

## PY26 CDBG RFP Application

Reference #	17851226
Status	Complete
Login Username	rhutchinson@southsoundseniors.org
Login Email	rhutchinson@southsoundseniors.org
Project/Program Name	Home Share
Amount Requested	\$30,000
First Name	Brian
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Phone Number	(360) 586-6181
Organization Legal Name	Senior Services for South Sound
Street Address	222 Columbia St NW
City	Olympia
State	Washington
Zip Code	98501
Organization Phone Number	(360) 586-6181
Organization Website	southsoundseniors.org
First Name	Rebecca
Last Name	Hutchinson
Title	Home Share Manager
Email Address	<a href="mailto:rhutchinson@southsoundseniors.org">rhutchinson@southsoundseniors.org</a>
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	Private/Non-Profit

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.

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3. What population(s) is to be targeted for the service provided? Check all that apply.

Senior Citizens (55 years or older)

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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?

No, 2019.

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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.

Our Home Share program seeks funding to continue providing home sharing services in Thurston County. This simple idea has an enormous impact, meeting a large and growing need for seniors and housing-insecure people. Home Share is essentially a matchmaking service where home Providers with an extra room are matched with home Seekers needing affordable housing. Both Providers and Seekers are interviewed and undergo criminal background checks. Matches are made after careful consideration of the needs and interests of both parties, and only then is a first meeting arranged. Home Share staff provide mediation services when requested and routinely check in

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with matches. While the program is senior-focused and requires that one person in each match is a senior, adults age 18 and older may apply.

Many seniors live in homes but are cash-poor and rely solely on Social Security. It is estimated that roughly 40% of seniors in Thurston County depend entirely on Social Security for their income, which averages a modest \$2,071 a month, though we work with seniors every day whose checks are closer to half that amount. Home Share helps these Providers remain safely and stably in their homes by making it possible to share housing costs or receive help with household tasks they may no longer be able to manage alone. Without this support, many would eventually be forced to seek alternative housing, often leaving the homes and neighborhoods where they have lived for years. Many also benefit from companionship that helps reduce loneliness and from the peace of mind that someone is present should assistance be needed.

For the home Seeker, rooms in shared homes are often the most affordable housing ...

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...option in Thurston County. Even subsidized senior housing at Boardwalk Apartments costs \$1,369 a month, and the average rent in Thurston County in 2026 is \$2,028. Both are far higher than the average 2025 Home Share rent of \$583 a month. For Seekers, these matches help lift them out of or prevent them from entering homelessness by providing a stable, affordable place to live. Home Share therefore meets an urgent community housing and senior need in a remarkably cost-effective manner.

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Because Home Share uses existing housing, it creates affordable living situations without the high cost and long timelines associated with building new housing. It also helps seniors age in place, maintain independence, and remain connected to their community.

The Home Share model exists throughout the United States and has proven to be an effective response to housing affordability and social isolation among older adults.

**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.**

With this funding, the Home Share Program will continue to provide critical services to seniors in Thurston County, helping them secure stable, affordable housing while combating social isolation. The following activities and actions will be undertaken and accomplished:

\*Program Management and Compliance: The Program Manager will oversee all contract management, reporting requirements, and grant writing to ensure continued program operations. This includes collaborating annually with the Client Services Director to create and monitor an operating budget, ensuring the program stays on track with invoicing and contract compliance.

\*Marketing and Outreach: The Program Manager and Program Assistant will continue to prioritize marketing and outreach efforts with our Development team to increase awareness and visibility of the Home Share Program throughout Thurston County but with an emphasis on the City of Tumwater. The goal is to ensure that the program remains a well-known resource for both Providers and Seekers.

\*Client Intake and Matching: Home Share staff

will handle all program inquiries, process new applications, conduct entrance interviews, Seeker meetings, and home visits, and match Providers and Seekers based on compatibility with a continued goal of facilitating an average of one match per month. These tasks are critical to ensure safe and successful living arrangements.

\*Ongoing Support and Monitoring: After initial placements, the Program Manager will stay in contact with both the Provider and Seeker to monitor the success of the living arrangement. If issues arise, the...

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... Program Manager will mediate conflicts and intervene as necessary to ensure the safety and well-being of both parties, with a focus on client safety as a top priority.

\*Program Sustainability and Longevity: The program's ultimate goal is to create long-term, compatible living arrangements for seniors. Home Share will strive to make an average of one match per month, ensuring that each match is a sustainable and positive living situation.

\*Prioritized Activities: If the grant award is less than the requested amount, priority will be given to the activities that directly support program operations and participant safety, including intake, matching, ongoing monitoring, and compliance. Marketing and outreach efforts may be scaled back to ensure that critical services remain uninterrupted. These activities will allow the Home Share Program to continue meeting its objectives and providing vital support to seniors in Thurston County, even with limited funding.

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.

\*Assisted 32 individuals in maintaining or obtaining safe and affordable housing through matching them with a compatible housemate.

\*Assisted 70 clients in maintaining their current Home Share living arrangement through routine follow ups, connecting with resources, and mediation services as requested.

\*28 new Provider applications.

\*42 new Seeker applications.

\*Average Home Share rent \$583 dollars.

Objectives include:

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

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

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

\*Within each year of Home Share operation, there will be a minimum of 12 long-term placements.

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

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**8. Where will the services be provided and how**

Administration of Home Share takes place in our

**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?**

main office in Olympia, while placements, home visits, and mediation services occur throughout Thurston County.

We reach our target population through existing program connections such as Meals on Wheels, Transportation, Pet Assistance for Low-Income Seniors, and other Senior Services offerings, as well as through community partnerships with organizations like the Lewis Mason Thurston Area Agency on Aging and Homes First. We maintain strong relationships with other local senior centers, enabling consistent outreach in rural and underserved areas where access to housing resources may be limited.

Home Share is designed to be accessible to persons with disabilities and those with special needs. We offer flexible application options, including paper, digital, and staff-assisted formats, to accommodate differing levels of ability and access. Many home Providers are older adults or individuals living with disabilities, who seek home sharing as a way to receive support with daily tasks, increase safety, and reduce isolation. Staff provide ongoing support, including mediation and regular check-ins, to ensure placements remain stable and responsive to participant needs.

We are committed to advancing equity, reducing racial disproportionality, and increasing access for historically underserved populations. Home Share operates under a strict non-discrimination policy across race, ethnicity, income, and disability. We work to expand outreach and build trust within communities that have historically faced barriers to stable housing.

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By design, Home Share serves populations disproportionately impacted by...

... housing instability, particularly low-income seniors and individuals at risk of homelessness. The program offers a flexible, low-barrier housing option that promotes housing stability, supports aging in place, and helps reduce disparities in access to safe, affordable housing.

**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.**

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

\*We partner with Homes First who has existing networks of home seeking clients who may be interested in Home Share.

\*Thurston County Food Bank helps with outreach of Providers/Seekers.

\*Thurston Cities and County, who have staff and programs serving home insecure and homeless populations and will provide referrals for Providers/Seekers.

\*Yelm, Rainier, Tenino, Tumwater and Rochester senior centers are active partners and help with outreach of Providers/Seekers.

\*Catholic Community Services is a close partner for nutrition and transportation, and helps with outreach and solicitation of Providers/Seekers.

\*Quixote communities is in contact with veterans

who are seeking housing and helps with outreach of potential Seekers.

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

\*Coordinated Entry is an emergency housing service in our community. We often trade referrals to our respective programs.

Home Share is a community resource that many nonprofit and governmental entities seek to promote as it does not compete or compare with other efforts.

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**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.**

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

\*Bryan Hildebrand is the Client Services Director of Senior Services for South Sound. Bryan has responsibility for our wide range of direct client services, including the Brighter Days Adult Day respite program and the Senior Transportation program . He will provide direct supervision of the Home Share Program Manager. Bryan has been with the organization for six years. He joined us after completing 26 years of enlisted leadership in the US Army, retiring as first sergeant.

\*Rebecca Hutchinson is the Home Share Program Manager of Senior Services for South

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Sound. Rebecca has direct management responsibility for the program including hiring and supervising the Program Assistant, managing reporting requirements, outreach and promotional activities with community partners, recruitment and interviewing of potential home Providers and Seekers, and properly matching home Providers with home Seekers for maximum long term success. Rebecca has been with the organization for four years and brings with her fourteen years of professional senior advocacy experience.

\*Emily Lopez is the Home Share Program Assistant. Her responsibilities include fielding program inquiries, processing new applications, conducting criminal background checks on all participants, follow up outreach to community partners, proper maintenance of files on all participants, home visits to improve...

... knowledge of situations, and email and phone communication with home Providers and home Seekers. Emily has been with the organization for three years.

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**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.**

We define beneficiaries as individuals seeking affordable housing, those looking for housemates to maintain housing, and those in an active home share match. We estimate serving 175 individuals with a projected cost of \$964 per person (\$168,723/175).

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**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**

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

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use and safeguarding of public funds on the Documents Page (page 4).

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**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 Home Share program would be financially administered by our internal Finance team, consisting of a Finance Manager and Fiscal Assistant. All financial policies and procedures are overseen by a Board Finance Committee composed of professional finance members and follow GAAP. The policies and procedures also receive an annual independent audit every year, where any findings are immediately addressed. Our organization maintains complex financial government contracts with the Lewis-Mason-Thurston Area Agency on Aging, and conducts annual audits of our financial accounting for those government contracts.

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

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

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**14. Did your most recent financial audit in the**

Audit conducted with NO audit findings

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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.)

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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.)

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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.

Home Share recently lost crucial funding, which will impact program operations through 2027. Senior Services for South Sound remains fully committed to Home Share, recognizing that providing safe, affordable housing for seniors is central to our mission and core values.

We currently have multiple sources of committed funding that cover portions of program operations: the Lacey Human Services Grant through July 2026, Olympia CDBG through February 2027, and South County CDBG through August 2026. In addition, our organization can allocate internal funds to address temporary shortfalls while we actively pursue restoration of critical funding and explore new opportunities.

To mitigate the risk of future funding gaps, we maintain a proactive approach that includes ongoing grant applications, collection of donations from private donors, and strategic partnerships with community organizations

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invested in housing stability. This approach ensures that Home Share can continue delivering its services uninterrupted while maintaining program quality and staffing.

With this combination of committed grants, organizational support, and active fundraising, Home Share is well-positioned to continue operating successfully in Thurston County and to fully complete all planned program activities. Our plan aims to ensure that Home Share remains a stable, reliable resource for seniors and housing insecure individuals in the community.

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**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.**

Home Share was launched in March of 2022 and will continue as long as funding persists. The program is not capital in nature, with the primary expenses related to staffing to implement the program. Given that the staffing component makes up the bulk of the budget and we have successfully operated the program for several years, we are confident in our ability to manage costs effectively. With limited expense variables to control, we can maintain the budget with a high degree of certainty.

Home Share has previously received funding from the City of Lacey, City of Olympia, the Regional Housing Council, and many Community Development Block Grants. This experience has provided us with a strong understanding of the requirements and guidelines of these funding sources. Our program has consistently passed monitoring visits with no findings. To complete this project on budget and in compliance with all program requirements, we will continue to rely on the following strategies:

\*Staffing Management: As staffing is our largest

expense, we will maintain a consistent and well-trained team to ensure efficient program operations.

\*Expense Monitoring: Regular monitoring of expenses will allow us to identify and address any potential issues before they impact the budget.

\*Experience with Funding Sources: Our previous contracts with various local entities provide a strong foundation for managing compliance.

\*Proven Track Record: Home Share has served 317 individuals in securing or maintaining stable housing and has successfully facilitated 104 home share matches. This demonstrated success,...

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... combined with our consistent record of passing monitoring visits with no findings, reflects our ability to deliver high-quality services efficiently, in full compliance with program requirements, and within established timelines and budgets.

We are confident that with our experience, systems, and commitment to compliance, we can complete this project successfully, meeting all objectives on time and within the approved budget.

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**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**

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\*Rebecca Hutchinson is the Home Share Program Manager of Senior Services for South Sound. Rebecca has direct management responsibility for the program including hiring and supervising the Program Assistant, managing reporting requirements, outreach and promotional activities with community partners, recruitment and interviewing of potential home Providers and Seekers, and properly matching home Providers with home Seekers for maximum long term success. Rebecca has been with the organization for four years and brings with her fourteen years of professional senior advocacy experience.

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**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)?**

Home Share is specifically designed to serve seniors, a population that is presumed to be low-income by HUD with at least 51% of the clientele being seniors, ensuring compliance with the limited clientele requirement.

To meet the income eligibility requirements, we collect income information from all applicants. This includes using a county-approved income self-certification form, which is a minimum requirement, along with encouraging applicants to provide additional supporting financial

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documents when possible. This process ensures that we can accurately assess eligibility while maintaining flexibility for applicants to submit supplementary documentation.

We are experienced in adhering to the HUD-approved documentation requirements outlined in the RFP instructions. As part of our long-standing relationship with CDBG funding, we have successfully managed several CDBG contracts and have consistently met all reporting and compliance requirements. During past monitoring, we have never had any findings, demonstrating our commitment to following all necessary guidelines for income eligibility and documentation.

By following this rigorous income eligibility review process and maintaining a thorough record of all documentation, we ensure that our program remains compliant with HUD requirements and that we effectively serve the senior community in a manner that is transparent and accountable.

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**25. Is your Project currently underway?**

Yes

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**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.**

NA

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**27. What type of activity will the project perform?**  
The City of Tumwater is accepting applications

Public Services

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for affordable housing and public service activities for funding.

29. What is the service area or operation area (e.g. census tract, neighborhood)?	Thurston County.
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.	We will serve 51% LMI, use a county approved form, and will document on spreadsheets and in reporting.
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.)	\$10,000
Verification and Signature form	<a href="#">Verification_and_Signature.pdf (301 KB)</a>
Federal Funds Acknowledgement of Required Assurances form	<a href="#">Acknowledgement_of_Required_Assurances.pdf (1.11 MB)</a>
OHHP 2026 Risk Assessment form	<a href="#">OHHP_2026_Risk_Assessment.docx (68 KB)</a>
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)	<a href="#">BoardRoster_January2026.docx (2.47 MB)</a> <a href="#">Charter.pdf (408 KB)</a> <a href="#">Senior_Services_BYLAWS_October_2023.pdf (270 KB)</a>
For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return	<a href="#">2024_Public_Copy_SSFSS_-_Form_990_-_2024.pdf (148 KB)</a> <a href="#">Copy_of_Copy_of_Tax_Determination.pdf (523 KB)</a>
Agency's most recent Fiscal Year Audit Report	<a href="#">2024_SSFSS_-_Audited_Financial_Statements_-</a>

and/or Certified Financial Statement (If not available, attach best available financial statement)	<a href="#">_2024_-_Single_Audit_1.pdf (152 KB)</a>
Resumés	<a href="#">ED_resume.pdf (168 KB)</a> <a href="#">HildebrandBryanC-ClientServicesDirectorSeniorServicesforSouthSoundMar20211.pdf (458 KB)</a> <a href="#">PMResume.pdf (105 KB)</a> <a href="#">ResumeEmilyLopez.pdf (77 KB)</a>
General Liability Insurance Certificate	<a href="#">8_Insurance_Certificate_DSHS_Division_of_DD_exp_6.2026.pdf (106 KB)</a>
Public Services Budget table (Excel)orPublic Services Budget table (fillable PDF)	<a href="#">2026_CDBG_RFP_Tumwater_Public_Services_Budget_Table_Senior_Services_FINAL_5.xlsx (11 KB)</a>
Other attachments (Environmental Review Documentation, Project Map/Service Area, etc.)	<a href="#">HS_Guide_07152019.pdf (1.91 MB)</a>
Last Update	2026-03-19 09:09:03
Start Time	2026-03-19 09:06:45
Finish Time	2026-03-19 09:09:03
IP	24.16.250.182
Browser	Chrome
Device	Desktop
Referrer	<a href="https://fs23.formsite.com/res/formLoginReturn">https://fs23.formsite.com/res/formLoginReturn</a>