project will run from September 2024 through June 2025.

**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)**

Shellica Trevino, Chief Operating Officer (18 years at BGCTC) will provide administrative oversight and coordinate needed expense tracking and financial reporting, drawing on the assistance of our Chief Financial Officer. Shellica has successfully managed federal grant programs and CDBG grant projects for each of the past eight years.

David Doyle (4 years with BGCTC) has successfully managed federal, state, and local grant tracking and reimbursement requests for each of the past four years with our organization.

Felicia Maae, Area Director (15 years at BGCTC) will provide staff supervision and be responsible for all Club-based activities including membership processing and family outreach. She will help with family and school communication, access to Club activities, transportation, and access to other resources as needed by individual families.

**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.**

The proposed project serves a limited clientele of 70 LMI youth attending the Tumwater Boys & Girls Club.

The grant project is designed to serve only LMI households. To be eligible for a scholarship, each members' parent or guardian must apply through the Boys & Girls Club scholarship application. The application uses HUD income guidelines and asks for financial information to determine the level of scholarship each member may receive.

Applications are reviewed by BGCTC staff. This information is saved in our membership database, a program called TraxSolutions.

**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.**

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

**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**

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

**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.**

**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**  
Not applicable

**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)**

The service area for the Tumwater Club is the entire Tumwater School District.

**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.**

The project will serve 100% LMI individuals. We will document participant income, we have income eligibility requirements in order to receive a scholarship.

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>	Grant Request	Applicant's Own Resources	Committed Outside Funding	Uncommitted Outside Funding	TOTAL
Administrative Costs					\$ 0.00
Personnel Costs	\$ 55,069.00	\$ 35,247.72			\$ 90,316.72
Payroll Tax		\$ 17,282.90			\$ 17,282.90
Operating Costs:					\$ 0.00
Insurance/Training/Transportation/Utilities/etc					\$ 0.00
Supplies: Phone, printing, copying, and equipment		\$ 1,817.00			\$ 1,817.00
Rapid Rehousing					\$ 0.00
Rental Assistance					\$ 0.00
Diversion Assistance					\$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)					\$ 0.00
Snacks for Club Members		\$ 2,970.00			\$ 2,970.00
<b>Total</b>	<b>\$ 55,069.00</b>	<b>\$ 57,317.62</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 112,386.62</b>

<b>AFFORDABLE HOUSING/CDBG CAPITAL PROJECT BUDGET</b>	Year 1 Grant Request	Applicant's Resources	Other Federal	State/Local Private/Other	TOTAL
Design & Inspection					\$ 0.00
Project Manager/Consultants					\$ 0.00
Relocation Costs (if applicable)					\$ 0.00
Title Insurance					\$ 0.00
Environmental Review					\$ 0.00
Permits & Fees					\$ 0.00
Land/Property Acquisition					\$ 0.00
Site Development & Landscape Construction/Rehabilitation					\$ 0.00
Utilities					\$ 0.00
Other:					\$ 0.00
Other:					\$ 0.00
Other:					\$ 0.00
Other:					\$ 0.00

Other:						\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>					

### Budget Narrative

We ask your help to provide need-based scholarships to 70 of our members for one year. The total cost to provide these 70 scholarships is \$112,386.62.

This grant request is for \$55,069, dedicated entirely to the personnel costs of delivering the full Club program to these 70 members, which is 27% of all members at the Tumwater Club.

We determined the total cost of the program by calculating 27% of the relevant lines in the total Tumwater budget for next year--including staffing, after school snack, and program supplies.

BGCTC will contribute \$57,317.62--the total remaining project costs.

Cost share: CDBG funding would account for 49% of the cost of the program, and the remaining 51% is committed by BGCTC.

BGCTC raises these operating funds through a combination of local philanthropic fundraising, special fundraising events, corporate sponsorships, private and foundation grants, and membership fees.

### Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Verification and Signature <a href="#">download template</a>	<input checked="" type="checkbox"/>	<a href="#">Verification and Signature</a>
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	<input checked="" type="checkbox"/>	<a href="#">IRS Letter of Determination 990</a>
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)		<a href="#">Board of Directors Roster</a> <a href="#">Charter</a> <a href="#">Bylaws</a>
Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	<input checked="" type="checkbox"/>	<a href="#">Audited Financials</a>
Financial Commitment Letters		
Letters of Support or Collaboration Memorandum		<a href="#">Tumwater Club Lease with TSD</a>
General Liability Insurance Certificate		<a href="#">General Liability Insurance Certificate</a>
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="#">Demographics Table</a>
Project Timeline (Required for Affordable Housing and CDBG applicants) <a href="#">download template</a>		
Resumes (Required for Affordable Housing and CDBG applicants)		<a href="#">Shellica Trevino Resume</a> <a href="#">David Doyle</a> <a href="#">Felicia Maae</a>
Project Team Summary (Required for Affordable Housing and CDBG Capital applicants) <a href="#">download template</a>		
Pro Forma. (Required for Affordable Housing and CDBG rental project applicants)		

[download template](#)

Financing Sources (Required for Affordable Housing applicants)

[download template](#)

Rents and AMI (Required for Affordable Housing rental housing applicants)

[download template](#)

Development Budget (Required for Affordable Housing applicants)

[download template](#)

Purchase or Option Agreement

Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds)

[Acknowledgment of Required Assurances](#)

[download template](#)

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)

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.

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