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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

Homes First

Major Rehabilitation - Low Income Clean and Sober Housing

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\$ 375,000.00 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.

Q4: Other: Adults with Developmental Disabilities

The needs assessment prepared by Thurston County for its 2023-2027 Consolidated Plan succinctly summarizes our local crisis in affordable housing, noting that:

- Thurston County has been one of the fastest growing counties in Washington State since 2000, and the forecast is that this trend will continue.
- Housing costs have seen sharp increases since 2015, with average rent increased 39%, while average household income has increased less than 13%. This has resulted in 31% of Thurston County households being housing cost burdened, and 13% of Thurston County households being severely housing cost burdened, paying more than 50% of their income towards housing.
- The annual Point In Time (PIT) Count reflects the continued high numbers of homeless persons in our communities. While county level data on prevalence of substance use disorders is not readily available, the "Snapshot of Homelessness in Washington State for July 2023" (most recent) by the WA State Department of Commerce demonstrates that statewide, 37% of homeless and unstably housed persons over the age of 18 are experiencing substance use disorders. Of these, 80% experience co-occurring mental health and substance use disorders.
- According to the Washington Recovery Alliance, "Chief among recovery support services is recovery housing". The demand

for recovery housing in Washington outpaces supply by a ratio of approximately three to one. Individuals completing inpatient treatment and being discharged into homelessness is a tragically common occurrence."

Our residents are those who have the hardest time finding and retaining a home. This project will rehabilitate and preserve a critically needed sober living home providing affordable, decent, safe, supportive housing to 7 individuals in recovery. This will provide them with the essential support they need to thrive in their recovery in an environment well integrated in the community and free of stig

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)

With \$244,530 in City of Tumwater CDBG funds, Homes First will complete a major rehabilitation on a seven bedroom sober living home, owned by Homes First.

When Homes First acquires a property, and that includes this home, it makes initial investments to ensure that the housing is safe and decent. While this building is habitable and is currently successfully occupied, during inspection, a number of conditions were noted that Homes First seeks to address fully and promptly.

* The floors are old, carpeting is stained, and given the age of the home, it is likely that there is some damage to the subfloor that should be corrected so that it does not spread. In this project, all flooring will be replaced, and if there are sub-floor issues, those will be repaired.

* In the kitchen, some cabinets have been damaged by a water leak near the sink and dishwasher, and the current arrangement of separate stove top and oven is inefficient. In this project, the kitchen cabinets will be replaced, which will improve hygienic conditions, and a combined stove/oven unit will be installed and increase cabinet space, which is important given seven adult tenants sharing the home.

* An electrical panel in the garage needs to be upgraded to allow for electrical service in the garage.

* Solar panels will be installed on the home, and in order to make best use of solar panels, 3-5 trees on the property will be removed for greater sunlight.

* The current gas water heater will be replaced with an electric water heater, reducing tenant utility bills.

* The current deck will be reinforced with proper brackets and replacement of some steps and handrail pickets which are not in good condition.

* Two aging and stained tub-shower units, toilets and sink faucets will be replaced with modernized fixtures.

* The entire exterior of the home will be repainted to preserve the building envelope, and some interior painting will be done, for example in the kitchen after cabinet replacement.

This home will provide sober living rental housing to residents with incomes less than or equal to 50% AMI. The home(s) will house tenants with high need for stable housing. By making these improvements, we will provide a more decent environment for these individuals, and will prepare the home to remain in use as affordable housing in perpetuity.

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)

All of Homes First's acquisitions align with the RFP priorities by:

- * Expanding the supply of decent, safe, sanitary and affordable housing;
- * Assisting individuals who are homeless, at risk of homelessness, and other vulnerable populations;
- * Directing investments to housing that is affordable to low income persons at or below 50% AMI;
- * Benefitting vulnerable and historically disadvantaged populations. Our current tenant

population is diverse, including persons with physical and behavioral disabilities, seniors, youth and young adults, veterans, and residents of diverse cultural and linguistic backgrounds.

Homes First's approach to acquisition and rehabilitation of housing in the community is cost effective, and over the past 34 years has allowed development of 120 units providing housing to over 300 low- income tenants. In 2023, we added six (6) properties to our portfolio using this model and anticipate adding another two to five units in 2024.

This project, a major rehabilitation of a seven-bedroom sober living home for low and very low income residents, will improve living conditions for current residents, and will protect the integrity of the home's structure moving forward so that it can remain a valuable resource for affordable housing in perpetuity.

We monitor and evaluate our success through core performance indicators that include rental income, turnover time, project development timelines and proformas, resource development, and resident relations and satisfaction. Through making comparisons on projected outcomes and outputs to actual, we see which aspects of our operations work well and what needs to change. We also endeavor to provide housing to as many people as possible using Section 8 vouchers, as finding landlords to accept vouchers remains a challenge for low-income tenants.

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)

As an agency, we have hired Parfait Bassale', a consultant in our community, to help us approach our organization's structure through a lens of belonging. It is our JEDI, or Justice, Equity, Diversity, and Inclusion approach in our organization to be more inclusive of people who are Black, Indigenous, POC, LGBTQIA12S+, and people living with disabilities. With Parfait we are focusing on assessing what we have in place and looking for gaps in accessibility for not only our residents and our staff but anyone with whom our agency comes in contact.

An example of at least one change we are working on is that we have one person on staff whose first language is not English. With 10% of Homes First's residents speaking Spanish, we have been looking at ways to communicate clearly with them about their homes and any concerns they may have. We are also working to translate all of our in-house documents into Spanish so that we can be more inclusive of all of our staff.

Homes First's staff represents a variety of the vulnerable populations listed above, including but not limited to someone who identifies as LGBTQIA2S+, a few who identify as BIPOC, and several of our staff members have experienced wage and housing instability at different points in their lives.

In 2024, as an agency, we are focusing on wage equity through doing a wage study, updating our compensation plan, and creating a plan for wage increases with a timeline and a goal that all of our staff have a more livable wage. Of course, our funders will play a major role in us reaching that goal!

In the last year, we have also done work to increase equitable representation on our board. One-third of our Board represents the low-income community we serve. Five of our 11 current board members identify as BIPOC.

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)

Homes First's affordable housing is located throughout Thurston County. To provide services and support for our residents, we partner with a wide variety of community partners whose expertise is specific to the varied populations we serve. We maintain strong relationships with local community providers, including among others Senior Services, Kokua, Oxford Homes, and CYS. We also partner with UniteUs to access an established referral network for residents to basic needs support, positive youth development, veterans services, senior services, and services for persons experiencing homelessness.

1. Reach target population: Our well-developed community partnerships, and our reputation for providing affordable and decent housing, create multiple pathways for referrals to our housing.

2. Accessibility: We retrofit the properties we buy to accommodate the needs of persons with disabilities or special needs. This may include adding roll-in showers, grab bars, wider doors, lowering counters, etc.

3. Reduce racial disproportionality: We reduce racial disproportionality by placing our homes throughout the community, and avoiding concentration of homes in areas with limited economic opportunities, fewer services, and poorer educational resources.

4. Support historically vulnerable and disadvantaged populations: Our Program Services Navigator develops trust-based relationships with residents and helps them overcome, remove or circumvent barriers to obtaining the supports they need

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)

As noted in question 15, Homes First maintains multiple formal partnerships with community-based organizations in order to establish referral networks for housing and ensure access to support services for residents with special needs. Attached with this application are MOUs that illustrate the scope of partnerships maintained by Homes First with external community based organizations.

- Senior Services of South Sound – services for low-income seniors
- Kokua – services for low income persons with developmental disabilities
- Ambitions of Washington – services for low income persons with developmental disabilities
- Rhoda Rosenlof Clean and Sober Housing – services for persons in recovery from substance use
- Community Youth Services – services for low-income youth participating in the Young Adult Housing Program

In addition, also as described in Question 15, Homes First's Program Services Navigator maintains additional informal and/or episodic relationships with community-based organizations reached through the UniteUs network to help residents access services through varied community-based organizations.

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)

Trudy Soucoup, M.A.O.L. Chief Executive Officer. Trudy joined Homes First as Executive Director in October 2011, and began leading the organization in its third decade of creating affordable and decent rental housing in Thurston County. Trudy is responsible for approving the purchase and the purchase and sale agreement process for each new property. The Board for Homes First must also approve each new purchase.

Ron Stewart, Director of Programs & Assets: Ron will celebrate his 21th anniversary with Homes First in April 2024. Ron is a stalwart at our organization who has held several roles including maintenance tech and Property Manager. Ron has an extensive background in the construction and maintenance of homes and has been certified for lead paint and asbestos abatement. He participates in ongoing education in HUD, Fair Housing, and other low-income housing laws and regulations. Ron is responsible for managing the acquisition and rehabilitation of all new properties added to our portfolio. The management of the tenants and ongoing maintenance, compliance, and reporting regarding our tenants and our homes is the responsibility of Keith Garlinghouse, the Homes First Property Manager.

Candace Wood, MBA, CPA, Director of Finance: Candace joined Homes First under contract in 2020. Candace has extensive nonprofit and housing finance experience and works with several other housing nonprofits in the region. Candace was also an Assistant State Auditor for Washington State.

Amy Sewell, Finance Coordinator: Amy joined Homes First in 2009, to help support daily office operations. Since that time, she served as Office Manager and is now the Finance Coordinator. She has a master's degree in Biology. Amy is responsible for tracking and managing our operational budget and our project budgets, including reimbursement processes and has extensive experience in tracking data and producing vouchers for the many public funding programs in which we participate.

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)

$\$244,530/7 \text{ individuals} = \$34,933 \text{ per person for the life of the home. With an estimated 30 year life for the home, the annual cost per person is: } \$244,530/30/7 = \$1,164$

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)

Homes First has a strong system of policies and procedures to ensure compliance with federal, state and local guidelines, including:

- * Compliance Assessment: Regularly reviewing all regulations relevant to Homes First operations and how these regulations apply to the organization's programs.
- * Policy Development: Developing comprehensive policies/procedures that align with guidelines in areas such as safety protocols, data protection, EEO, and environmental regulations.

- * Staff Training: Providing training to staff on regulations and organizational policies so that all staff understand their roles and responsibilities in maintaining compliance.
- * Documentation and Record-Keeping: Maintaining accurate documentation of policies, procedures, and compliance efforts including records of staff training, audits and any compliance incidents.
- * Monitoring and Auditing: Regularly monitoring programmatic operations to ensure compliance with regulations and policies, conducting internal audits and taking corrective actions as needed.
- * Communication and Reporting: Establishing channels for communication between staff regarding compliance issues. Reporting any concerns to appropriate authorities as required by law.
- * Continuous Improvement: Continuously evaluating and updating policies/procedures to reflect changes in regulations or organizational needs.
- * External Relations: Maintaining positive relationships with regulatory agencies and cooperating with compliance inspection

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)

Homes First has consistently had outstanding audits of our financials by an independent, certified CPA and has never received a finding or material weakness. Our Board of Directors is principally responsible for the fulfillment of the organizational mission and legal accountability for operations and finances. The Board is fiscally accountable to donors and the public for the housing Homes First provides, including expenditures of funds by providing oversight of all operations and financial procedures.

Clear policies have been created for proper supervision of financial systems. Amy Sewell, our Finance Coordinator under the supervision of Candace Wood, CPA, our Director of Finance, utilizes processes that provide audit trails and fiscally responsible checks and balances, as well as processing all accounts receivable and payable using QuickBooks accounting software. A daily backup of QuickBooks is kept off-site. A full backup of the server that contains the software and corresponding information is conducted weekly. Homes First hires an independent certified public accountant to audit all financial records, compare year-to-year results, and scrutinize all accounting procedures.

Our paid professional staff ensures that all operating costs, including administrative and property management, and contributions to capital replacement and operating reserves are covered in part by our rental income. Our accurate financial management information provides the information which enables Homes First staff and Board to make better decisions faster.

Internally, our financial information is used for planning, decision-making, anticipating financial challenges and identifying strategies for financial stability. Externally, our financial management systems support accountability to funding sources, regulatory and tax authorities, donors, our constituency and the general public.

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)

Homes First has a demonstrated track record of financial sustainability in its acquisition, rehabilitation, and operation of its affordable housing stock. This sustainability is based on several factors.

- Property acquisition is undertaken only when resources have been secured sufficient to acquire housing units and ensure they are in condition for occupancy.
- All tenants pay rent directly or through vouchers.
- Homes First maintains an active fundraising and grantwriting program to supplement its income.
- Services are provided through partnerships with agencies that have expertise and resources to provide supportive services and this reduces Homes First cost of operations.

This project is not solely dependent on this award. Homes First made an investment in this building through its purchase in 2023, at a cost of \$540,000. In addition, Homes First will cover all project management costs for the rehabilitation, including selecting contractors, negotiating contracts, supervising contracts, and coordinating for any needed inspections, especially for electrical and plumbing work.

We have relationships with financial institutions including a \$600,000 line of credit with Heritage Bank to have liquid assets, as required by HUD, for the purchase and rehab of properties. In addition, we use the funds committed from public investments to leverage additional grants and donations from foundations and individuals.

25. What type of Affordable Housing Project is being proposed? Select all the boxes that apply. (Support eligibility)

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

26. Describe your plan for completing this project on time and on budget. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for Affordable Housing Projects. These forms can be found under the Documents tab and should be uploaded to the same tab after completion. (Supports Criteria 2, 8 and 9) For CDBG-Capital projects a Project Timeline is required, but the provided form is not required. The information provided should include a bid release/closing date, selection of a general contractor, start/end construction date, and other key dates. We are confident, based on our experience obtaining, renovating and occupying 120 rental units providing housing to 300 residents, that we will meet both timeline and budget for this project. The Project Timeline, Financing Sources Statement, 3-year Pro Forma and Project Team Summary are uploaded in the documents tab.

In overview, our plan for completing this project on-time and in budget is as follows.

As soon as funds are available, Homes First will move forward to contract with appropriate ontractors and suppliers.. Homes First staff will apply for any needed permits and coordinate scheduling of the repairs/renovations. All repairs/renovations will be conducted stepwise by room, so that no current tenants need be displaced. Tenants will be given adequate notice of the work to be conducted, so that if rooms they use are affected, they can rearrange the shared space to accommodate any temporary disruption.

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)

Homes First CEO, Trudy Soucoup, serves as the Project Developer for all property acquisitions. She joined Home First as CEO in 2011 and has over 30 years of experience working in nonprofits around the world. As described above in question 18, Trudy is responsible for approving the purchase and the purchase and sale agreement process for each new property. The Board for Homes First must also approve each new purchase. Under Trudy's oversight, Homes First has acquired, rehabilitated, and put into service 85 units of affordable housing.

Ron Stewart, Director of Programs & Assets, oversees all our properties. He also supervises the rehab of the properties we purchase. This includes finding and selecting vendors as needed. Ron has been with Homes First since 2003. As described above in question 18, Ron is responsible for managing the rehabilitation of all new properties added to our portfolio. This includes developing and managing a Capital Needs Assessment process that identifies the expected useful life of each system in every unit owned by Homes First, and identifies condition, maintenance/repair/replacement targets, and costs of maintenance for each system.

Resumes for both Trudy Soucoup and Ron Stewart are included with this application.

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 marketing and resident selection process is slightly different for each of our properties. How we market depends on compliance requirements from our funders and the population we are targeting. The one common item is that all our residents are low- to extremely low-income and must fit into that income bracket. We work with our local providers, our Coordinated Entry agencies, and the Housing Authority of Thurston County to reach out to specific demographic segments (as required) but also post on our social media and share information with local, new outlets, the libraries, and online for 'general'

household opportunities.

Homes First only serves low and extremely low-income individuals and has a comprehensive set of checks and balances to ensure all income eligibility requirements are met prior to occupancy. We are required to complete a variety of demographic information for all residents, including incoming/new residents, by our public funders. These data include income verification, background and rental history checks, and proof of residency. We track this data in Buildium, our property management database.

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.

No, this project is not dependent on future funding to be fully operational for public benefit. A pro-forma attached to this application illustrates the financial plan for operations.

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

A) no; B) yes; C) yes

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.

☐ Yes

☒ No

☐ NA

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)

The census tract for this project is Census Tract 108.02

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.

N/A

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.

This is a shared sober living house with 6 bedrooms and all residents will be low to very low income with income and family size verified.

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			TOTAL
		Own Resources	Committed Outside Funding	Uncommitted Outside Funding	
Administrative Costs					\$ 0.00
Personnel Costs					\$ 0.00
Facility Costs: Rent/Mortgage					\$ 0.00
Operating Costs:					
Insurance/Training/Transportation/Utilities/etc					\$ 0.00

Supplies: Phone, printing, copying, and equipment					\$ 0.00
Rapid Rehousing					\$ 0.00
Rental Assistance					\$ 0.00
Diversion Assistance					\$ 0.00
Diversity, Equity & Inclusion Organizational Activities (max of \$5k)					\$ 0.00
Other:					\$ 0.00
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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		\$ 540,000.00				\$ 540,000.00
Site Development & Landscape						\$ 0.00
Construction/Rehabilitation	\$ 222,300.00					\$ 222,300.00
Utilities						\$ 0.00
Other: Rehab Contingency	\$ 22,230.00					\$ 22,230.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Total	\$ 244,530.00	\$ 540,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 784,530.00

Budget Narrative

Homes First invested in purchase of this substantial (7 bedrooms) home out of its own resources, bringing to the table \$540,000 in investment.

The request for \$244,530 is based on estimates by Ron Stewart, who has been responsible for property assessment, rehabilitation and costing projects for Homes First since 2003 and is deeply familiar with costs of local suppliers and contractors. The total rehab budget includes:

\$50,000 - cabinets, countertops in kitchen and bathrooms

\$9,500 - stove

\$35,000 - flooring replacement throughout the home

\$11,000 - electrical work

\$1,000 - electrical fixtures

\$13,000 - plumbing fixtures throughout the property

\$10,000 - tree removal

\$30,000 - solar panels

\$1,800 - window well cover grates (2)

\$2,000 - appliances

\$22,000 - exterior repairs (siding, soffits, deck, stairs)

\$30,000 - exterior and interior

Documents [top](#)

Documents Requested *

Verification and Signature

[download template](#)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form

Required? Attached Documents *



[Verification and signature form](#)



[Homes First IRS Letter of Determination](#)

990 return (or link to electronic version) -For For-Profits: Articles of Incorporation		
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)		Homes First Board Documentation
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"/>	Homes First Financial Audit
Financial Commitment Letters		
Letters of Support or Collaboration Memorandum		Homes First Partnership MOUs
General Liability Insurance Certificate		
Risk Assessment download template	<input checked="" type="checkbox"/>	Homes First Risk Assessment
Demographic Composition of Organization (as part of response to Question #14) download template		Homes First Demographic Table
Project Timeline (Required for Affordable Housing and CDBG applicants) download template		Project Timeline
Resumes (Required for Affordable Housing and CDBG applicants)		Homes First Resumes
Project Team Summary (Required for Affordable Housing and CDBG Capital applicants) download template		Homes First Project Team Summary
Pro Forma. (Required for Affordable Housing and CDBG rental project applicants) download template		Pro-Forma
Financing Sources (Required for Affordable Housing applicants) download template		Financing Sources
Rents and AMI (Required for Affordable Housing rental housing applicants) download template		Rents & AMI
Development Budget (Required for Affordable Housing applicants) download template		Development Budget
Purchase or Option Agreement		
Acknowledgement of Required Assurances (Required for all projects that will accept Federal funds) download template		Acknowledgement of Required Assurances
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)		Program Policies and Procedures
Low Barrier/Housing first policies and documents (As part of response to Question #12)		
Other		HATC Letter of Support Q23 - Monitoring Reports and Responses

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

