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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

Senior Services for South Sound Home Share Program

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\$ 23,000.00 Requested

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Application Questions [top](#)

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

1. What type of project are you proposing?

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

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

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

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

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

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

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

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

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

Select all that apply.

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

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

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

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

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

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

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

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

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

Home Share is essentially a match-making service, where home providers who have an extra room in their home are matched with home seekers needing affordable housing. Both home providers and home seekers are interviewed and given criminal background checks. Matches are made after careful consideration of the needs and interests of both parties.

It is estimated that 30% of seniors in Thurston County rely solely on Social Security for their income, and this averages \$1,693 a month. So while a senior may have a home that is paid off, they may not be able to afford other costs of living. In addition, many seniors may need help with chores or companionship and are willing to offer accommodations to Seekers for little to no rent. For the home seeker, these arrangements are by far the most affordable option in Thurston County. Even the most subsidized senior housing costs \$1,099 a month, and average rent in Thurston County in 2023 was \$1,595 while the average Home Share rent is just \$509 a month.

The expenses of the Home Share program are incredibly small compared with capital projects. Unlike capital projects, Home Share takes advantage of already existing homes and resources, and tackles more than housing insecurity as it addresses the epidemic of loneliness and isolation that seniors experience. Given that the total Home Share 2024 budget expenses are \$167,893 and an estimated 18 total placements during the year (1.5 per month x 12), cost per placement is just under

\$9,327. Home Share, while not solving the overall housing crisis in our County, helps not only those needing housing, but those who have housing who are at risk of losing their homes from unpaid bills or fears of isolation and injury.

Home Share meets an urgent community housing need in a cost-effective manner, and goes further by helping seniors age in place and avoid serious loss of independence. The Home Share model exists all over the United States, and is a proven approach to a national problem.

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)

Home Share staff will field all program inquiries, process new applications including background checks and reference calls, conduct entrance interviews, in-person meetings and home visits, and do matchmaking work to bring together a compatible duo for a Home Share living arrangement. Further, Home Share staff will work diligently on marketing and outreach efforts to ensure that Home Share continues to be a trusted resource in our community.

After initial placements occur, the Program Manager remains in touch with both the home provider and home seeker to ensure that the parties are managing well. We remain available to mediate any challenges, and if needed, intervene to protect the participants from continued negative experiences. A fundamental goal of the program is to ensure the safety of seniors, so great lengths are taken to do so.

Home Share staff is also in partnership with Homes First, vetting and filling their senior dedicated home with two residents and maintaining a relationship with them to ensure their living arrangement remains stable. If one or both residents leaves the home, Home Share staff is responsible for finding the new resident(s) to occupy the home.

As we continue to serve our community, we anticipate that we will reach an average of 1.5 matches per month now that Home Share is outside of the pilot period. Since each match actually benefits two people, Home Share intends to house or assist in maintaining housing for at least 36 people.

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)

Home Share matches home providers with home seekers for long-term placements. Primary objectives for this program are quantitative in nature.

Key Impacts and Outcomes from program year 2023:

*Made 15 matches. This means 30 people were able to either maintain or secure safe and affordable housing.

*Average of 7 new applications per month.

*Average home share rent paid by Seeker of \$509 per month.

Objectives include:

*Implement best practices of Home Share using Home Share Resource Guide, and network effectively with State, Regional and National Home Share programs for best practices.

*Soliciting and cultivating a list of home providers so that one to two new homes per month is added as a potential match for Home Share.

*Soliciting and cultivating a list of home seekers so that one to two long-term placements per month is provided.

*Within each year of Home Share operation, there will be a minimum of 18 long-term placements.

*Solicit marketing and outreach opportunities and secure one advertisement per month.

Meeting these objectives will be easily measurable, and will clearly address the HCRP Objective 3-Strategy 12: Increase diversion activities for all sub populations of people experiencing homelessness. Home Share prevents homelessness by helping current owners remain in their homes with both financial assistance from rent and lifestyle support from an extra pair of hands and eyes around the house. Home Share also diverts people from homelessness by providing a far more affordable long-term housing option than exists elsewhere in the County. Even the most subsidized senior housing at Boardwalk Apartments costs \$1,099 a month, and average rent in Thurston County in 2023 was \$1,595. This is greatly more than the average rent paid for rooms in the Home Share program of \$509 a month. Some Home Share placements are at low or no cost, as the arrangement may include helping with household chores and providing a safety net in case of deteriorating health.

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 have tackled issues of inclusion & equity through readings & discussions. We would self-assess as being near the beginning of our work on these urgent topics. Our programs and centers serve all populations of seniors with equal & representative participation from our diverse community. Our Executive Director provided copies of the book Blind Spot to all managers, to initiate a conversation around implicit bias & the ways it shapes our thoughts & actions. We recognize there is work for us to do here which is why our new strategic plan has a strong emphasis on diversity, equity, & inclusion work.

Our Executive Director created a strategic plan for our organization in which a major keystone is Diversity, Equity, & Inclusion. The keystone statement is as follows: Develop & implement a vision with specific goals to improve the diversity, equity, & inclusion of our clients, staff, & board. We are working to develop & implement a diversity, equity, & inclusion task force, reflecting broad community & organizational input that includes specific goals from which annual objectives are created by staff. Further, we hope that eventually, seniors in our programs are representative of the demographics of our service area & are useful to seniors from diverse racial, cultural, sexual orientation, gender identity, linguistic & other groupings.

Our Board of Directors embraces our organizational value to welcome & respect people of diverse backgrounds, believing in the dignity of every human being. As we fill Board appointments, we have specific goals to ensure our Board represents the ethnic, economic & gender characteristics of the communities we serve.

The summary is that Senior Services for South Sound has a mission and values that are blind to everything except age. Yet we recognize we have work to do for our services to be enjoyed by all distinct sub-populations in our region.

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)

Administration of Home Share will take place in our main offices at 222 Columbia Street, Olympia, WA. Placements for Home Share will take place all over Thurston County. Outreach for potential home providers will happen County wide. Through our own County wide program offerings like Meals on Wheels and other services, along with our community partners like United Way and Homes First, we will canvas the entire County for potential home providers. Our existing close relationships with Yelm, Tenino, Rainier and Rochester senior centers helps us with rural outreach in the County.

There is a policy against discrimination along any ethnic, economic or disability lines. Because this program matches home providers with home seekers, it is not rare for some of the home providers to be elderly with disabilities. This may be precisely why they seek a housemate to share in duties and provide some company and safety. By nature, this program addresses the historically vulnerable population of elderly seniors and we would actively partner with historically black churches, Cielo and other entities that specialize with historically disadvantaged populations.

Finally, we provide applications to our program in a variety of different ways in order to accommodate differing levels of ability. We work hard to ensure that there are little to no barriers to becoming a participant in our program through client assistance, minimal eligibility requirements, and maintaining low application fees.

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)

Senior Services for South Sound exists in a web of partnerships and relationships.

*We partner contractually with the Lewis Mason Thurston Area Agency on Aging, as our federal partner for funding and programs. They will help us with outreach to seniors and identification of potential home providers and home seekers. We do not have a formal partnership with them for Home Share, and one would not be needed as it fits within the scope of our existing relationship.

*Contractual partnership with Homes First; Home Share places two residents in their senior-dedicated home and ensures the arrangement remains stable.

We maintain close informal partnerships with:

*Thurston County United Way, who would help with outreach and soliciting of home providers and home seekers.

*Thurston County Food Bank, who would help with outreach and soliciting of home providers and home seekers.

*Thurston Cities and County, have staff and programs serving home insecure and homeless populations and will provide referrals for home providers and home seekers.

*Yelm, Rainier, Tenino, Tumwater and Rochester senior centers are active partners and will help with outreach and soliciting of home providers and home seekers.

*Catholic Community Services is a close partner for nutrition and transportation, and would help with outreach and solicitation of home providers and home seekers.

*Quixote communities have contact with veterans and others who are seeking housing and would help with outreach and solicitation of potential home seekers for Home Share.

*Community Action Council has a similar client base and often refers Seekers to our program; sometimes covering the cost of their application fee.

*Coordinated Entry is an emergency housing services in our community and we often trade referrals to our respective programs.

The nature of Home Share is that it is a unique and valuable community resource that many nonprofit and governmental entities promote as it does not compete with other efforts.

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)

*Brian Windrope is the Executive Director of Senior Services for South Sound and holds overall responsibility for the organization and all programming, including the Home Share program. Brian has been with Senior Services for four years and comes to Senior Services with over 20 years of non-profit leadership experience.

*Bryan Hildebrand is the Client Services Director of Senior Services for South Sound. Bryan has responsibility for our wide range of direct client services, including Brighter Days, Transportation, Care Connection and Resource Advocates. He will provide direct supervision of the Home Share Program Manager. Bryan has been with the organization for four years.

*Rebecca Hutchinson is the Home Share Program Manager of Senior Services for South Sound. Rebecca has direct management responsibility for the program including hiring and supervising the Program Assistant, outreach and promotional activities with community partners, recruitment and interviewing of potential home providers and seekers, conducting criminal background checks on all participants, and properly matching home providers with home seekers for maximum long term success. Rebecca has been with the organization for two years and brings with her over ten years of professional senior advocacy experience.

*Emily Lopez is the Home Share Program Assistant. Her responsibilities include fielding program inquiries, processing new applications, follow up outreach to community partners, proper maintenance of files on all participants, home visits to improve knowledge of situations, and email and phone communication with home providers and home seekers. Emily has been with the organization for six months.

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)

We estimate that Home Share, in the third year of operation, will serve 36 individuals with a matching program between home providers and home seekers. Projected cost per person served is $\$167,893/36 = \$9,327$.

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)

Yes, we have a policies and procedures guide that was produced as part of the pilot operation of the Home Share Program. It is attached.

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)

The Home Share program would be financially administered by our internal Finance team, consisting of a Finance Manager and Fiscal Assistant. All financial policies and procedures are overseen by a Board Finance Committee comprised of professional finance members, and follow GAAP. The policies and procedures also receive an annual independent audit every year, where any findings are immediately addressed. Our organization maintains complex financial government contracts with

the Lewis Mason Thurston Area Agency on Aging, and conducts annual audits of our financial accounting for those government contracts.

Home Share funding would be administered with the same systems that have successfully managed complex government grants for other programs. Our accounting software is Quickbooks, we have monthly reconciling of the entire organizational finances, and monthly meetings with the Board Finance Committee to review financial statements, policies and procedures.

All records are kept as appropriate, all invoices and payments require two signatures, and authority for use of funds is restricted. The Executive Director reviews monthly reports for all outgoing payments. Home Share funding would fit easily within our current systems of financial management, which have consistently been performed to a high level as reported by our annual 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)

The following are the funding sources that are committed and the dates in which those contracts expire. With the below financial commitments and upon securing this funding, the Home Share Program will be fully funded and operational. Our current contracts are attached.

*The City of Olympia has committed \$54,000 with a contract end date of 12/31/2024

*City of Lacey committed CDBG funding of \$21,000 with a contract end date of 8/31/2024

*The City of Lacey committed \$95,000 with a contract end date of 12/31/2024

*The Regional Housing Council committed \$105,000 with a contract end date of 8/31/2024

If funding through Tumwater CDBG is not awarded, we will be able to conduct the program, but with less funding for personnel and marketing/outreach.

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. Home Share was launched March 7th upon hiring the Home Share Manager and will conduct operations as long as funding persists. Because the program is not capital in nature, the bulk of expenses are in staffing to implement the program. And because the bulk of expenses are with staffing and we have previously run a pilot program on Home Share, there is confidence the budget will be maintained as there are few expense variables to control.

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)

*Bryan Hildebrand is the Client Services Director of Senior Services for South Sound. Bryan has responsibility for our wide range of direct client services, including the Brighter Days Adult Day Program, Senior Transportation, Care Connection's independent provider care registry, and SHIBA (Statewide Health Insurance Benefits Advisors through OIC). He will provide direct supervision of the Home Share Program Manager. Bryan has been with the organization for three years.

*Rebecca Hutchinson is the Home Share Program Manager of Senior Services for South Sound. Rebecca has direct management responsibility for the program including hiring and supervising the Program Assistant, outreach and promotional activities with community partners, recruitment and interviewing of potential home providers and seekers, conducting criminal background checks on all participants, and properly matching home providers with home seekers for maximum long term success. Rebecca has been with the organization for two years and brings with her over ten years of professional senior advocacy experience.

*Emily Lopez is the Home Share Program Assistant. Her responsibilities include fielding program inquiries, processing new applications, follow up outreach to community partners, proper maintenance of files on all participants, home visits to improve knowledge of situations, and email and phone communication with home providers and home seekers. Emily has been with the organization for six months.

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 Senior Services for South Sound Home Share program meets the Presumed Benefit of HUD's National Objective by serving seniors as the primary clientele, which are presumed to be at least 51% LMI. Because the program matches home providers with home seekers, we are able to easily identify the geographic location of participants. In this case, within the limits of the City of Tumwater. We can verify by address whether the home provider residence is in Tumwater, or the home seeker is a Tumwater resident. Verifying age comes from normal criminal background checks. The program requires at least one member of the match to be a senior, and though this is most often the home provider, that is not required.

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
NA

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)

Thurston County, Washington

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.

NA

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.

This project will serve 51% LMI. We do document client income but do not ask for proof of income & have no income eligibility requirements since seniors are a presumed LMI category.

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.

NA

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.)

Budget [top](#)

SERVICES AND NON-CAPITAL PROGRAM TYPES BUDGET	Grant Request	Applicant's Own Resources	Committed Outside Funding	Uncommitted Outside Funding	TOTAL
Administrative Costs	\$ 2,425.82			\$ 20,117.00	\$ 22,542.82
Personnel Costs	\$ 13,603.46			\$ 129,552.00	\$ 143,155.46
Facility Costs: Rent/Mortgage	\$ 0.00			\$ 0.00	\$ 0.00
Operating Costs:					
Insurance/Training/Transportation/Utilities/etc	\$ 826.36			\$ 4,924.00	\$ 5,750.36
Supplies: Phone, printing, copying, and equipment	\$ 1,226.36			\$ 3,700.00	\$ 4,926.36
Rapid Rehousing	\$ 0.00			\$ 0.00	\$ 0.00
Rental Assistance	\$ 0.00			\$ 0.00	\$ 0.00
Diversion Assistance	\$ 0.00			\$ 0.00	\$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)	\$ 0.00			\$ 0.00	\$ 0.00
Marketing/Outreach	\$ 4,918.00			\$ 9,600.00	\$ 14,518.00
Total	\$ 23,000.00	\$ 0.00	\$ 0.00	\$ 167,893.00	\$ 190,893.00

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

This budget derives from past experience running the pilot version of Home Share. We know our staffing needs for Home Share, which make up the vast majority of expenses for this cost-effective program. We also know our administrative overhead rates from many other state and federal grants including past CDBG awards. We have assigned funds to marketing and outreach targeted to residents in the City of Tumwater to continue educating the community on our program and the impactful service we provide in order to continue recruiting new Providers and Seekers.

Documents [top](#)

Documents Requested *

Required? Attached Documents *

Verification and Signature download template	<input checked="" type="checkbox"/>	Verification
For Non-Profits: Your IRS Letter of Determination of	<input checked="" type="checkbox"/>	990

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

[Letter of Determination](#)

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

[By-laws](#)

[Charter](#)

[Board Members](#)

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



[Audit Report](#)

Financial Commitment Letters

[City of Lacey Contract](#)

[Regional Housing Council 2163 Contract](#)

[Lacey CDBG](#)

[City of Olympia Contract](#)

Letters of Support or Collaboration Memorandum

General Liability Insurance Certificate

[Liability Insurance](#)

Risk Assessment



[Risk Assessment](#)

[download template](#)

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)

[ED Resume](#)

[CSD Resume](#)

[PM Resume](#)

[PA 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](#)

[Acknowledgement](#)

Environmental Review Documentation

Project Map/Service Area

[Map of Thurston County](#)

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)

[Home Share Guide](#)

Low Barrier/Housing first policies and documents (As part of response to Question #12)

Other

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