PY26 CDBG RFP Application

Reference #	17799736
Status	Complete
Login Username	info@caclmt.org
Login Email	info@caclmt.org
Project/Program Name	Tumwater Housing Stability & Homelessness Prevention Project
Amount Requested	30,000.00
First Name	Justin
Last Name	DeFour
Email	info@caclmt.org
Phone Number	(360) 438-1100
Organization Legal Name	Community Action Council of Lewis, Mason, and Thurston Counties
Street Address	3020 Willamette Drive Northeast
City	Lacey
State	Washington
Zip Code	98516
Organization Phone Number	(360) 438-1100
Organization Website	Community Action Council of Lewis, Mason and Thurston Co
First Name	Esmeralda
Last Name	Triplett
Title	Director of Community Services
Email Address	esmeraldat@caclmt.org
1. What type of project are you proposing?	CDBG - Public Service (Tumwater only)

2. 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. 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 identify as LGBTQIA2S+; individuals with disabilities or who are deaf; and Native Americans.	Private/Non-Profit
3. What population(s) is to be targeted for the service provided? Check all that apply.	• Adults (18 years or older) • Senior Citizens (55 years or older) • Families with Children • Veterans
4. 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?	Yes, CACLMT will be able to begin providing services as soon as the contract is issued.
5. Describe the purpose of your program. Why is your program or project needed in the community? Summarize supporting data that documents the identified need.	This project will support the expansion of intensive case management services and outreach the Housing Program Team is providing to Tumwater residents. This funding will support clients who are already accessing services, receive further support for housing stability and security. Tumwater, like much of Thurston County, is experiencing sustained housing instability driven

	by rising rents, limited affordable housing supply, and household incomes that have not kept pace with housing costs. Evictions related to non-payment of rent have increased countywide and remain above pre-pandemic levels, with Thurston County's eviction rate exceeding the state average. Tumwater's Housing Action Plan identifies housing displacement and the inability of residents to remain stably housed as a critical concern, emphasizing that preventing housing loss is essential to maintaining community stability and reducing the flow of households into homelessness. Without timely intervention, short-term financial crises can quickly escalate into eviction, displacement, and long-term housing insecurity. Housing Staff will focus on eviction-prevention services that will directly advance Tumwater's stated goal of making it easier for households to access housing and stay housed by addressing housing instability before displacement occurs. Providing targeted, short-term financial assistance and housing stabilization support helps residents resolve temporary rent arrears, avoid eviction filings, and remain safely housed in their community. These services align with Tumwater's Housing Action Plan and with Thurston Counties mission to reduce homelessness.
6. 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.	The Housing Team has developed this project to address existing service gaps for the Tumwater community. This expansion of Housing Services aims to enhance support for unhoused and at-risk residents, improving access to housing stability resources. Key Components of the Project:

	Emergency Eviction Prevention Assistance: Allocating funds to provide emergency rental assistance, helping clients avert crises and maintain their housing. Move-in Fees: Allocating funds to cover application fees, deposits, and first-month rent, assisting clients in securing stabilized housing. Evidence-Based, Trauma-Informed, Harm Reduction Strategies: Implementing harm reduction strategies to ensure the safety and well-being of clients. Long-Term Stabilization: Emphasizing long-term stabilization through intensive case management, access to job training programs, and healthcare services tailored to individual needs. This comprehensive program is designed to create a sustainable pathway toward an improved quality of life for Lacey's most vulnerable residents, addressing both immediate and long-term needs.
7. List the specific objectives and planned results/outcomes of the proposed project. Describe how they align with the RFP Priorities? Please explain how you would quantify or measure these results/ outcomes. If your program has been operational during the past 12 months, please highlight recent key impacts and	Objectives: To prevent eviction and housing displacement for Tumwater residents at imminent risk of housing loss by providing timely, short-term financial assistance and housing stabilization support that enables households to remain safely housed.

outcomes.	Outcomes: Participating households avoid eviction, resolve short-term housing crises, and maintain stable housing, reducing displacement and the need for emergency shelter while supporting Tumwater's goal of helping residents stay housed. Measurable Targets: Short-Term Crisis Resolution: 75% of households will resolve rent arrears through a one-time payment or payment agreement, preventing repeat eviction risk. Reduced System Impact: 85% of assisted households will not enter emergency shelter or homelessness services within 6 months of program exit.
8. 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 dis-proportionality and 4) support historically vulnerable and disadvantaged populations?	Location and Accessibility: CACLMT's main office is located in Lacey at: 3020 Willamette Drive NE Our office is one story and ADA compliant. There is dedicated handicapped parking. Working with Vulnerable Populations: The project will use a low-barrier, trauma-informed approach to address the disproportionate impact of housing instability on people of color, LGBTQIA2S+ individuals, and other historically marginalized populations. Services will be culturally responsive, affirming, and flexible, with staff trained to reduce bias and barriers to access. Housing staff will continue to prioritize partnerships with trusted community-based, culturally specific, and LGBTQIA2S+-affirming organizations will support referrals and connections to behavioral health

	and stabilization services as needed. Outreach will occur through community partners, legal aid, service hubs, and direct referrals, using accessible language and multiple formats. To reach both urban and rural residents, outreach will include phone-based referrals, coordination with rural providers, and mobile or remote access options to ensure residents across the Tumwater area are aware of and can access eviction-prevention services.
9. What organizations do you have a formal partnership agreement with? Attach memorandums or agreements with collaborating organizations with which you have formal relationships on the Documents Page (page 4). If there are other organizations you collaborate with on a less formal basis, describe this collaboration.	CACLMT works closely with a broad network of community partners to ensure individuals receive holistic, wraparound support, these partnerships enhance service coordination, increase resource accessibility and include: SafePlace – Domestic violence and sexual assault victim services. Family Support Center – family housing services Housing Authority of Thurston County – Housing vouchers, mediation, and support for low-income individuals with disabilities. CIELO – Support services for Latinx-identifying clients. Partners in Prevention Education – supportive services for LGBTQIA2S+ Interfaith Works – Emergency shelter referrals, including Sergio’s Place for resource navigation. Providence Street Medicine Team – Medical services for low-income and homeless individuals.

	Salvation Army & Gather Church – Emergency shelter, meals, clothing, and food assistance. Northwest Justice Project & Sound Legal Aid – Legal aid for victims of violence, undocumented individuals, and landlord-tenant issues. Thurston County Treatment Courts – Alternative sentencing for individuals seeking behavioral health and substance use treatment. Rochester ROOF Program – Utility assistance, food bank, and employment navigation. Lacey Veterans HUB – Housing, transportation, and community-building support for Veterans. Senior Center of South Sound & Reliable Enterprise's Homecoming Program – Housing and supportive services for seniors and individuals with special needs.
10. 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.	Director of Community Services: Esmeralda Triplett will provide oversight to the program to ensure grant deliverables are met including budget requirements. Esmeralda has close to two years with CACLMT with over ten years of social work experience. Housing Program Lead Case Manager: Kerrie Blackburn will provide supervision to housing program staff to ensure clients are receiving services and data is being tracked accordingly for reporting. Kerrie has over two years with CACLMT with over ten years of social work experience. CACLMT's Housing Team consists of eight

	housing case managers, with four staff members specifically assigned to Thurston County to assist Tumwater residents. This funding will enable the Housing Staff to provide expanded support to clients who are eligible for Foundational Community Support (FCS) services.
11. How do you define beneficiaries served by the program (households, individuals, etc.)? How many unduplicated beneficiaries will be served by the program or project? What is the total project cost per beneficiary served. Please show your calculation: Total project budget/number of beneficiaries = total cost per beneficiary.	Housing Supportive Services $1,000 x 30 households=Total $30,000.00
12. Briefly describe and also attach your organization's policies and procedures for programmatic operations to ensure compliance with federal, state and local guidelines. Attach your organization's policies and procedures for programmatic operations to assure the proper use and safeguarding of public funds on the Documents Page (page 4).	Uploaded policies and procedures for CACLMT's Foundational Community Support (FCS) and City of Lacey Program. Once awarded, policies and procedures will be outlined for City of Tumwater using a similar outline as City of Lacey while ensuring there is alignment with CDBG requirements.
13. 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.	The agency has established Finance Policies and Procedures Manual last updated and approved by the Board of Directors in 2023. The manual mandates specific internal controls, including segregation of duties, monthly bank reconciliations by non-signatories, and monthly review of budget to actuals in its financial statements at the program level and the grant level. We maintain audit readiness through automated accounting systems, secured document retention, and annual independent audits to ensure compliance and prevent fraud. All expenditures require documented approval from authorized personnel, with higher amounts

	requiring Executive Director or Board approval. Our accounting software is set up with intentional access to limited and authorized staff. Payments are processed only with supporting documentation and require authorized electronic signatures. An annual independent audit is conducted by a certified publc accounting firm to verify accuracy and compliance. Occasional, intermittent and/or at times scheduled internal audits are conducted to ensure financial policies and procedures are adhered to.
14. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)	Audit conducted with NO audit findings
15. 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 on the Documents Page (page 4) and describe how the organization has responded to the report.)	Monitoring conducted with NO program monitoring findings.
16. 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). All required funds must be committed before a written	The housing staff currently provides case management and resource navigation to Tumwater residents through the Foundational Community Supports program. If this funding does not continue, housing staff will continue to provide the support for clients that has been taking place. The FCS program does not have consistent direct service dollars; this funding will allow staff the ability to provide intentional financial assistance to clients for their long-term housing solutions. Housing staff will continue to

agreement with Thurston County will be executed.	partner with other community agencies to connect clients with housing programs that can assist with services CACLMT may not be able to provide.
18. Describe your plan for completing this project on time, on budget, and in compliance with all program requirements. A Project Timeline, a Financing Sources Statement, and a Project Team Summary are required for all Housing projects. A Project Timeline and Project Team Summary are required for all public service projects. These forms can be found under the Documents Page (page 4) and should be uploaded to the same tab after completion. Include a thorough timeline for project completion. Include important target dates, such as dates when regulatory requirements, such as permitting, will be completed. Include information regarding staff capacity to execute the project on the proposed timeline. Who from your agency will be responsible for different project requirements? For Housing 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.	See Project Timeline and Project Team Summary attached.
20. 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 Page (page 4).	Director of Community Services; Esmeralda Triplett – oversight of grant compliance and support Housing Program Lead; Kerrie Black Burn – direct supervisor for staff, project data, and reporting
21. Please describe how the project will meet and document income eligibility requirements.	Income eligibility will be determined at intake using annual income as defined in 24 CFR

How will your income eligibility review process meet the HUD-approved documentation requirements listed in the RFP instructions (located at the bottom of the Overview Page - page 1)?	5.609. Housing staff will document income through HUD-approved methods, including IRS Form 1040, W-2s, pay stubs, benefit award letters, or third-party verification. All income determinations and supporting documentation will be retained in client files in compliance with HUD recordkeeping requirements.
25. Is your Project currently underway?	Yes
26. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed.	Not applicable
27. What type of activity will the project perform? The City of Tumwater is accepting applications for affordable housing and public service activities for funding.	Public Services
29. What is the service area or operation area (e.g. census tract, neighborhood)?	Housing staff will serve all Tumwater residents.
30. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons?	Limited Clientele Benefit (program directly benefits specific individuals/households - see RFP Instructions on Page 1)
31. For Limited Clientele Benefit, indicate whether you will serve at least 51% low-and-moderate income (LMI) individuals and how it will meet income eligibility requirements, how it will document income of beneficiaries, or if it will exclusively serve a presumed LMI category.	The project will serve at least 51% LMI individuals and is expected to serve 100% LMI households. Eligibility is limited to households at or below 80% AMI facing imminent eviction, with income verified and documented at intake.
34. If you are unable to implement your proposed	$15,000.00

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.)	
Verification and Signature form	Verification_and_Signature_Form_-_2026.pdf (305 KB)
Federal Funds Acknowledgement of Required Assurances form	FEDERAL_FUNDS_ACKNOWLEDGEMENT_OF_REQUIRED_ASSURANCES_FORM_1.pdf (317 KB)
OHHP 2026 Risk Assessment form	OHHP_2026_Risk_Assessment.pdf (438 KB)
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)	Board_of_Directors_2026.pdf (174 KB) CACLMT_Bylaws___2024_FINAL_Copy.pdf (445 KB)
For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return	2023_Form_990-Public_Disclosure_Copy.pdf (714 KB) IRS_Determination_Letter.pdf (162 KB)
Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	CACLMT_Audited_Financial_Statements_FYE_June_30_2024.pdf (916 KB)
Resumés	Blackburn_10.09.25.pdf (181 KB) Triplett._Esmeralda_-_Resume_03.2026.pdf (246 KB)
General Liability Insurance Certificate	Community_Action_Council_COI_-_Evidence_of_Insurance.pdf (21 KB)
Public Services Budget table (Excel)orPublic Services Budget table (fillable PDF)	2026_CDBG_RFP_-__Public_Services_Budget_Table_-_FINAL.xlsx (14 KB)
Other attachments (Environmental Review Documentation, Project Map/Service Area, etc.)	Project_Timeline_and_Prject_Team_Summary.pdf (233 KB) Org_Chart-_AGENCY_ORG_CHART_2026.pdf (214 KB)

Description of other file attachments	Project Timeline and Project Team Summary Organization Chart
Last Update	2026-03-19 14:32:50
Start Time	2026-03-19 12:32:27
Finish Time	2026-03-19 14:32:50
IP	50.214.50.141
Browser	Edge
Device	Desktop
Referrer	https://fs23.formsite.com/res/formLoginReturn

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