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Attachment C2

Thurston County Public Health and Social Services

Thurston County, Public Health and Social Services

2024 Consolidated Grant Application- Thurston County

Deadline: 4/5/2024

Rebuilding Together Thurston County (RTTC) Critical Home Rehabilitation Program

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

\$ 75,000.00 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.

Rebuilding Together Thurston County's (RTTC) program is dedicated to preserving affordable housing and assuring that the most vulnerable low-income homeowners in Thurston County live in warmth, safety, health, and independence. We provide critical home repairs and ADA modification services at no cost to eligible beneficiaries.

This work falls under Thurston County's CDBG - Capital Projects (City of Tumwater projects only) category. It aligns with the priority to award funds for programs that assist persons below 80% Area Median Income (AMI) to maintain their current housing situation, to prevent a loss of housing, or to obtain a permanent housing solution.

Preserving the stock of affordable housing is essential now as Tumwater continues to experience growth and a lack of affordable housing. A recent profile released by the Thurston County Regional Planning Council shows that Tumwater's population in 2023 was 27,100. By 2040, the city's population is estimated to reach 36,400.

This profile also shows about 30% of the households in Tumwater are cost-burdened and have annual incomes under \$50,000. The federal definition of "low-income" refers to those who make 80% or less of the AMI. In 2023, HUD said this equals \$57,400 per year for one person. A "very low-income" is below 50% of the AMI – for one person this is \$35,900.

Many of our clients fall in to the “extremely low-income” category. Our “typical” applicant is a single woman in her mid-60s with a disability who lives in a mobile home in a park with an income of \$1,250 a month and park rent of \$650. This leaves just \$600 a month to cover living expenses.

Due to the condition of their homes, those we serve are vulnerable to homelessness. If they had to move out, it is unlikely they could afford to buy or rent a different place. According to HUD, the average rent for a one-bedroom apartment in Thurston County in FY2024 is \$1,554. For our “typical” client, this is not financially feasible.

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)

RTTC will use awarded funds to do critical home repairs for eligible low-income homeowners and their families in Tumwater, WA. These funds will help us complete critical home repairs and ADA modifications and cover operating expenses on Rebuilding Day projects. Our organization’s overall goal for 2024 is to serve 40 households and 70 people in need in Thurston County.

If awarded the requested \$75,000, we estimate that RTTC can provide critical home repair projects at 8 households and serve approximately 12 Tumwater residents. There are usually multiple repair projects at each household. RTTC has evolved toward completing larger projects such as plumbing repairs, tub modifications, and sometimes roof replacements to reflect the needs in the community and make the homes last longer.

All Tumwater homeowners who are eligible may apply for assistance. The applications we tend to get from Tumwater residents are for repairs at older mobile homes located in some of the mobile home parks in the city. We primarily build wheelchair ramps, modify older bathtubs for safe access by elderly and disabled clients, fix plumbing leaks and water damaged flooring, and make other repairs. We currently do several roof replacements per year as funding allows.

Since 2003, RTTC has helped restore over 376 homes to a threshold safe for over 597 occupants. About 13% of these homes are in Tumwater. In 2023, over 125 volunteers contributed more than 5,000 hours to help complete repair projects in 43 homes that benefitted 70 household members. 38 of the 70 people we helped in 2023 were over 62 years old. Over 60% of the homes had at least one person living with a disability.

To be eligible for RTTC’s services, an applicant must live in Thurston County and:

- be low income (50% or less of annual median income, 80% or less);
- own their home;
- be living with a disability, or
- be 62+ years old, or be a veteran, or be a family with children;
- be unable to complete the repair work on their own;
- reside in the home for at least two years prior to applying for services; and
- plan to remain in the home for at least two years after repairs are completed.

Typical critical repair projects include:

- building a ramp for a wheelchair-bound veteran;
- replacing a family’s hot water heater;
- replacing failing, water-damaged flooring;
- pumping a septic tank to prevent sewage from backing up into the home;
- repairing a front door and deadbolt to keep a senior’s home secure;
- modifying bathtubs and installing grab bars for someone 62+ years old at risk of falling;
- fixing a sparking light switch in a child’s bedroom; and
- installing functioning CO and smoke detectors.

RTTC completes critical repair projects year-round that improve the habitability of homes and address mobility issues. 80% of our repairs are completed by our volunteers. The remaining work is completed by our project coordinator and licensed/bonded contractors. Household members may assist

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)

RTTC's goal is to preserve affordable housing and assure that the most vulnerable low-income homeowners in Tumwater live in safe and healthy homes. We do this by providing free critical home repairs and handicap modifications for low-income homeowners.

The proposed project's objective is to complete critical home repairs for 8 eligible Tumwater households, improving the homes of approximately 12 residents during the CDBG grant cycle (9/1/24 – 7/31/25). Repair projects will occur year-round.

This aligns with the RFP priority to make "repairs, rehabilitation and maintenance to homeowner occupied single-family homes (i.e., home repair program)" for homeowners who are below 80% of AMI to help maintain affordable housing options in Tumwater.

Our project will meet this objective by identifying clients in need who are at risk of homelessness and live in homes that are unsafe, unhealthy, or not user friendly because of a disability. We will provide free repairs so they can stay in their homes safely.

Repairing homes is more affordable than providing other housing. Replacing doors and windows, or repairing siding, often makes the homes less expensive to heat and cool, and saves on energy costs. It also saves money for homeowners and the community to have homeowners stay in their existing home rather than moving to rent-assisted housing with long waiting lists or an assisted living facility.

We measure the success of the Critical Repairs program by keeping track of how many: repair projects are completed; low-income households and household members are served, volunteers are engaged, and volunteer hours are contributed. We also track how many clients are veterans, senior citizens, people living with disabilities, and families with children.

Since 2003, RTTC has helped restore over 376 homes to a threshold safe for over 597 occupants. In 2023, over 125 volunteers contributed more than 5,000 hours to help complete repair projects in 43 homes benefitting 70 oc

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)

Most of RTTC's work to decrease disparity involves disabled people in our community. In 2023, 63% of the homes we served had at least one person living with a physical and/or mental disability. The work we do to make critical repairs and ADA modifications to their homes allows them the opportunity to stay in their homes and be part of our neighborhoods. This contributes to having a more inclusive community.

As part of our strategy to advance and support racial equity, RTTC has expanded the list of organizations and churches that we reach out to in hopes of attracting a more racially and culturally diverse pool of clients and leaders.

We participate in outreach community events several times each year at ASHHO, a cultural community center that advocates for survivors, people of color, under-served, under-resourced and marginalized people. We participate in CIELO, an organization that provides education, food, and mental health resources to the Latino community. We also have a close relationship with the Latino resource officer in the Olympia School District. We work with the minority resource representative at the Thurston County Chamber office.

To better assist Spanish-speaking people in our community, our brochure is available in Spanish. It is also included at the local CIELO office and their food bank packets.

We recognize that there is more RTTC can do to help BIPOC and LGBTQIA2S+ people in Thurston County. Our executive director has attended several DEI trainings nationally and in Thurston County. She continues to help us develop our strategy.

Our board recognizes that our leadership positions do not yet represent the community we serve. While some of us are

seniors, we are not low-income or disabled or BIPOC. One of our board members identifies as LGBTQ. As we continue to grow and develop our organization, we will ask those we serve to both inform and guide our work.

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)

Our services occur on-site where the homeowners live. We will serve clients who live in the city of Tumwater, WA.

1.) RTTC gets referrals for clients from many different agencies. These include:

- Catholic Community Services
- Churches and schools
- Community Action Council
- Korean Women's Assoc., CIELO, ASHHO, tribes
- Veterans services organizations
- Local contractors
- Hospitals
- Senior Services for the South Sound
- South Puget Sound Habitat for Humanity
- Thurston County Chamber of Commerce
- United Way of Thurston County

2.) We build wheelchair ramps, install grab bars, modify bathtubs/showers to make them accessible, and convert faucets to levers for disabled homeowners. We meet them on site in their homes, so they do not need to travel to participate in our program.

3.) To reduce racial disproportionality, we seek applicants through agencies that serve people of color, including: the Nisqually and Chehalis Tribes, CIELO, ASHHO, and community resource officers who advocate for BIPOC groups.

4.) RTTC supports historically vulnerable and disadvantaged populations by providing services at no cost.

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)

While RTTC does not have a formal partnership agreement, we collaborate with many volunteer organizations, local businesses, nonprofits, and government agencies to fulfill our mission. These collaborations are ongoing and well-established relationships.

The following church groups, service organizations, and businesses lend us volunteer support: Catholic Community Services, Umpqua Bank (formerly Columbia Bank), First United Methodist Church, Olympia Federal Savings Bank, Pope John Paul II High School, SCJ Alliance, St. Michael Catholic Church, and TwinStar Credit Union. In addition to the Hawks Prairie Rotary, we are also supported by volunteers from the Lacey, Tumwater, Olympia, and Yelm Rotary Clubs. A very special mention goes to the First United Methodist Church's men's group. They have completed a large Rebuilding Day Project on an annual basis for years as well as tackling smaller repair projects.

Here are some examples of how our local community businesses partner with us.

- Bayview Lumber provides us with materials for wheelchair ramps and decks at a discount.
- Springer Plumbing bills RTTC for one hour of labor when it actually spent three hours repairing plumbing leaks for a client.
- Ace Carpet Repair stretches our clients' carpet at no charge to eliminate wrinkles which can be tripping hazards.
- PCI Pest Control employees volunteer to complete simple repairs and do property clean ups.
- Kuster Homes and Dynamic Engineering and Consulting also loan their expertise free or at a reduced rate for some of our repair projects.

We participate in the Fall Prevention Wall Bar program with fire districts and the Washington State DOH and DSHS/AL TSA.

We coordinate with Habitat for Humanity to fix homes in the community. Their program provides some critical repair services, usually larger repairs such as roofs, bathroom remodels, and mold remediation. For example, Habitat might repair the roofs and we would install the wheelchair ramps, hot wat

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)

Cathy Johnson, Executive Director, 1+ FTE,

The board named Cathy as executive director in August 2019, an unpaid position. She helps process applications, coordinates contractors and volunteers, supervises the program staff, helps with fundraising and networking, and completes the required grant reports. Cathy's background includes a Bachelor's Degree in Business Administration, managing her own business, and years in the banking field.

Stephen Barkis, owner at St. Clair Contracting

Stephen has consulted with us on RTTC projects since 2022. He works under the supervision of the board of directors and executive director to complete critical repairs as requested. He has been a bonded and insured general contractor since 2007.

Caleb Schlotmann, Site Inspector, .3 FTE

Caleb does site inspections for homeowners seeking services from RTTC since October 2021. He has worked in property maintenance and repair for over 15 years.

Bonnie Jennings, Application Coordinator, .4 FTE

Bonnie has been with RTTC since April of 2023. She processes the applications for people requesting services and verifies eligibility for clients. She also keeps track of client data for grant reporting.

Jamie Milletary, Program Coordinator, .4 FTE

Jamie started in February of 2024. She solicits bids from contractors and schedules project work.

Carlee R. Petshow, RTTC Bookkeeper

Carlee joined RTTC in June 2021. RTTC contracts with her through Bulldog Accounting. Carlee pays the contractors and keeps track of project budgets and all our receipts for grant reporting requirements.

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)

Project budget total = \$75,000. Number of unduplicated individuals served 12 (8 households). $\$75,000/8 = \$9,375$ per household.

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)

RTTC has an extensive client application process to ensure proper use and safeguarding of public funds. RTTC's client application is attached to this application. There is a three-step application process:

- 1) Applications are reviewed and eligibility is verified by RTTC's application coordinator. They verify ownership by searching property tax records. Required income verification documents include: award letters from Social Security, pension, retirement, or military; OR two months of consecutive bank statements showing benefit/retirement income being directly deposited to your bank account; OR two consecutive paystubs showing YTD income.
- 2) The site inspector visits the client's home, assesses client's need, and writes a report.
- 3) The RTTC executive director approves projects up to \$2,000. Projects between \$2,000-\$5,000 are approved by the ED and a board officer. Projects above \$5,000 are reviewed and approved or denied by the board. The board reviews projects on a case-by-case basis when there are atypical repairs or circumstances. Projects being considered for Rebuilding Day are forwarded to the site selection committee for further inspection and review. They submit their recommendations to the board for review. Board-approved Rebuilding Day projects are completed on the next Rebuilding Day.

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)

RTTC uses QuickBooks Non-Profit software for its accounting system. Our bookkeeping firm processes our payments, records and reconciles deposits, etc. They use our bank's BillPay system for payments. If a check is immediately needed, an authorized officer signs and a copy is sent to bookkeeping to be recorded. (Checks are secured in the RTTC office, accessed only by the ED and board president.) Receipts for any credit card transactions are provided to our bookkeeping firm and reconciled with the monthly statement.

QuickBooks separates program, administration and fundraising income and expenses. Our QuickBooks system separates expenses by specific grants, geographic locations, and projects. This ensures program costs are properly allocated to the

grant/contract received and provides detailed information for staff and funders.

Segregation of duties is policy when possible. The executive director and office staff record client names, file numbers, and applicable grant on invoices before forwarding them to the bookkeeping firm. The firm records all expenses and income, reconciles bank and credit card statements, and requests additional documentation from staff when needed. A full print out/record of each month's information is in binders in the RTTC office.

Financial reports including: profit and loss, balance sheet, detailed reports on all expenses, budget income/expenses vs actual figures, trends, etc. are reviewed by the treasurer and president. They provide a report to the directors at the meeting for review, discussion, and approval. The bookkeeping firm participates in this portion of the meeting.

RTTC's executive director has over 10 years of banking experience. She has no signing authority on checks.

Our office manager is responsible for recording income received, making deposits, and then forwarding copies of the deposit slip, deposit receipt, and deposited checks to bookkeeping.

RTTC does not currently conduct a financial statement audit. We receive most of our support through private foundations and fundraising efforts. The cost of an audit would be mor

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)

RTTC has been successfully fundraising for over twenty years to support our programs and carry out our mission. The program described here does not solely rely on this award request. Our income is a mix of grant funding and donations. Our donations largely come from business sponsors and individuals through our annual fundraising event and appeals. We receive a variety of grants from government sources, private foundations, and corporate foundations.

RTTC's Critical Repairs program budget total for 2024 is \$223,800. This is based on our 2024 goal of serving 40 households and 70 occupants. This represents budgeted program expenses of \$203,455 plus an added 10% for administrative overhead. Committed funding sources to date total \$85,000. Pending funding sources total \$138,800

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. Project Timeline plan - For the CDBG grant cycle (9/1/24 – 7/31/25), RTTC plans to complete critical repair projects for 8 households in Tumwater, WA. Repair projects occur throughout the year, when homeowners submit applications, and as homeowners' and volunteers' schedules permit.

Project budget plan - We do not start any specific critical repair project until we have the funding lined up. Our projects are short-term projects. The actual repair work can usually be completed in several days. However, the competitive bidding, application, and documentation makes the entire process last a few months from start to finish.

PLEASE NOTE: RTTC has started measuring outcomes by household instead of critical repair project. This is a more accurate way to reflect the work we do. There are usually multiple repair projects at each household. RTTC has evolved toward completing larger projects such as plumbing repairs, tub modifications, and sometimes roof replacement to reflect the needs in the community and to make the homes sustainable over a longer period.

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)

Stephen Barkis, owner at St. Clair Contracting

Stephen has consulted with us on RTTC projects since 2022. Stephen typically is our general contractor for repair projects. He works under the supervision of the board of directors and executive director to complete critical repairs as requested. He has been a bonded and insured general contractor since 2007.

Cathy Johnson, Executive Director, 1+ FTE,

The board named Cathy as executive director in August 2019, an unpaid position. She helps process applications, coordinates contractors and volunteers, supervises the program staff, and completes the required grant reports. Cathy's background includes a Bachelor's Degree in Business Administration, managing her own business, and years in the banking field.

Jamie Milletary, Program Coordinator, .4 FTE

Jamie started in February of 2024. She solicits bids from contractors and schedules project work.

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.

To be considered for RTTC's Critical Repairs program under the eligibility requirements of this grant, an applicant must live in Tumwater, WA and:

-Be moderate-income or low-income (less than 80% and 50% Area Median Income respectively).

-Own their home.

-Be living with a disability, OR be a senior citizen, OR be a veteran, OR be a family with children.

-Be unable to complete the repair work on their own.

-Occupy the home for at least two years, and plan to remain in the home for at least the next two years after repairs are completed.

In addition to completing the RTTC application, applicants must submit proof of income (social security award letter, pay stubs or bank statement) for everyone in the household who is 18 or older to prove they meet our income requirements. RTTC verifies homeownership using County Assessor records. A RTTC representative visits the site in person and verifies it is within the city of Tumwater.

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

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

No/No/No

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
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)

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.

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.

All clients served by RTTC's Critical Repairs Program will be LMI individuals. RTTC checks documents to verify participants' income as stated in #28.

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.)***-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					\$ 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	\$ 11,250.00	\$ 40,030.00	\$ 7,500.00	\$ 5,000.00	\$ 5,000.00	\$ 68,780.00
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	\$ 63,750.00	\$ 7,270.00	\$ 42,500.00	\$ 23,000.00	\$ 18,500.00	\$ 155,020.00
Utilities						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Other:						\$ 0.00
Total	\$	\$	\$ 28,000.00	\$	\$	\$

Budget Narrative

Total Budget - \$223,800

RTTC's Critical Repairs Program budget is based on our 2024 goal of serving 40 households and 70 occupants. This represents budgeted program expenses of \$203,455 plus an added 10% for administrative overhead. We have not included a numerical value for the substantial in-kind volunteer labor donated that keeps our expenses down overall.

Our income is a mix of grant funding and donations from business sponsors and individuals through our annual fundraising event and appeals. We receive a variety of grants from government sources, private foundations, and corporate foundations.

RTTC has over 20 years of successfully completing repairs and an institutional knowledge of the costs associated with these repairs. Since last year we have shifted to providing more in-depth, multi-project services for our homeowner clients. The average cost per household reflects this change.

Committed Funding Sources - \$ 85,000 total

Pending Funding - \$138,800 total

Documents [top](#)

Documents Requested *

Required? Attached Documents *

Verification and Signature



[Verification and Signature RTTC](#)

[download template](#)

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



[IRS Letter](#)

[990 Tax form 2021](#)

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

[By-Laws](#)

[Board Roster](#)

[Articles of Incorporation \(Charter\)](#)

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



[Financials](#)

Financial Commitment Letters

Letters of Support or Collaboration Memorandum

General Liability Insurance Certificate

Risk Assessment



[Risk Assessment RTTC](#)

[download template](#)

Demographic Composition of Organization (as part of response to Question #14)

[download template](#)

Project Timeline (Required for Affordable Housing and CDBG applicants)

[Timeline RTTC](#)

[download template](#)

Resumes (Required for Affordable Housing and CDBG applicants)

[Resume CJ](#)

[Resume SB](#)

Project Team Summary (Required for Affordable Housing and CDBG Capital applicants)

[Project Team Summary RTTC](#)

[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 of Required Assurances RTTC](#)

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)

[Client application](#)

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

Other

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

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