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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

TOGETHER!
Tumwater Community Schools

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$ 100,000.00 Requested

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Project Contact
Meghan Sullivan
MSullivan@thurstontogether.org
Tel: 360.999.0539

Additional Contacts
sabrams@watogether.org,slopez@watogether.org,kcissna@watogether.org

TOGETHER!

1520 Irving St. SW, Ste. A
Tumwater, WA 98512-6323

Co-Executive Director
Slerra Abrams
SAbrams@waTOGETHER.org

Telephone 360.493.2230
Fax   info@thustontogether.org
Web   https://watogether.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 Propriertorship
- ☑ 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.
A persistent opportunity gap—observed across multiple measures (enrollment in quality preschool, reading level, graduation rate)—exists between groups of students, especially groups defined by socioeconomic status, race/ethnicity and gender. As a By and For Organization, TOGETHER! focuses on low-income, homeless, and those facing barriers to educational success based on their race/ethnicity and gender.
In Tumwater School District (TSD), 91% (2022-23) of students graduated on time, however, only 82% of low-income students graduated on time while 96% of students who are not low income graduated on-time. Low-income students face many barriers to academic success, including increased rates of adverse childhood experiences, childhood trauma, food & housing insecurity, negative health outcomes and more. These youth also demonstrate chronic absenteeism and experience more exclusionary discipline incidents.
High school and post-secondary credentials are so vital to our collective success that improving on-time high school graduation rates—a leading indicator of the nation's health—is a top priority in our community and State. High school completion affects opportunities for employment and income.
A growing number of TSD students (176 as of 4/1/24) are experiencing houselessness (McKinney-Vento federal definition). Houselessness creates barriers for students getting to, engaging in, and achieving at school. Students facing houselessness also experience other stressors that leave them feeling disconnected and hopeless. The 2022-23 homeless student dropout rate was 17% (graduation rate 77%).
Closing the opportunity gap between limited resource students and their higher income peers takes an integrated, place-based, community schools partnership model. Our communities have many programs and services for children and families, but no single agency coordinating efforts and aligning services to collectively impact the well-being and success of students and families.

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)
By aligning school and community partners' resources and expertise, every child can access academic, developmental, health and social supports to graduate on time. In partnership with Tumwater School District, TOGETHER! has operated the Tumwater Community Schools program for 10 years, and plans to continue the evidence-based Community Schools (CS) model to close the opportunity gap for students experiencing poverty & homelessness (or other significant barriers). We plan to employ 5 Community Schools Managers (CSMs) serving 8 schools: Tumwater, Cascadia, & Black Hills High; Tumwater Middle; and Peter G. Schmidt, Michael T. Simmons, East Olympia, & Tumwater Hill elementary schools.

CSM's primarily case manage (1:1) at-risk students as identified by early warning school data indicators such as housing status, academic struggle, attendance, behavior and/or income status. Students receive: connection with a caring adult; basic need supports including housing, transportation, physical/mental health services and more. The most transformative offering is homelessness prevention for families at risk of losing housing. CSMs identify students and offer support, saving students from hardship and trauma, and saving the community the hardship of re-housing. CSMs meet with every homeless student at target schools to ensure they receive every support, including re-housing support. Each CSM directly manages 60 students/year.

We also operate year-round Community Resource Centers at the sites. Working with service and faith-based groups, we stock basic needs items such as food; clothing; small denomination gift cards for groceries, clothing, and gas to meet needs immediately.

Further, CSMs leverage key partnerships to serve the needs of the whole child, e.g.:

SeaMar—on school campus mental health services for middle and high school students

Homelessness Prevention—Leverage federal, state, local, and donor funds to prevent family houselessness, providing direct financial support to families to cover expenses to keep families housed.

CS is wildly successful. The initiative is one of 9 school districts initiative recognized nationally for innovation and collaboration to needs of the whole child. During our 10 years, the initiative has served thousands of students. More impressive is the impact.

26% decrease (sustained) in school absences

Increase in on time graduation from 74% to 91.3% (2014, 2023)

8% increase in students reporting they have a supportive adult at school

Over $500,000 in rental assistance, re-housing support & bill pay for 284 families in Tumwater

100% success rate in KEEPING families housed who've accessed our funding

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)
Project outcomes co-created with TSD Strategic Plan.

Outputs

students served (% low-income)
families provided rental assistance/bill pay
families engaged in community & family building events
Resources leveraged to support students & families
Support offered to students and families & # served
# of students case managed

Short Term

Outcome: Students access services & supports inside & outside school
served @ Community Resource Centers
students referred to health/dental services
students accessing mental health services

Outcome: Students attend school regularly & stay in school

Attendance; # days missed
Long Term (not measured w/ 1 year grant)
Outcome: Students graduate
% change in 4-year graduation rate (all students, low-income students, other groups experiencing opportunity gap)

This project aligns with the RFP by providing social services and supports to Tumwater community members most vulnerable and in need by serving majority low-income households and/or other target groups presumed low income such as families at-risk for homelessness and students suffering trauma from other life experiences (e.g. abuse or neglect). We align with CDBG objectives of crime prevention, health services, and services for homeless people and education programs.

TOGETHER! collects myriad data to measure impact. CSMs log data through Apricot, a nationally recognized case-management software at intake and throughout case management. We collect demographics, needs, strengths & log supports provided to each client. We track client assistance spent pay bills for each client. We also use school data at the 18-month mark to look at key outcomes for students who have received services.

12-month outcomes:

In FY 2023, TOGETHER! distributed $110,000 to Tumwater families to prevent housing loss & case-managed 237 families.

So far in FY 2024, we've distributed $50,000 & case managed 190 families.

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)
10 years ago, TOGETHER! partnered with the YWCA of Olympia to use the Intercultural Development Inventory (IDI), a cross-culturally validated assessment. All new staff & Board complete the IDI with a professional facilitator, receive confidential feedback, and make Development Plans. All are engaged in training tailored to our group's developmental orientation.

Our Racial Justice work is focused on 3 key domains:

Administration: In 2024 50% of the Leadership Team, & OVER 50% of All Staff, is Black, Indigenous, or a Person of Color (BIPOC) & 50% of the Leadership Team & 40% of All Staff are bilingual in Spanish & English. Hiring practices prioritize & compensate lived experience & bilingualism. Racial justice & LGBTQI2S+ solidarity is incorporated into our onboarding and continuing internal All Staff trainings that we hold twice/year. We use identity-based affinity groups to further our racial justice solidarity internally and externally.

Program: Since 2020, TOGETHER! has operated 1 fully dual language Spanish after school program. TOGETHER! provides flexible financial assistance to families most impacted by systemic oppression. We hold and nurture trusting relationships with BIPOC communities including Spanish-speaking communities & convene cultural safe spaces for BIPOC and LGBTQI2S+ students at all our school sites.

Strategic plan: In 2020, TOGETHER!'s staff & board authored a Strategic Plan 2020-2025. Racial Justice is a key area of focus with the following goals for 2020 & beyond:

*Increase proportion of students of color & English Language Learners served

*Leadership advocate on behalf of legislative issues that enhance Racial & Social Equity

*Increase the racial diversity of the Board & Staff

*Launch a Community Accountability Board with BIPOC staff & community members

*Rebuild relationship with local Tribal Nations

*Increase number of staff who are bilingual (Spanish & English)

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)
The primary location of services provided are in the 8 target school buildings in Tumwater Schools District. The buildings include Tumwater High, Black Hills High, Cascadia High, Tumwater Middle, Peter G. Schmidt Elementary, Michael T. Simmons Elementary, Tumwater Hill Elementary & East Olympia Elementary. Because of the nature of social services, our staff work both in the school buildings with office hours & meet families & students in the community when needed.

We reach our target population of low-income, homeless, & those facing barriers to educational success based on their race/ethnicity and gender, through direct referrals from school counselors, other agency partners (Family Support Center, CYS, SafePlace, etc.) and Tumwater School District's McKinney-Vento Liaison.

Our services are offered to all students regardless of ability. Many students we serve qualify for special education services and/or have behavioral plans as these students disproportionately experience barriers to services inside and outside of the classroom. In addition, some of our collective services are geared toward students with disabilities or special needs such as our partnership with SeaMar to offer onsite mental health counseling. We work closely with the TSD's Community Liaisons', whose focus is families of color in Tumwater. Additionally, most of our CS staff are bilingual in Spanish & English so we can best serve students & families who face language barriers in accessing education.

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)
TOGETHER! is the sole Thurston County implementer of the evidence-based Community Schools model. As the CS lead partner with school districts, we provide staff and organizational expertise, leverage partnerships and funds, coordinate data and track outcomes to ensure students' equitable access supports. We help schools identify partners and programs based on needs data, and create systems so partnerships are effective. The following details key partner roles:

TOGETHER! – Lead; manages CSMs, tracks progress, leverages additional $, & aligns partners around mutual goals and measures

TSD – contributes $ & leveraged resources; maintains shared vision; engages in shared fundraising; shares data

Tumwater Education Fdtn. – provides $ to meet students' & families' basic needs

Family Support Center – provides family navigation resources, basic need essentials, case management, housing assistance, shelter placement, parent & child educational classes, & support through Family Justice Center

CYS – collaborating partner with the Anchor Community Initiative, working to end youth & young adult homelessness

SeaMar - provides school-based mental health services

Help Us Move In Fdtn. – provide 1:1 $ match for move-in and rent assistance

4 The Love Fdtn. – provides $ to meet students' & families' basic needs

Olympia Firefighters Fdtn. – provides $ to meet students' & families' basic needs, & regularly restocks school pantries

Thurston County Food Bank – provides fresh weekend food; assists families in applying for SNAP benefits

All Kids Win – provides 100s of food bags/week year round

Other important partners include; Family Education & Support Services, Providence Medical Group, Thurston County Public Health, Teacher Parent Organizations, Lions Club, Tumwater Rotary, local faith-based organizations, Olympia Motors, Tumwater HOPES coalition, Partners in Prevention Education and more!

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)
Community School Managers (5) will provide services to kids & families at their target buildings. They receive referrals, perform intakes, determine eligibility for CDBG funded services & collect required documentation of service. The following are the CSM:
- Paulette Perez (she/her) – Black Hills High School (3 years at TOGETHER!)
- Diana Perez (she/her) – Peter G. Schmidt & East Olympia Elementary Schools (2 years at TOGETHER!
- Courtney Prothero (she/her) – Tumwater Middle School, Michael T. Simmons & Tumwater Hill Elementary Schools (5 years at TOGETHER!)
- Tate Dahl (she/her) – Cascadia High School (1 month at TOGETHER!)
- Brianna Smith (she/her)- Tumwater High School (2 months at TOGETHER!)

Stephanie Lopez (she/her) – TOGETHER! Community School Director (3 years at TOGETHER!)
Stephanie will oversee all program operations including managing staff. She will monitor data collection & student/family eligibility requirements.

Sierra Abrams (she/her) – TOGETHER! Co-Executive Director (3 years at TOGETHER!)
Sierra will ensure the project meets Federal requirements, collaborates with the Superintendent, and directly manages the Community Schools Director.

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)
250 unduplicated households or individuals will be served by the program. The total cost per household average will be $376,279/250 = $1,505 per household average.

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)
TOGETHER! Co-Executives, Finance Director, and Program Directors create a budget annually for board approval. Managers are authorized to purchase needed supplies and equipment approved in the annual budget. Staff receive training following procurement policies. Food purchases for a federal program must include documentation that indicates what the food was used for, how many students/families were fed, and what program activity occurred to warrant the purchase of food. Manager purchases are reviewed and approved by the employee's immediate supervisor then sent to Finance for payment. Director purchases are approved by a Co-Executive Director.

All contracts for services are reviewed by finance and a Co-Executive and signed by a Co-Executive Director or designee. All staff hiring is approved by a Co-Executive Director. Staff timesheets are approved by immediate supervisor prior to processing payroll. One Co-Executive approves all Direct Deposits online.

Our Homelessness Prevention Client Funding procedure (attached) is followed to determine eligibility for rental assistance and emergency needs funds. Cases meet specific requirements, have appropriate documentation, and follow specific rules.

For expenses outside of Federal rules, TOGETHER! leverages significant flexible funds to ensure flexibility to support families as they need. Staff are trained each year on available funding sources & how best to leverage each as not to misuse Federal Funding.

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)
TOGETHER! board approved fiscal policies and procedures are reviewed by the board every 2 years and have been audited by the federal government. This document is attached.
TOGETHER!'s financial statements are prepared according to GAAP and are audited annually by a local CPA firm. Since their inception in 1989 there have been no audit findings or weaknesses.
TOGETHER! Finance Director along with Program Directors and Co-Executive Directors create the annual budget. The budget is approved by the board annually. Manager level staff are authorized to purchase the necessary supplies and equipment that have been approved in the annual budget. TOGETHER! staff follow the procurement policy when purchasing higher cost items or executing higher cost contracts. Food purchases for a federal program must include documentation that indicates, what the food was used for, how many students/families were feed, and what

program activity occurred to warrant the purchase of food. All manager level purchases are reviewed and approved by the employee's immediate supervisor and then sent to Finance for payment. Program Director level purchases are approved by one of the Co-Executive Directors.

All contracts for services are reviewed by finance and one of the Co-Executive Directors and signed by the Co-Executive Director or designee. The hiring of staff is approved by one of the Co-Executive Directors, staff timesheets are approved by immediate supervisor prior to the processing of payroll. One of the Co-Executive Directors approves the Direct Deposit file online.

TOGETHER! has a degreed Accountant on staff that has been with the agency for 2 years who trained with our over 20-year-long employee before her retirement, along with a

Finance Assistant. Our Finance assistant provides support to the Finance Director and manages the donor database software system. Upon approval from TOGETHER! staff the fiscal staff prepare accounts payable checks and payroll vouchers, all checks are signed by 2 authorized bank signers.

TOGETHER! fiscal staff also record and make deposits, prepare billings, assist with grant applications, lead the development of the annual budget and prepare monthly financial statements. Financial statements are prepared using MIP Fund Accounting software. TOGETHER! contracts with a CPA firm to complete an annual financial audit. TOGETHER! has had A133 federal audits, yellow book state audits and financial audits.

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)

For 10 years, TOGETHER! has utilized a responsive braided funding approach to resource Community Schools; following best practices for funding Community Schools model work, Tumwater Community Schools services are supported by three primary financial pillars:
*school district,
*local government, &
*nonprofit-leveraged community support.
TOGETHER! has secured the following committed resources:
*2023 TOGETHER Fore Kids Golf Tournament proceeds
*Anonymous donor
*Department of Commerce Office of Homeless Youth grant
*Discuren Foundation grant
*Tumwater School District contract 2024, &
*Office of the Superintendent of Public Instruction grant
Uncommitted outside funding includes:
*current contract negotiation with Tumwater School District for expanded 2025 support to help sustain staffing increases initiated in the past year,
*funds we anticipate receiving from 2 key program fundraising events/campaigns (6th Annual TOGETHER Fore Kids Golf Tournament August '24 and our Community Foundation of South Puget Sound Give Local 'Swift Fund' campaign November '24), &
*funds anticipated from renewed Help Us Move In Foundation matching grants enabling us to leverage additional community support for homelessness prevention direct assistance purposes. While the program is clearly not solely dependent upon this award, awarding of CDBG funds to TOGETHER!'s Tumwater Community Schools work will make a significant impact for and with Tumwater students and families, and is an integral part of our comprehensive plan for adequately resourcing the program in the year ahead. Further, we are confident with the budget presented that we can execute all of our objectives. We have an excellent track record with this project meeting or exceeding planned objectives in a one-year period as well as over the longer term. Finally, we have a realistic project timeline, clear objectives, a strong staffing structure and management systems to ensure successful, on time completi

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.
TOGETHER! will manage the project successfully with the following components:
Administrative Management – manage budget through monthly review of program financial statements; contract adherence through regular review of data collection, execute monthly billings and subcontracts, ensure reporting is completed on time and in adherence to requirements. Quarterly

meetings with TSD leadership to ensure excellence in services and to monitor progress and challenges of the initiative. Additionally, ensure proper background checks, data security and management and policy and procedures are adhered to.

Project Management – manage project timeline through monthly meetings with all project staff, delegate activities on the timeline, manage data system through weekly data monitoring, quarterly report writing, partnership management through quarterly meetings with CS initiative partners. Partner with TSD to pull additional data on students served quarterly. Hold quarterly staff trainings.

Program Management - 5 CSMs are employed to support the project within each target school. The staff all report to the CS Director and Co-Executive Director. TOGETHER! will manage the employees and their administrative needs.

The managers have workstations within each of their buildings and will continue to work hand in hand with school leadership as members of the school teams at their service locations. They are responsible for building relationships with school staff and community partners, engaging the students and families, and coordinating an efficient delivery of supports to students both inside and outside of the classroom. Best-practice interventions, supports and learning opportunities drive their work.

The managers use a nationally recognized case management data system (Apricot) to track all pertinent data.

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)
Sierra Abrams (she/her) – TOGETHER! Co-Executive Director
Sierra has served as the Co-Executive Director of TOGETHER! for 5 months and has been with TOGETHER! for 3 years. She worked previously as the Community Schools Director and was responsible for previous CDBG reporting and monitoring. Sierra will ensure the project meets Federal requirements, collaborates with the Superintendent, and directly manages the Community Schools Director.
Stephanie Lopez (she/her) – TOGETHER! Community School Director
Stephanie has worked for TOGETHER! for 3 years, serving first as a Community Schools Manager in Tumwater and now serving as the Community Schools Director for the past 3 months. Stephanie will oversee all program operations including managing staff. She will monitor data collection & student/family eligibility requirements.

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.
Our project falls under the limited clientele activities requirement of CDBG. We will document eligibility in the following ways:
1. Tumwater Residents – to ensure our project benefits Tumwater residents, all of the services are provided in TSD school buildings and accessible primarily for Tumwater School District students and their families. Our marketing for services goes to TSD students and families through school district marketing tools that only target Tumwater residents. We track addresses of case managed students through our data system.
2. Limited Income – to ensure our project benefits limited income families, we track case managed students in our data system and include free and reduced lunch status, the school proxy for limited income and McKinney-Vento Status (proxy for Homelessness in schools). TOGETHER! staff have full access to the Tumwater School District student data management system, Skyward, which gives access to eligibility requirements – free & reduced lunch status & McKinney-Vento enrollment. We verify eligibility through this data. In addition, for families who seek rental assistance or bill pay, staff use the TOGETHER! Homelessness Prevention Funding policies & procedures to verify eligibility for families supported through CDBG funding.

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

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
N/A

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)
Tumwater School District (boundary map attached)

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.
Yes. TOGETHER! collects data on client income and already serves more than 51% low & moderate income individuals.

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*

SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET	Grant Request	Applicant's Own Resources	Committed Outside Funding	Uncommitted Outside Funding	TOTAL
Administrative Costs	$ 20,000.00	$ 35,681.00	$ 57,600.00	$ 15,000.00	$ 128,281.00
Personnel Costs	$ 80,000.00		$ 360,825.00	$ 85,000.00	$ 525,825.00
Facility Costs: Rent/Mortgage		$ 21,425.00			$ 21,425.00
Operating Costs: Insurance/Training/Transportation/Utilities/etc		$ 38,100.00			$ 38,100.00

	Year 1 Grant Request	Applicant's Resources	Other Federal	State/Local	Private/Other	TOTAL
Supplies: Phone, printing, copying, and equipment		$ 4,400.00				$ 4,400.00
Rapid Rehousing		$ 0.00	$ 7,500.00			$ 7,500.00
Rental Assistance			$ 42,500.00	$ 27,500.00		$ 70,000.00
Diversion Assistance				$ 4,500.00		$ 4,500.00
Diversity, Equity & Inclusion Organizational Activities (max of $5k)		$ 3,500.00		$ 0.00		$ 3,500.00
Other:				$ 1,780.00		$ 1,780.00
Total	**$ 100,000.00**	**$ 103,106.00**	**$ 468,425.00**	**$ 133,780.00**		**$ 805,311.00**

AFFORDABLE HOUSING/CDBG CAPITAL PROJECT BUDGET	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						$ 0.00
Construction/Rehabilitation						$ 0.00
Utilities						$ 0.00
Other:						$ 0.00
Other:						$ 0.00
Other:						$ 0.00
Other:						$ 0.00
Other:						$ 0.00
Total	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**

Budget Narrative

Cost Determination: Staffing is 7 1.0 FTE including 6 community schools coordinators and a program director. Personnel taxes and benefits are approximately 20% of payroll. TOGETHER! admin is 16% of total agency budget (19% of program cost). Facility rent costs are determined by offices dedicated to Community Schools program staff at agency headquarters. Other shared facility costs such as telephone/information systems and technology services are determined by number of staff and devices allocated to staff. Operating costs include training $8,200, local travel mileage for staff @ avg $38/month @ 7staff @ federal mileage rate =$3200, outreach and professional services $2900, IT services $9,000, printing & copying $600, proportionate share of general liability insurance $3,000, cell phone costs $3,000, case management system subscription and other app subscriptions $4260, non-capitalized staff equipment based on 3-5 year retirement schedule for laptops and cell phones $3,500, recruitment and onboarding costs including background checks $440. Funding Commitments: Major secured funding commitments include a Commerce Office of Homeless Youth Street Outreach Services Grant, Thurston County Housing & Basic Needs funding two year grant (next year is Year 2), long-term support from Tumwater School District, and a portion of funding from a five year (next year is Year 2) US Department of Education grant that funds our North Thurston staff member. Uncommitted outside funding includes current negotiation with Tumwater School District to expand their support to accommodate staff added to 2 schools in the past year ($100,000 request), as well as funds we have been receiving on average from two key program fundraising events (Golf Tournament and Swift Campaign with Community Foundation of South Puget Sound Give Local platform), and funds anticipated from Help Us Move In that matches and leverages fund development work of TOGETHER! for its homeless prevention direct assistance funds.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Verification and Signature download template	☑	TOGETHER! CDBG Verification
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 Determination Letter 990 2021
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)		Bylaws Articles of Incorporation Board Roster 2024
Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	☑	Audit FY22
Financial Commitment Letters		Discuren Committment
Letters of Support or Collaboration Memorandum		HUMI MOU 2024 TSD LOS TSD Contract 23-24

General Liability Insurance Certificate		Insurance Certificate GL
Risk Assessment download template	☑	Risk Assessment TOGETHER!
Demographic Composition of Organization (as part of response to Question #14) download template		Demographics Table CDBG
Project Timeline (Required for Affordable Housing and CDBG applicants) download template		
Resumes (Required for Affordable Housing and CDBG applicants)		
Project Team Summary (Required for Affordable Housing and CDBG Capital applicants) download template		
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) download template		Assurances 2024
Environmental Review Documenation		
Project Map/Service Area		Tumwater SD Map
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)		TOGETHER! Financial Policies TOGETHER! Client Assistance Process & Procedure Client Assistance Form TOGETHER! Youth Program Procedures
Low Barrier/Housing first policies and documents (As part of response to Question #12)		TOGETHER! Client Assistance Process & Procedure
Other		Tumwater Community Schools 1-Pager

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

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