

PY26 CDBG RFP Application

Organization: Boys & Girls Clubs of Thurston County

Project/Program Name: Scholarships for Tumwater Youth Experiencing Homelessness

Amount Requested: \$52,500

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. *

Children (younger than 18 years)

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, this is a new program launched January 2026

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 provide full Boys & Girls Club scholarships for **25 youth experiencing homelessness** who attend schools within the Tumwater School District during the 2026–2027 school year. Scholarships will ensure that youth can participate in Club programming at no cost, including after school and during school breaks.

This program is an **expansion of a proven model** currently operating at the Lacey Boys & Girls Club. BGCTC began offering this opportunity at the Tumwater Club in early 2026, and the 2026–2027 school year will be its **first full year of implementation** at this site.

Eligibility is determined through the **McKinney-Vento Homeless Assistance Act**, ensuring the program serves youth who qualify as a **HUD-defined presumed low- to moderate-income population**.

Why This Program is Needed

Youth experiencing homelessness face significant and compounding challenges that impact their ability to succeed in school and in life. These young people are more likely to experience higher rates of **Adverse Childhood Experiences (ACEs)**, including instability, trauma, and disruption in relationships and routines.

Without consistent access to safe, supportive environments, these challenges can deepen— affecting academic progress, emotional well-being, and long-term outcomes.

The Boys & Girls Club provides something simple and powerful: **a place where youth can count on stability, caring relationships, and a sense of belonging each day**. Through this program, youth have access to academic support, mentorship, nutritious snacks, and opportunities to connect with peers in a safe, welcoming space.

In partnership with the Tumwater School District, eligible youth are identified and referred through McKinney-Vento services. The district provides weekday transportation from school to the Club, and from the Club to each participating student’s temporary residence. This ensures that students who are already navigating instability can access support without additional barriers.

This program addresses the impacts of adversity by offering one of the most meaningful supports a young person can have during a time of crisis: **consistent care, community, and stability without judgment**.

Impact & Opportunity

By removing cost as a barrier, this project ensures that youth experiencing homelessness can participate consistently in a supportive environment that helps buffer the effects of trauma and instability. With access to caring adults, structured programming, and support meeting their basic needs, youth are better able to stay engaged in school, build resilience, and move toward a more stable future.

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. *

This project will provide **full Boys & Girls Club scholarships for 25 youth experiencing homelessness** who attend schools within the Tumwater School District during the 2026–2027 program year. Scholarships will cover 100% of membership fees, ensuring youth can participate in Club programming at no cost.

Eligibility will be determined through the **McKinney-Vento Homeless Assistance Act**, with the Tumwater School District identifying and referring eligible students to the Boys & Girls Clubs of Thurston County. This project serves a **presumed low- to moderate-income population** in alignment with CDBG requirements.

Participating youth will have access to daily out-of-school programming at the Tumwater Boys & Girls Club, including:

Academic Support

- Homework help and tutoring
- Literacy and enrichment activities

Mentorship and Social-Emotional Support

- Daily interaction with trained staff and caring adult mentors
- Activities that support communication, emotional regulation, and relationship-building

Character and Leadership Development

- Group activities that build teamwork, responsibility, and confidence
- Opportunities for leadership and peer engagement

Healthy Lifestyles

- Daily access to nutritious snacks
- Physical activity, recreation, and creative programs

Program Access and Coordination

- Coordination with the Tumwater School District to support enrollment and transportation
- **Transportation from school to the Club**, and from Club to their temporary place of residence, reducing barriers to access

Program Operations

The Club will operate before and after school, Monday through Friday, and during school breaks, including summer programming. Youth will participate in structured, supervised activities in a safe and supportive environment.

Deliverables

- Provide full scholarships for 25 eligible youth
- Maintain documentation of McKinney-Vento eligibility provided by Tumwater School District
- Track attendance and participation using BGCTC data systems

- Ensure consistent access to academic, mentoring, and enrichment programming

This project expands access to services by ensuring youth experiencing homelessness can participate consistently in a stable, supportive environment without financial or transportation barriers.

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 outcomes. *

The primary objective of this project is to provide **full scholarships for 25 youth experiencing homelessness** in the Tumwater School District, ensuring consistent access to safe, supportive out-of-school programming.

This project aligns with CDBG Public Service priorities by serving a **presumed low- to moderate-income population** and removing financial and transportation barriers to essential youth development services.

Objectives:

- Provide full Club scholarships to 25 youth identified through McKinney-Vento services eligibility
- Increase consistent participation in a safe, structured environment
- Support youth in building positive relationships with caring adult mentors
- Provide access to academic support, snacks, and enrichment opportunities

Planned Outcomes:

- Youth attend the Club regularly throughout the program year
- Youth demonstrate increased engagement in enrichment activities
- Youth build trusting relationships with peers and adult mentors
- Youth experience increased stability and sense of belonging

Measurement and Evaluation:

Program outcomes will be tracked using BGCTC’s data systems and evaluation tools, including:

- **Enrollment and attendance tracking** to measure consistency of participation
- **McKinney-Vento eligibility verification** through school district partners
- **Program participation data** across academic, enrichment, and mentoring activities
- **Youth and family feedback** to assess engagement, well-being, and program impact

Staff will review data regularly to ensure program quality and make adjustments as needed.

Recent Impact and Outcomes:

BGCTC has successfully implemented this model at the Lacey Boys & Girls Club, where youth experiencing homelessness receive full scholarships and consistent access to programming. This

approach has demonstrated strong engagement and the ability to provide stability and support during times of crisis.

Building on this success, BGCTC began offering this program at the Tumwater Club in early 2026. The 2026–2027 school year represents the first full year of implementation at this site, expanding access to youth in the Tumwater community.

The Tumwater Boys & Girls Club has a strong track record of serving youth with increasing levels of need. In 2025, the Club served 269 youth, with 55% qualifying for free or reduced-price lunch, demonstrating a growing demand for affordable access to services.

Over the past three years, the percentage of members qualifying for lunch assistance has increased from 38% to 55%, reflecting rising financial barriers for families in the community.

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? *

Service Location

All services will be provided at the Tumwater Boys & Girls Club, located on the Tumwater High School campus at 600 Israel Rd SW, Tumwater, WA. The Club is a consistent, accessible space where youth can go each day after school and during breaks.

1) Reaching the Target Population

Youth experiencing homelessness are identified and referred through the Tumwater School District under the McKinney-Vento Homeless Assistance Act. The district supports enrollment and provides **transportation from school to the Club**, ensuring youth can participate without additional barriers. This partnership allows the program to reach youth who are often the most difficult to engage due to instability in housing and daily routines.

2) Accessibility for Persons with Disabilities or Special Needs

The Club is committed to an inclusive environment where all youth can participate. Staff are trained to support youth with a wide range of abilities and work with families and school partners to provide reasonable accommodations based on individual needs. The facility includes accessible ground-floor program spaces and restrooms, and activities are adaptable to ensure full participation.

3) Reducing Racial Disproportionality

Youth experiencing homelessness are disproportionately impacted by systemic inequities. By providing full scholarships and eliminating cost barriers, this project ensures that youth of color and other underserved populations have equitable access to safe, supportive programming. BGCTC supports this work through ongoing staff training and culturally responsive programming that reflects the experiences of the youth and families served.

4) Supporting Historically Vulnerable and Disadvantaged Populations

This project is designed specifically to serve youth experiencing homelessness, a population facing significant barriers to stability, consistent education, and access to supportive services. These youth are more likely to experience higher levels of adversity, including trauma and disrupted routines.

By providing consistent access to a safe space, caring adult mentors, snacks, and daily structure, the Club helps reduce the impact of these challenges. This program offers stability, connection, and support during a critical time, ensuring youth can remain engaged in school and connected to a positive community.

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. *

Formal Partnerships

Boys & Girls Clubs of Thurston County (BGCTC) is the lead agency for this project and is responsible for program implementation, tracking, and reporting.

BGCTC maintains a formal partnership with the Tumwater School District. This partnership supports transportation to the Club from schools, student referrals, family engagement, and ongoing communication between Club staff, educators, and caregivers. The School District also provides daily transportation from schools to the Club, which is critical to ensuring consistent access for youth.

Relevant agreements, including partnership and data-sharing documents with the Tumwater School District, are included in the Documents section.

Informal and Community-Based Partnerships

BGCTC also connect families to resources such as food access and basic needs services. We invite other local organizations to provide special enrichment and education activities.

These partnerships connect youth and families to a broader network of resources in the Tumwater community.

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. *

Program Leadership and Staff Oversight

Frankie Longoria, Branch Director (Tumwater Boys & Girls Club, 10 years with BGCTC)

Frankie is responsible for day-to-day program implementation, including supervising Club staff, overseeing member enrollment and scholarship distribution, and ensuring high-quality program delivery. Frankie leads family outreach and maintains communication with school partners to support youth participation.

Erin Scheel, Grants Manager (BGCTC, 9 years with BGCTC)

Erin is responsible for grant administration, including tracking program outcomes, ensuring compliance with grant requirements, and preparing required reports. Erin works closely with program and finance staff to ensure accurate data collection and documentation.

Shellica Trevino, Chief Executive Officer (BGCTC, 20 years with BGCTC)

Shellica provides overall organizational oversight, ensuring program quality, compliance, and alignment with BGCTC's mission. She brings extensive experience in youth development and grant management.

David Doyle, Chief Financial Officer (BGCTC, 6 years with BGCTC)

David oversees all financial management for the project, including budget tracking, expense reporting, and compliance with funding requirements. He brings over 25 years of experience in financial management and accounting.

Existing, experienced BGCTC staff have the capacity to implement, manage, and report on all aspects of the program.

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. *

Beneficiaries are defined as **unduplicated individual youth** experiencing homelessness who are identified through the McKinney-Vento Homeless Assistance Act and enrolled in the Tumwater School District.

The project will serve **25 unduplicated youth** during the 2026–2027 program year.

The total project budget is **\$52,500**.
 $\$52,500 \div 25 \text{ youth} = \mathbf{\$2,100 \text{ per beneficiary}}$

The total cost per beneficiary is **\$2,100 per youth**, which reflects the full cost of providing a year of Boys & Girls Club programming, including school-year and summer services.

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). *

Boys & Girls Clubs of Thurston County (BGCTC) maintains established policies and procedures to ensure all programs operate in compliance with federal, state, and local requirements.

Programmatic oversight is provided by the Chief Executive Officer and senior leadership team. BGCTC follows Boys & Girls Clubs of America (BGCA) standards for safety, program quality, and youth development. The organization conducts regular internal reviews and annual assessments, including BGCA-required safety audits and outcome evaluations, to ensure consistent, high-quality operations.

BGCTC complies with Washington State regulations applicable to youth-serving organizations and operates in alignment with RCW provisions that recognize Boys & Girls Clubs as exempt from licensed childcare requirements while maintaining national organizational standards.

Program implementation is guided by written procedures for staff training, youth supervision, safety protocols, and data collection. Staff receive ongoing training to ensure programs are delivered safely, consistently, and in accordance with established guidelines.

Financial and programmatic accountability are supported through clear documentation practices, internal controls, and leadership oversight. BGCTC maintains detailed records of program participation, income eligibility, and service delivery to ensure compliance with funding requirements, including those associated with federal grants such as CDBG.

The organization's formal policies and procedures, including program operations and financial management practices, are attached as required.

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. *

Boys & Girls Clubs of Thurston County (BGCTC) maintains strong financial policies and internal controls to ensure the proper use and safeguarding of public funds.

Financial operations are managed by the Chief Financial Officer (CFO) with oversight from the Chief Executive Officer (CEO), Board Treasurer, and Board of Directors. BGCTC follows Generally Accepted Accounting Principles (GAAP) and uses an accounting system that tracks all revenues and expenditures by program and funding source.

Financial Reporting and Record Keeping

Detailed records are maintained for all programs, including grant-funded activities. Monthly financial reports are reviewed by leadership and the Board to ensure accuracy and accountability.

Internal Controls and Payment Approval

BGCTC maintains separation of duties. All expenditures require authorized approval, and all checks require two signatures, including a board member.

Grant Tracking and Compliance

Grant funds are tracked separately to ensure proper allocation and reporting. Staff time and expenses are documented to support compliance with funding requirements.

Audit and Oversight

BGCTC undergoes an annual independent audit and has consistently had no findings. Ongoing oversight is provided by the finance committee and Board of Directors.

These practices ensure funds are managed responsibly, transparently, and in compliance with federal, state, and local requirements.

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 agreement with Thurston County will be executed. *

This program is not solely dependent on this award. The total project cost to provide scholarships and services to approximately 25 youth at the Tumwater Boys & Girls Club is estimated at \$52,500, or \$2100 per youth.

The requested \$52,500 in CDBG funding will support these costs during the first full school year of the program at Tumwater. We will continue to fundraise for this program each year, with funds provided through BGCTC operating funds, community fundraising, and other committed resources.

BGCTC maintains a diversified funding model that includes local fundraising, individual donations, corporate sponsorships, grants, and organizational operating funds. In 2025, 66% of BGCTC's operating budget across nine Clubs was supported by community contributions and local fundraising, allowing family fees to remain accessible and ensuring ongoing scholarship support for youth.

BGCTC has a strong track record of securing and managing multiple funding streams to sustain programs over time. To ensure successful implementation, BGCTC will:

Allocate internal operating funds to cover remaining program costs

Continue active fundraising efforts to support scholarships

Monitor program expenses and participation throughout the year to stay on budget

This approach ensures that all required funds are committed and that the program can be fully implemented. BGCTC's established funding base and ongoing community support provide long-term sustainability for scholarship programs beyond the grant period.

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. *

BGCTC has the staff capacity, systems, and experience to implement this project on time, on budget, and in full compliance with all CDBG requirements.

Project Timeline

The project will align with the 2026–2027 school year:

- **Summer 2026 (June–August):**
Coordinate with the Tumwater School District to identify eligible youth through McKinney-

Vento services. Conduct outreach to families and begin enrollment. Finalize internal tracking systems for eligibility, attendance, and reporting.

- **Fall 2026 (September–October):**
Enroll participants, verify McKinney-Vento eligibility, and begin program participation at the start of the school year.
- **Program Implementation (September 2026–August 2027):**
Provide ongoing after-school and break-time programming, including academic support, snacks, mentorship, and enrichment. Track attendance, participation, and compliance documentation.
- **Ongoing Monitoring (Throughout Project Period):**
Monitor expenditures and participation to ensure the project remains on budget and meets all program requirements. Maintain documentation for eligibility, attendance, and financial tracking.
- **Closeout (August–September 2027):**
Complete final reporting, review outcomes, and ensure all grant requirements are met.

Staff Capacity and Responsibilities

BGCTC will use experienced existing staff to implement the project:

- **Frankie Longoria, Branch Director:** Oversees daily operations, enrollment, and program delivery
- **David Doyle, Chief Financial Officer:** Manages financial tracking, budgeting, and reporting
- **Shellica Trevino, Chief Executive Officer:** Provides overall oversight and ensures compliance with funding requirements

BGCTC has successfully managed federal, state, and local grants and maintains established systems for tracking participation, eligibility, and expenditures.

Compliance and Budget Management

All participants will be verified through McKinney-Vento eligibility in partnership with the Tumwater School District, ensuring compliance with HUD requirements for presumed low- to moderate-income populations.

Project expenditures will be tracked within BGCTC's accounting system, with regular oversight by program and finance staff. Internal controls and reporting systems ensure funds are used appropriately and all federal, state, and local requirements are met.

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). *

Shellica Trevino, Chief Executive Officer, Boys & Girls Clubs of Thurston County (20 years with BGCTC)

Shellica Trevino will provide overall project oversight, ensuring program quality, compliance, and successful implementation. With 20 years of leadership at BGCTC, she has extensive experience managing federally funded programs, including CDBG grants, and overseeing multi-site youth development operations.

David Doyle, Chief Financial Officer, Boys & Girls Clubs of Thurston County (6 years with BGCTC)

David Doyle will oversee all financial management for the project, including budget tracking, expense reporting, and compliance with funding requirements. He brings over 25 years of experience in financial management and has successfully managed federal, state, and local grant funds, ensuring accurate reporting and strong internal controls.

Frankie Longoria, Branch Director (Tumwater), Boys & Girls Clubs of Thurston County (10 years with BGCTC)

Frankie Longoria will oversee on-site implementation of the project, including staff supervision, member enrollment, and scholarship distribution. With 10 years at BGCTC, Frankie has deep experience managing daily Club operations and delivering high-quality youth programs.

Resumes for all listed staff are attached in the Documents section.

21. Please describe how the project will meet and document income eligibility requirements. 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)? *

This project will meet the CDBG National Objective of benefiting low- to moderate-income (LMI) persons through a Limited Clientele approach. All participants receiving scholarships will be required to document income eligibility in accordance with HUD guidelines. This information will be collected and certified by the school district.

The school district will continue our practice of protecting the anonymity of student housing status by providing Boys & Girls Clubs of Thurston County with the total number of McKinney-Vento eligible students who attended the Tumwater Club each year, rather than each students' individual housing status.

These procedures ensure compliance with HUD documentation requirements and support accurate reporting for CDBG-funded activities.

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. *

N/A

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)? *

City of Tumwater, Washington, primarily serving youth attending schools within the Tumwater School District and residing in the surrounding community.

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. *

100% of participants will be eligible for McKinney Vento homeless youth assistance and certified eligible by the Tumwater school district. The school district protects confidential information by providing Boys & Girls Clubs of Thurston County with a formal letter to BGCTC sharing the total number of students who served through the partnership. Families self identify as McKinney Vento enrolled, which allows us to track the number of fee waiver scholarships provided.

34. 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.) *

We will accept any award amount and will scale our services and expenses accordingly.