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

Thurston County Food Bank
TCFB Home Delivery and Other Bank

Jump to: Application Questions   Budget   Documents

$ 100,000.00 Requested	**Thurston County Food Bank**
Submitted: 4/5/2024 11:04:25 AM (Pacific)	220 Thurston Ave NE Telephone3603528597

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Project Contact
Amanda Munoz
amandam@tcfb.org
Tel: 3603528597

Additional Contacts
none entered

Thurston County Food Bank

220 Thurston Ave NE
Olympia , WA 98501
United States

Telephone3603528597
Fax
Web   tcfb.org

Development Director
Amanda Munoz
amandam@tcfb.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.
Thurston County Food Bank (TCFB) serves a vital role within the community and provides services to individuals facing food insecurity. One of the key priorities of TCFB is eliminating access barriers, which is supported through our network of satellite locations and home delivery services.

The proposed program will enable TCFB to work with community partners and enhance our services, focusing primarily on vulnerable populations, including seniors and individuals with disabilities. Enhancing our home delivery service ensures that seniors and individuals facing mobility issues can still benefit from the services provided by TCFB. Our program provides a "wellness system" for individuals, which is often the only outside connection they have. Our program ensures a layer of safety and security and fosters a sense of trust and familiarity. Many seniors receive support from volunteers, staff, or community partners they are already familiar with, creating trust and continuity of care. Furthermore, seniors often have unique dietary needs and preferences due to health and age-related factors. Our home delivery tailors food packages to meet the specific needs of seniors, including options that are easier to prepare or better suited to their nutritional requirements. The program offers both a tailored approach and also ensures convenience and comfort for seniors who may find it challenging to navigate transportation or a visit to a satellite location.

Additionally, we have incorporated hygiene and home cleaning supplies into our services, which we believe is essential for comprehensive support. By incorporating hygiene and other health-related essentials, the project not only addresses immediate food needs but also promotes health and hygiene, reduces financial burdens, enhances quality of life, and supports individuals in managing their health effectively. This comprehensive approach ensures that individuals receive the holistic support they need to live comfortably.

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 scope of work for this project will focus on three key activities, which include the enhancement of home delivery services, developing strategic partnerships with businesses and organizations within the City of Tumwater, and providing cleaning and personal care products.

Key activities for enhancing home delivery services for seniors within Tumwater include:
• Increasing the frequency and coverage of home deliveries to reach a larger number of seniors in need.
• Recruiting additional volunteers and community partners to facilitate the packing and delivery of food and supplies to seniors' homes.
• Implementing/enhancing a tracking system to monitor delivery schedules and ensure timely and efficient service.

Key activities for developing strategic partnerships with local businesses, community organizations, and volunteers to support the project's objectives include:
• Engaging with community organizations and volunteers to provide additional support services and food pick-up locations.
• Enhancing current partnerships through evaluation of current services offered and determining the need for additional support.
• Establishing formal agreements with partner organizations to outline roles, responsibilities, and expectations for collaboration.

Key activities for providing cleaning and personal care products include:
• Procuring essential hygiene products such as soap, toothpaste, shampoo, and sanitary items, as well as home cleaning supplies like disinfectants and detergents.
• Packaging cleaning and personal care supplies alongside food items in each delivery package to ensure comprehensive support for seniors' health and well-being.
• Monitoring the utilization of cleaning and personal care supplies and replenishing stocks as needed to meet ongoing demand.

These activities and actions align with Criteria 1 by directly addressing the critical needs of low-income seniors through expanded home delivery services and the provision of essential supplies. Furthermore, these activities promote connection and support through enhanced partnerships and improved health outcomes among vulnerable populations.

Our ability to meet and maintain compliance with applicable regulations is ensured through careful oversight and adherence to grant requirements. TCFB has a proven track record with this both within the community and region alike. This project demonstrates a clear plan for utilizing grant funding to achieve the project's objective and deliver measurable outcomes.

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 primary goal is to enhance our home services in the City of Tumwater. Project objectives address three critical needs: (1) food insecurity for LMI populations with a focus on vulnerable populations, (2) access barriers for obtaining food and other essentials, (3) and access to cleaning and personal care supplies.

Objective 1: Expand home delivery services to reach low-income seniors in the City of Tumwater within the first six months of implementation. By increasing the reach of our home delivery services, we aim to ensure that more low-income seniors have access to nutritious food and essential supplies, directly addressing food insecurity within the community.
Objective 2: Establish and enhance partnerships with local businesses and community organizations to secure in-kind donations and volunteer support for the program. Through strategically leveraged community partnerships and in-kind donations, we aim to enhance the sustainability and effectiveness of our program while reducing operational costs.
Objective 3: Include hygiene and health-related items, such as soap, toothpaste, and basic medical supplies, in each home delivery package. By providing essential hygiene and health-related items, we aim to promote better health practices and reduce the risk of illness among participating seniors.

The specific objectives and planned results/outcomes of the proposed project directly align with the RFP priorities of addressing food insecurity, promoting social connection and support, and improving health outcomes, while also ensuring financial sustainability. Success will be measured through quantitative and qualitative indicators, including the number of seniors served, utilization of hygiene and health-related items, number of satellites serving the community, value of in-kind donations received, and feedback from participants.

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)
In recent years, TCFB has implemented various initiatives aimed at decreasing disparity among overrepresented identities in the Homeless Crisis Response System and advancing racial equity. We have begun this work through community engagement and outreach, collaboration with community partners, and programmatic changes.

We actively engage with communities disproportionately affected by homelessness, including Black, Indigenous, People of Color (BIPOC), LGBTQIA2S+ individuals, and people living with disabilities. Through targeted outreach efforts, we have sought input from these communities to better understand their needs and experiences.

Additionally, we have reviewed and revised our programs and services to ensure they are accessible and responsive to the needs of marginalized communities. This includes implementing policies and practices that prioritize equity and inclusion, such as offering language interpretations services and providing accommodations for individuals with disabilities.

Moving forward, TCFB intends to build upon our existing efforts and implement additional strategies to further decrease disparity and advance racial equity. The planned actions for this include continued community engagement, capacity building, and continuous programmatic updates (as determined based on growing needs).

We will continue to review and revise our various programs to ensure they are culturally relevant and inclusive for all individuals. We plan to review programs and develop and refine policies and practices that address growing needs. Additionally, we plan to invest in staff training and professional development focused on racial equity, trauma-informed care, and culturally responsive practices. By equipping our team with the necessary knowledge and skills, we can better serve individuals from diverse backgrounds and create a more inclusive organizational culture.

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 services will primarily be provided within the City of Tumwater, with a focus on reaching the target population of low-income seniors and individuals experiencing homelessness or housing instability. We intend to reach the target population through our home delivery services and outreach and engagement. We will utilize home delivery services to reach low-income seniors and disabled individuals who have difficulty accessing traditional food distribution sites. By bringing the services directly to their homes, we can ensure that seniors and disabled individuals receive the support they need, regardless of their ability to travel. Additionally, our outreach efforts will specifically target areas with high concentrations of low-income individuals and those experiencing homelessness or housing instability.

Our program is tailored to ensure that individuals with disabilities or special needs can access and benefit from our services. This includes offering alternative communication methods, which as language translation services, and providing assistance with filling out forms and navigating the application process. We strive to provide culturally responsive services that are sensitive to the unique needs and experiences of racially diverse communities. This includes offering culturally appropriate food options, engaging with community leads and advocates from diverse backgrounds, and incorporating culturally relevant outreach materials and messaging.

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

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)
TCFB has formal partnership agreements with the following organizations:
• South Puget Sound Community College (SPSCC)
• Tumwater United Methodist
• Mountain View Church
• Tumwater Senior Center
• Northstar Church of God

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)
TCFB partners with organizations based in the community to provide services. The programs are supervised and overseen by a team of experienced TCFB staff members. Below is a list of key staff members, their titles, responsibilities, and length of time with the organization.

Judy Jones
14 years
Sr. Director of Operations
Oversight and management of all operational programs, including strategic planning, program development, and budget management. Ensures compliance with grant requirements and oversees reporting activities

Dean Crabapple
5 years
Operations Manager
Overall oversight and management of the program, including strategic planning, program development, and budget management. Ensures compliance with grant requirements and oversees reporting activities.

Rebekah Graham
2 years
Program Coordinator
Day-to-day coordination of program activities, including scheduling deliveries, managing volunteer teams, and coordinating outreach efforts. Acts as a liaison between program staff, participants, and community partners.

Joe Riehle
1 year
Volunteer Coordinator
Recruits, trains, and manages volunteer teams to support program operations. Coordinates volunteer schedules, provides ongoing support and supervision, and ensures adherence to program protocols and guidelines.

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)
The total number of unduplicated individuals to be served is 500 individuals. The project cost is $100,000, which equates the cost to $200 per person.

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)
TCFB maintains comprehensive policies and procedures for programmatic operations to ensure compliance with federal, state, and local guidelines. These policies and procedures cover various aspects of our operations, which include legal compliance, financial management, confidentiality and privacy, staff training, and risk management.

Our organization is committed to upholding the highest standards of ethical conduct, legal compliance, and programmatic integrity in all aspects of our operations. Our policies and procedures are regularly reviewed and updated to reflect changes in regulations, best practices, and organizational needs, ensuring we continue to meet and exceed the expectations of our

stakeholders.

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)

TCFB maintains robust policies and procedures for financial operations to ensure the proper use and safeguarding of public funds. These policies and procedures are designed to uphold fiscal management standards, internal controls, and risk management practices.

We adhere to strict guidelines for financial reporting, ensuring accuracy, transparency, and compliance with regulatory requirements. Our finance team prepares regular financial reports that provide detailed insights into the organizations financial well-being, including income, expenses, and budget variances. Furthermore, our finance team maintains meticulous records of all financial transactions, including invoices, receipts, contracts, and other supporting documentation. These records are stored securely and organized according to established protocols to facilitate accountability, auditing, and regulatory compliance. Additionally, our organization implements electronic systems for record-keeping to enhance efficiency and accessibility.

We use accounting software (QuickBooks) to streamline financial operations and ensure accuracy in financial record-keeping and reporting. We undergo regular internal and external audits to assess the effectiveness of our financial operations, internal controls, and compliance with regulatory requirements. Our finance team collaborates closely with auditors to facilitate the audit process and address any findings or recommendations for improvement.

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)

The sustainability funding plan for this program includes a combination of sources to ensure its long-term viability beyond the current grant award. While the program greatly benefits from this award, we have also identified additional financial resources to support its ongoing operation. The program is not solely dependent on this award.

The current grant award provides essential funding to support the enhancement and expansion of the program, and these funds will be allocated towards staffing, programmatic expenses, and service delivery to the target population. We also receive a large amount of community donations and in-kind support for both our home delivery and "Other Bank" (hygiene and home cleaning supplies), which has been an ongoing source of support that we anticipate will continue, though it can often be unpredictable.

We have developed a fundraising plan to solicit financial support from foundations, corporate sponsors, and individual donors to sustain the program beyond the grant period as well. This includes hosting fundraising events, online campaigns, and cultivating relationships with potential donors to secure financial contributions.

Finally, our program's sustainability is bolstered by its strategic partnerships and contractual agreements with The

Emergency Food Assistance Program (TEFAP) and Commodity Supplemental Food Program (CSFP). These contracts not only provide essential resources during the current funding period, but also lay a sturdy groundwork for continued operation in the long term. This strategic alignment with established federal programs underscores our commitment to program sustainability, enabling us to fulfill our mission of combating food insecurity with resilience and longevity.

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. To complete this project on time and on budget, we have developed a comprehensive, multi-tiered approach. We have a dedicated program team responsible for overseeing all aspects of the program, including scheduling, budgeting, and resource allocation. The program manager will work closely with key stakeholders to develop a detailed plan and method for monitoring progress against established milestones and deadlines. Our program timeline outlines the key tasks, milestones, and deliverables associated with the program. This timeline serves as a roadmap for program implementation and will be regularly updated to reflect any changes or adjustments to the schedule.

We carefully allocate resources, including personnel, funding, and materials, to ensure that all program activities are completed efficiently and effectively. This involves prioritizing tasks, identifying potential resource constraints, and proactively addressing any issues that may arise. Additionally, our detailed program budget accurately reflects the costs associated with each aspect of the program. The budget will be monitored closely throughout the award period to ensure that expenditures remain within approved limits and that any variances are promptly addressed.

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)
The three people who will serve in lead roles for this program are Judy Jones, Dean Crabapple, and Rebekah Graham.

Judy Jones has been with TCFB for the past 14 years and is currently the Sr. Director of Operations. Judy is responsible for the oversight and management of all operational and program activities at TCFB. This includes strategic planning, program development, and budget management. Judy ensures compliance with grant requirements and will oversee reporting activities as necessary.

Dean Crabapple is the Warehouse and Distribution Center Operations Manager at TCFB and has been with the organization for 5 years. In his role, Dean manages the program, including strategic planning, program development, and budget management. Additionally, Dean ensures compliance with grant requirements and oversees reporting activities.

Rebekah Graham is the Program Coordinator and is responsible for the day-to-day coordination of program activities, including scheduling deliveries, managing volunteer teams, and coordinating outreach efforts. She acts as a liaison between program staff, participants, and community partners. She has been with TCFB for 2 years.

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 project will meet and document income eligibility requirements through a two-step approach.

For clients receiving services directly from TCFB, data is collected from clients upon intake. The self-reported income information will be documented and verified by project staff to determine eligibility for participation in the program.

Satellite partners will also report income information for clients they provide our services to. These partners are trained on the documentation requirements and procedures to accurately report data to ensure consistency and reliability.

All information is collected and stored in Link2Feed, a Case Management software that allows us to collect, monitor, and report outcomes. We will continue to monitor data collection to ensure proper reporting and tracking.

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-

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 at this time.

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 of the program is the City of Tumwater.

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

☑ Limited Clientele Benefit
☐ Housing Benefit

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

41. For Limited Clientele benefit, indicate whether the project will serve at least 51% low and moderate income (LMI) individuals and whether it will document participant's income, have income eligibility requirements, or serve a presumed LMI category.
Yes, the program will serve at least 51% of low- and moderate-income individuals. We document this during our intake process, which is self-reported by clients.

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	$ 30,000.00	$ 0.00	$ 0.00	$ 0.00	$ 30,000.00
Personnel Costs	$ 30,000.00	$ 0.00	$ 0.00	$ 0.00	$ 30,000.00
Facility Costs: Rent/Mortgage	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Operating Costs: Insurance/Training/Transportation/Utilities/etc	$ 30,000.00	$ 0.00	$ 0.00	$ 0.00	$ 30,000.00
Supplies: Phone, printing, copying, and equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Rapid Rehousing	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Rental Assistance	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Diversion Assistance	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of $5k)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Other:	$ 10,000.00	$ 0.00	$ 0.00	$ 0.00	$ 10,000.00
Total	**$ 100,000.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 100,000.00**

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

In determining the costs for our budget, we engaged in a meticulous analysis of the diverse needs essential for the successful implementation of our project. This involved a comprehensive examination of personnel, programmatic expenses, and supplies required to ensure the project's efficacy and sustainability. Our budgeting process meticulously addressed each facet of our operations, resulting in a well-structured allocation of resources:

Administrative costs, constituting 30% of the project budget, encompass vital expenses pertinent to the smooth functioning of our administrative infrastructure. These costs cover overhead, management, and general administrative functions, including salaries for administrative personnel, utilities, insurance premiums, and other administrative expenditures crucial for maintaining operational efficiency.

Personnel costs, also allotted 30% of the project budget, are pivotal for the engagement and coordination of individuals directly involved in project execution. This encompasses the compensation, including salaries, wages, and benefits, for essential staff members such as program and volunteer coordinators, support personnel, and other individuals integral to the seamless delivery of program services.

Operating costs, comprising 30% of the project budget, are indispensable for sustaining the day-to-day operations and activities of the project. These costs encompass a wide array of expenses, including outreach and engagement initiatives, procurement of program materials, transportation arrangements, conducting training sessions, acquiring necessary supplies, and other operational expenditures essential for the effective delivery of program services.

Indirect costs, representing 10% of the project budget, address expenses that are not directly attributed to specific program activities but are indispensable for overall project management and administration. These costs include overhead expenses, such as administrative support, facilities maintenance, vehicle upkeep, and other shared expenditures that contribute to the seamless functioning of the project.

By strategically allocating funds according to this breakdown, we ensure that resources are purposefully distributed to meet the diverse needs of our project while also accounting for indirect costs associated with project management and administration. This balanced approach not only optimizes the utilization of resources but also enhances the efficiency and sustainability of our project, enabling us to achieve our objectives with precision and efficacy.

Documents *top*

Documents Requested *	Required?	Attached Documents *
Verification and Signature download template	✔	Verification and Signature
For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 return (or link to electronic version) -For For-Profits: Articles of Incorporation	✔	501C3
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)		Board Members By-Laws

Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	☑	Fiscal Year Audit
Financial Commitment Letters		
Letters of Support or Collaboration Memorandum		Letter of Support-LMTAAA
		Northstar MOU
General Liability Insurance Certificate		General Liability Insurance Certificate
Risk Assessment download template	☑	Risk Assessment
Demographic Composition of Organization (as part of response to Question #14) download template		Demographic Information
Project Timeline (Required for Affordable Housing and CDBG applicants) download template		Project Timeline
Resumes (Required for Affordable Housing and CDBG applicants)		R. Graham Resume
		J. Jones Resume
		T. Hegge Resume
		J. Riehle Resume
		D. Crabapple 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) download template		Assurances
Environmental Review Documenation		
Project Map/Service Area		Service Area 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)		Program Policies and Procedures
Low Barrier/Housing first policies and documents (As part of response to Question #12)		Low Barriers/Housing
Other		

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