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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

Catholic Community Services The Community Kitchen

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\$ 3,169.40 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.

The Community Kitchen's purpose is to keep people healthy and hopeful. We keep people healthy by providing nutrient rich meals twice a day, six days a week - Monday through Saturday - year-round. We keep people hopeful by showing up with warm meals, information and referral services, and positive, life affirming greetings.

Ninety-eight percent of the people served by The Kitchen are homeless and the majority of these people are living unsheltered - outdoors, in cars, or under tarps and/or tents. The remaining 2% are living in affordable housing, are working poor (ALICE), have a disability, and/or are no longer working and live on a fixed income.

The Community Kitchen picked up where Bread and Roses left off twenty years ago by sustaining a feeding program that directly benefits people living in South Thurston County and other communities.

According to the 2024 Point-in-Time Count Homeless Census, 864 people were homeless in Thurston County on the night of January 25, 2024. This includes individuals in transitional housing, emergency shelters, and those staying in encampments or other places not meant for human habitation. Access to food is a fundamental right. Food programs like the Community Kitchen ensure that individuals and families have enough to eat, even during challenging circumstances. Poverty and

unemployment rates contribute to food insecurity. Many rely on food assistance to meet their nutritional needs. People without stable housing often lack regular meals. Food programs provide essential sustenance. Proper nutrition is crucial for physical and mental health. Food programs prevent malnutrition. These programs foster community, reduce isolation, and offer a lifeline during difficult times.

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)

The funding provided CCS will be used to purchase food supplies and afford staff to sustain The Community Kitchen efforts in serving homeless people (temporarily sheltered and unsheltered). Funding will be used to provide meal services at least six days a week and potentially seven days a week. The Kitchen will provide both offsite and on-site feeding services to those living unsheltered and in-shelters. Funds will be used to afford the production and distribution of meals. By providing families, veterans, young people, elderly and others with nutrient dense meals, The Kitchen will help students focus at school, help working people be productive at work, and help unsheltered people sustain their health as they work on finding sheltering.

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 Community Kitchen provides prepared to-go meals filled with nutrient dense food. Food that meets basic needs for sustained and healthy living. By providing at least two meals a day six days a week throughout the year – The Community Kitchen's shall:

1. Meet the growing demand for nutritious, warm meals by providing meals to those living sheltered and unsheltered.
2. Help children be ready for school and able to concentrate, retain information and be successful in school.
3. Help adults be ready for and able to work, and to have energy to concentrate on the job and on their children.
4. Help reduce illnesses or negative health conditions resulting from poor or lack of nutrition.
5. Ensure people living in South Thurston County have access to warm nutrient rich meals throughout the week.

These results align well with the RFP's priority to benefit vulnerable South County residents and meet their basic needs - including food. Investing in The Community Kitchen's program directly improves lives. Investing in The Community Kitchen helps realize Thurston Thrives Education and Resilience objectives and goals. Investing in The Community Kitchen helps realize Thurston Thrives collective vision for "people to eat healthfully so that individuals are healthy, engaged, and successful". Investing in The Community Kitchen helps homeless and unsheltered people, as well as those living on limited incomes, stay healthy and hopeful.

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 encourage employees and clients to discuss racial equity. We provide new hire candidates with CCS's published "Inclusion Statement", and then discover during the interview process how they perceive the challenges and barriers clients

and employees might face because they are a person of color.

During new hire onboarding, new employees receive mandatory diversity training. Ongoing training is provided that addresses how unconscious bias, microaggressions or subtle, exclusionary behavior, and institutional racism present themselves daily, and how to eliminate them from the workplace. This is accomplished through trainings provided throughout the year using our internal, online "CCS University", and by providing annual "Diversity Circles", a 6-month training program for all employees, and "Management Skills Training", a 6-month program for all supervisors, managers and directors.

In recent years, the Kitchen's Program Director and Community Involvement Coordinator completed "Diversity Circles" training, and multiple leadership trainings on addressing microaggressions, institutional discrimination, and unconscious bias in the workplace. The Kitchen's Community Involvement Coordinator also completed United Way's 21 (day) Equity Challenge, and has studied to facilitate Food Solution's, and the University of New Hampshire's "21-Day Racial Equity Habit-Building Challenge."

Throughout fiscal year 2022/23, we plan on the Kitchen's Program Supervisor participating in CCS's Diversity Circles and Management Skills programs - both of which are designed to advance and support racial equity for CCS clients, staff and volunteers. Kitchen staff will also be participating in diversity and racial equity trainings offered by local agencies.

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)

On and off-site meal services benefiting South Thurston County residents will be produced at The Community Kitchen located at 805 5th Ave. SE, Olympia

The Community Kitchen is ADA accessible and is used by people with disabilities and/or special needs. Kitchen staff and volunteers often assist people that have disabilities and/or special needs get to-go meals and drinks.

Everyone is welcome at The Community Kitchen. The Kitchen is located near convenient bus stops and is accessible by barrier free sidewalks. Dedicated parking at The Community Kitchen is always available for those with disabilities or special needs.

Since its founding almost twenty years ago, Catholic Community Services Community Kitchen efforts have focused on ensuring equity and inclusion in order to reduce racial disproportionality and in support of our most vulnerable neighbors.

One of the ways we track our progress in achieving these goals is by conducting an in-person, annual guest survey. Our most recent survey found that: 41% of the population surveyed receive Social Security or SSI benefits; 60% benefit from Food Stamps/EBT; 26% of those getting to-go meals are 55 years old or older; 19% have no medical insurance; 14% are veterans; and 28% were people of color (or not Caucasian) – a higher percentage than reported in the Homeless Census breakdown on "race".

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)

The Community Kitchen has been sustained through collaboration with faith-based and other organizations committed to feeding hungry people. About ten faith-based organizations help provide one or more meals, and the volunteers needed to prepare and serve them. Prior to the pandemic, more than thirty-four meals were led by faith based organizations and others. The Kitchen has rebuilt much of its volunteer base but is still operating with 50% fewer volunteers.

CCS has adapted to a lot of changes during the pandemic including becoming the sole provider of all services at The Community Kitchen. (The Olympia Salvation Army continues to lease its facilities to CCS but no longer provides meals or support services such as security for The Community Kitchen.) Costs for facility use have doubled recently and costs for staffing have increased dramatically - in part due to the pandemic.

This means that CCS staff are now coordinating all meals, responsible for security during meals, and responsible for daily maintenance and cleaning. It also means CCS staff are responsible for all food rescue efforts and the placement of community service workers.

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)

Terrell Mizell is The Kitchen Program Supervisor. She volunteered for 2 years before being hired 8 years ago. Terrell is one of two employees working in The Kitchen full-time. She oversees daily kitchen activities, purchases food supplies, supports volunteer crews, provides health/safety training, oversees weekday lunches, manages food rescue intake, and leads meals.

Peter Epperson, currently a full-time employee, has been The Kitchen's Community Involvement Coordinator for almost 6 years. He tracks and reports on volunteerism, meal services, and performance indicators, recruits, orients, and places volunteers, leads meals, assists with fundraising, and coordinates Thurston Food Rescue with Thurston Food Bank, Senior Services and Union Gospel Mission, and works on system improvements.

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)

1196 from Tumwater. \$2.65 per meal = 3,169.40 cost for people served from Tumwater

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)

CCS's long history serving the needs of our communities has given us extensive experience building strong relationships with government partners, including building systems that assure the proper use and safeguarding of public funds.

Our financial practices are outlined below, but we are also attentive to the way our programs are managed to ensure the proper use of public funding. CCS has working knowledge of federal and state grant requirements on multiple organizational levels including Mike Curry, Agency Director, Gabriel Ash, Director of Housing and Homeless Services, Beth Lancaster, Director of Finance, and Khulan Tsoodolsenge, Contract Administrator.

Additionally, data keeping is an essential piece of how we measure the effectiveness of our program and track the use of funds. Performance is reviewed at least monthly at multiple levels, including individual and group review at the program level, group review at regional management team meetings, and programmatic and administrative reviews by the agency director, CFO and Director of Operations.

Demographics, including race, ethnicity, gender, sexual orientation, veteran status, and household type are reviewed regularly to identify potential barriers and decrease the impact of systemic discrimination.

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)

CCS has over a century of experience providing human services through Western Washington. We are the largest local private provider of assistance to poor and vulnerable people in the state and maintain strong relationships with many government entities including the state, counties, and cities.

We operate in compliance with GAAP (Generally Accepted Accounting Principles) procedures and the federal OMB (Office of Management & Budget) guidelines for auditing of non-profit organizations receiving government grant funds (Circular Files A-133, A-122, A-110). We use the accrual method of accounting to record all financial transactions. Fiscal management follows written operational procedures addressing internal accounting controls which include: (1) inclusive and descriptive chart of accounts; (2) prompt and accurate recording of revenues and expenses; (3) safeguarding and verification of assets; (4) control over expenditures; and (5) separation of duties to the extent possible. CCS undergoes an annual financial audit conducted by an independent accounting firm.

The CCS CFO works directly with the Board of Trustees to ensure their understanding of all CCS financial matters. In SW Washington, CCSSW Finance Director, Jose Uriarte, works with the CFO and provides support to our Agency Director Mike Curry, who holds a Master's degree in Nonprofit Management with an emphasis in Finance, and also has served as the Affiliate Faculty in the online Master of Nonprofit Management Program for Regis University. Financial performance is reviewed at least monthly at multiple levels, including individual program review at the program level, group review of individual programs, program group review at our regional management team meeting, and administrative reviews of all programs at both the regional and corporate levels.

Statutory requirements are implemented by an internal contract review process that is designed to ensure that managers understand and comply with the requirements of all funding contracts. This includes review and coaching, as needed, by our key finance, legal, and operations leadership to ensure that staff for program operations understand and comply with the requirements of all funding contracts. Established contracts are reviewed on a semi-annual basis to ensure compliance requirements are understood and met.

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)

Catholic Community Services has budgeted committed funding for this project from Thurston Counties Basic Needs grant and general contributions. Uncommitted funding sources include: Thurston's Hunger Walk, United Way of Thurston County, The Community Foundation of South Puget Sound, and from the Advocacy and Caring for Children Foundation and Thurston County. Although we have a long history with these funding sources, we have to apply for them each year and they are not committed yet for this upcoming fiscal year due to their regular grant cycle.

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. For over twenty years, Catholic Community Services, with support from its volunteers, partner agencies, committed donors, funders, and professional staff, has sustained the feeding program called The Community Kitchen. CCS has and will continue to plan, coordinate, prepare and serve meals to the most vulnerable in our community year-round. CDBG funding will be used to leverage giving and to support the growing demand for nutrient rich warm meals for South Thurston County residents and others.

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)

Catholic Community Services - Erin York, the Director of Operations is the lead and project manager. Terrell Mizell, The Kitchen's supervisor has been with The Community Kitchen for 10 years. Peter Epperson, The Kitchen's Community Involvement Coordinator has been with The Kitchen for almost eight years. Peter and Turtle are The Kitchen's only full-time employees.

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 Community Kitchen does not have eligibility requirements to receive a warm meal. Beneficiaries of meals served on-site at The Community Kitchen self-identify their residence before they receive a meal. Based on meal counts, which are tracked by municipality, 98% are Thurston County residents. Historically, The Kitchen has served more than 2,850 meals to those living in South Thurston County. We rely on guest surveys which are conducted twice a year to determine income eligibility. Catholic Community Services does not require proof of income to determine eligibility to benefit from a warm meal. Historically, because this is a low-barrier meal program, CCS has reported on number of meals served and cannot report on each individual served.

The Community Kitchen has a history of successfully receiving and effectively managing CDBG funds to impact designated populations in Thurston County. Presumed eligibility has been used as this program primarily serves individuals who are experiencing homelessness.

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

No

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)

All of Thurston County.

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 Kitchen serves at least 51% low income individuals and participant income is presumed based on annual survey. The majority of those we serve are individuals without homes.

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.

The Community Kitchen will leverage all CBDG funds awarded to sustain feeding South Thurston County residents and its overall feeding efforts.

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			\$ 1,262.00	\$ 33,660.00	\$ 34,922.00
Personnel Costs	\$ 3,169.40		\$ 6,600.00	\$ 202,088.00	\$ 211,857.40
Facility Costs:			\$ 1,716.00	\$ 29,911.00	\$ 31,627.00
Rent/Utilities/Repair/Maintenance/etc					
Operating Costs:				\$ 810.00	\$ 810.00
Transportation/Equipment/Training/etc					
Supplies:			\$ 3,700.00	\$ 70,353.00	\$ 74,053.00
Phone/Printing/Copying/Computer/Food Supply/etc					
Shared Direct - Facility & Tech			\$ 1,300.00	\$ 847.00	\$ 2,147.00
Professional Fees			\$ 1,200.00	\$ 2,248.00	\$ 3,448.00
Depreciation/Amortization		\$ 2,623.00			\$ 2,623.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)					\$ 0.00
In Kind Food Cost		\$ 384,176.00			\$ 384,176.00
Total	3,169.40	\$ 386,799.00	\$ 15,778.00	\$ 339,917.00	\$ 745,663.40

**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

Documents [top](#)

Documents Requested *

Required? Attached Documents *

Verification and Signature download template	<input checked="" type="checkbox"/>	Verification 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	<input checked="" type="checkbox"/>	IRS Letter 990
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)		
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"/>	Audit
Financial Commitment Letters		
Letters of Support or Collaboration Memorandum		
General Liability Insurance Certificate		
Risk Assessment download template	<input checked="" type="checkbox"/>	Risk Assessment
Demographic Composition of Organization (as part of response to Question #14) download template		
Project Timeline (Required for Affordable Housing and CDBG applicants) download template		
Resumes (Required for Affordable Housing and CDBG applicants)		Erin York Resume
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)

[Acknowledgement 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.*

Application ID: 465483

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