

PY26 CDBG RFP Application

Reference #	17805846
Status	Complete
Login Username	eaecker@comcast.net
Login Email	eaecker@comcast.net
Project/Program Name	Rebuilding Together Critical Home Repair Program
Amount Requested	100000
First Name	Cathy
Last Name	Johnson
Email	cathyjohnson@rebuildingtogethertc.org
Phone Number	(360) 556-3027
Organization Legal Name	Rebuilding Together Thurston County
Street Address	1224 Legion Way SE
City	Olympia
State	Washington
Zip Code	98501
Organization Phone Number	(360) 539-7830
Organization Website	www.rebuildingtogethertc.org
First Name	Pete
Last Name	Kmet
Title	Treasurer
Email Address	pete@rebuildingtogethertc.org
1. What type of project are you proposing?	CDBG - Affordable Housing (Tumwater only)
2. What is the type of organization that is applying for funding? If your organization	Private/Non-Profit

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.

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?

No. RTTC was founded in 2003. Our first projects were done in 2004. We became an IRS designated 501 c 3 in 2006.

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.

Rebuilding Together Thurston County's (RTTC) program is dedicated to preserving affordable housing and ensuring 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 who earn less than or equal to 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 estimates Tumwater's population in 2024 was 27,470. By 2045, they estimate the city's population to reach 37,380.

This profile also indicates that a significant number of households in Tumwater are struggling to afford the cost of their current home. Thirty-percent of households are cost-burdened, which means they spend more than 30% of their income on housing costs. In addition, about 25% of households in Tumwater have incomes less than \$50,000.

The federal definition of "low-income" refers to those who make 80% or less of the AMI. In 2025, HUD said this equals \$65,350 per year for one person in Thurston County. Other Thurston County limits are: "very...

... low-income" which is at or below 50% of the AMI – for one person this is \$40,850; and "extremely low-income" which is at or below 30% of the AMI – for one person this is \$24,500.

Sixty-three percent of our clients fall in to the "extremely low-income" category. Median income for our homeowner applicants in 2025 was \$20,436 which equates to \$1,419 a month -\$100

a month lower than the average rent for a one-bedroom apartment in Thurston County. The enormous financial strain on these homeowners means they spend most of their money on necessities such as mortgage, food, and health care. There is often no money left over for critical home repairs.

When critical repairs are not made, people live in homes with no heat or hot water. Seniors and disabled clients cannot safely access their homes and showers. Water leaks and non-functioning toilets lead to further problems that can affect residents' health. Rodent and insect infestations, toxic mold, and rotting flooring are some of the secondary problems we often see.

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 an efficiency or studio apartment in Thurston County in FY2025 was \$1,538. This is not financially feasible for our clients.

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.

RTTC will use awarded funds to do critical home repairs for eligible low-income homeowners and their families in Tumwater, WA who earn less than or equal to 80% Area Median Income (AMI). 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 2025 is to serve 50 households and 75 occupants in need in Thurston County.

If awarded the requested \$100,000, we estimate that RTTC can provide critical home repair

projects for 10 households and serve approximately 15 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.

Eligible applicants must meet all the following criteria:

-have owned and lived in their home in the City of Tumwater, WA for at least two years, and plan to remain ...

...in their home for at least the next five years

-be low income (80% or less of annual median income)

-be unable to complete the repair work on their own

AND meet at least one of the following criteria:

-be living with a disability

-be 62+ years old

-be a veteran

-be a family with children

Critical home repairs made with these funds may include, but is not limited to:

- building a ramp for a wheelchair-bound veteran
- replacing a family's hot water heater
- repairing failing, water-damaged flooring
- pumping a septic tank to prevent sewage from backing up into the home
- repairing a front door and deadbolt for home security
- modifying bathtubs and installing grab bars for a senior at high risk of falling
- repairing a home's heating or cooling system
- roof replacement/repairs
- plumbing and electrical repairs
- other repairs that are critical to the health and safety of the occupants

RTTC completes critical repair projects year-round that improve the safety and livability of homes and address mobility issues. Many of our repairs are completed by our skilled volunteers. The remaining work is completed by our project managers and licensed/bonded contractors.

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.

RTTC's goal is to preserve affordable housing and ensure 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 10 eligible Tumwater households, improving the homes of approximately 15 residents during the CDBG grant cycle (9/1/26 – 8/31/27). 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 at or below 80% of AMI to help maintain affordable housing options in Tumwater, WA.

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 easily accessible because of a disability. We will provide free repairs so they can stay in their homes safely and not become even more financially stressed.

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, and what type of home they live in. We also track how many clients are veterans, senior citizens, people living with disabilities, and families with children. We also take before and after pictures of many of the projects to document success.

Since 2003, our program has helped restore, repair, and modify over 487 homes and enabled 703 of our neighbors in Thurston County to live in safer and healthier homes. In 2025, over 100 volunteers contributed more than 9,000 hours to

help complete repair projects in 57 homes that directly benefitted 81 household members.

Of these 81 people, 69% of them were 62 years old or older. In 68% of the homes, at least one person living there had a disability. While most of our clients are considered low-income, 63% live in households considered extremely low-income, under 30% of the average minimum income.

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?

Our services occur on-site where the homeowners live. We will serve clients who live in the city of Tumwater, WA. About 9% of our overall applications come from Tumwater.

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 offer services specifically for persons with disabilities. We build wheelchair ramps, modify tubs, install grab bars, and convert faucets to levers for people who are disabled. In 2025, 54% of the people we served lived with disabilities. Our services are accessible to this population because we meet all clients on site in their homes. There is no need for them to travel.

3.)To reduce racial dis-proportionality, we seek applicants through agencies that serve a variety of different people, such as CIELO and ASHHO. To better assist Spanish-speaking people, our brochure is available in Spanish. It is also included at the local CIELO office and in food bank packets.

4.)We do outreach to cultural organizations (Korean Women's Assoc., ASHHO, CIELO, and local tribes) to encourage historically vulnerable and disadvantaged homeowners to apply for our 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.

RTTC has strong partnerships and collaborates with many local businesses, nonprofits, government agencies, and individuals to maintain affordable homes in Thurston County. While none of these collaborations has a formal partnership agreement, they are ongoing and well-established relationships.

Much of RTTC's home repair work is accomplished by our 100 talented and dedicated volunteers. This volunteer base includes about 25 skilled contractors - such as carpenters, plumbers, and electricians - who provide us with some discounts and expedited service. We hire licensed and bonded contractors when needed.

Our community businesses partner with us by providing discounts on materials, in-kind materials, and volunteers. Business partners include Home Depot, Lowe's, Bayview Lumber, Ace Carpet Repair, and DL Hendrickson drywall.

The following church groups, service organizations, and businesses lend us volunteer support: Catholic Community Services, Columbia

Bank, First United Methodist Church, Olympia Federal Savings Bank, Pope John Paul II High School, SCJ Alliance, St. Michael Catholic Church, and Peak Credit Union. In addition to the Hawks Prairie Rotary, we are also supported by volunteers from the Lacey and Olympia Rotary Clubs. A very special mention goes to the First United Methodist Church's men's group. They have done a large Rebuilding Day Project for us each year for eight years now and build most of our wheelchair ramps.

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.

Cathy Johnson, Executive Director

Cathy has been with Rebuilding Together since 2013. She started volunteering with the organization in 2013 on Rebuilding Day, joined the Board of Directors in 2014, and has been Executive Director since 2019. She 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.

Nate Treat, Project Manager

Nate joined RTTC as a Project Manager in December 2024. Nate has worked in plumbing and other construction trades for years and used to volunteer on Rebuilding Together projects. He performs site visits on potential critical repair projects, determines needed repairs and ADA modifications, and completes approved home repairs.

Bonnie Jennings, Application Coordinator

Bonnie joined our team in March 2023 taking on the duties of processing applications and tracking details about our projects. She coordinates site

inspections and verifies program eligibility.

Carlee R. Petshow, RTTC Bookkeeper

Carlee joined RTTC in June 2021. RTTC

contracts with her through Bulldog Accounting.

Carlee keeps track of all our project receipts for

grant reporting requirements.

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.

Project budget total = \$100,000. Number of unduplicated individuals served 15 (10 households). $\$100,000/10 = \$10,000$ per household.

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).

RTTC has an extensive client application process to ensure compliance with all funder-required guidelines. A copy of RTTC's client application is attached to this grant application.

There is a three-step application process:

1)Application review and eligibility are verified by RTTC staff. Applicants must submit proof of income (social security award letter, pay stubs) for everyone in the household to prove they meet our income requirements. RTTC verifies homeownership and the property's location by using County Assessor records.

2)The project manager or an experienced volunteer visits the client's home, assesses client's need, and writes a report.

3)The Executive Director reviews all site inspection reports and approves eligible critical repair projects under \$2,000. Projects between \$2,000 and \$4,999 are reviewed and approved/denied by a board officer. Any projects requiring \$5,000 or more need board approval. 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.

We comply with the prevailing wage requirements. When we take bids from contractors for repair work, we state that the bid is for a prevailing wage job. After contractors finish the job and receive payment, they send us a statement of compliance letter. We keep this on file.

We limit our projects such that we are not addressing lead-based paints or possible contaminated areas.

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.

RTTC uses QuickBooks Non-Profit software for its accounting system. Our bookkeeping firm processes our payments, and records and reconciles deposits. The firm uses 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 with only the executive director and board president having access to them.) 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 funds 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 data 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 recording each month's information is in binders in the RTTC office.

Financial reports are reviewed by the treasurer and president. They provide a report to the directors at the meeting for review and approval. The bookkeeping firm participates in this portion of the meeting.

Our application coordinator 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 audit as our funding sources and the size of our budget do not require one. The cost of an audit would substantially limit the efforts toward the mission of the organization.

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.)

No audit conducted in past 24 months.

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.

RTTC's funding plan for this program is sustainable for several reasons. One primary reason is the nature of our program. Most of the repair jobs we do are relatively low-cost. Roofs are the most expensive projects we do. To ensure that the project can be fully and successfully completed, we do not start a repair job until we have the money to pay for it. The other reason for sustainability is experience. We have over 20 years of successful fundraising in support of our programs.

The program described here does not solely rely on this award request. We receive a variety of grants from government sources, private foundations, and corporate foundations. Our donations largely come from business sponsors and individuals through our annual fundraising events and appeals.

RTTC's budget total for 2026 is \$646,000. This is based on our goal of serving 50 households and 75 occupants. We get most of our funding from grants that are awarded later in the year. Committed funding at this date is not a measure of successful project completion because each individual project we do is relatively small and its funding is secured before we start.

17. What type of CDBG Affordable Housing

Homeowner Rehab

Project is being proposed? Select all the boxes that apply.

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.

On Time - Our critical repairs program is ongoing and year-round. A portion of the funds awarded would be put into use within the first few months for eligible projects that are already approved by our organization. (We currently have 55 applications pending for the whole county, including some from City of Tumwater residents.) Any remaining funds would be spent per project as eligible homeowners' projects get approved throughout the year. We aim to spend down the awarded funds within the first year. We have recently hired a second part-time project manager to complete ADA modifications and critical repair work. Matthew's hiring will enable RTTC to more quickly respond to our community.

On Budget - We do not start a repair project unless we already have the funds to complete it.

In Compliance - We have proven experience of being in compliance with all funding program requirements.

19. What is the readiness of the project to proceed once a funding award is made? What types of assessments, permits, purchase/sale agreements, etc., will be required for the project to proceed and what is their current status?

We can start on critical repair projects right away for eligible homeowners who have already been approved and are on our waiting list.

For clients who are new to us, there is a longer process. We review their applications and verify eligibility requirements such as income qualifications and homeowner status. We also need to do a site visit to determine the scope of the repair work needed. Site visit reports are then reviewed by a Board officer – or sometimes the

entire Board depending on the scope and cost of the work - before they can be approved. The whole process can take 6-16 weeks depending on the number of applications in process and the availability of contractors or weather conditions in some cases.

Beyond this, we do not have assessments or permits necessary for the type of work we do.

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).

Cathy Johnson, Executive Director at Rebuilding Together Thurston County

Cathy has been with Rebuilding Together since 2013. She started volunteering with the organization in 2013 on Rebuilding Day, joined the Board of Directors in 2014, and has been Executive Director since 2019. She manages the organization, 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.

Pete Kmet, Board of Directors at Rebuilding Together Thurston County.

Pete joined RTTC in July 2022. He currently serves on the Board and volunteers as a project manager on some of the more complex home repair projects. In this lead role he interacts with clients, coordinates volunteers and staff, monitors budgets, and establishes schedule and material and labor requirements. He is retired from a career as an environmental engineer for the WA State Department of Ecology's contaminated sites cleanup program. He was also Mayor of Tumwater for 12 years.

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)?

Our project will serve low-income clients, defined as households earning less than or equal to 80% of the AMI. All applicants are required to submit proof of income for everyone in the household with their applications for repairs.

Acceptable forms of income documentation are HUD-approved income verification documents. These include: award letters (preferred) from Social Security, pension, retirement, or military; OR two consecutive paystubs showing YTD income and prior year's W-2, OR qualifying documentation from: Medicaid, TANF, Earned Income Tax Credit, the Low Income Housing Credit, or Supplemental Nutrition Assistance Program. Households currently receiving unemployment income may apply after permanent income or benefits are received.

22. Is this a phased project? If this is a Housing project, is the project dependent on future funding to be fully operational for public benefit? Within the required project timeline requested in Question #18 that you will submit on the Documents Page, Housing projects should include specific dates and funding commitments for all phases needed to complete the project and have it fully operational for public benefit.

This is not a phased project. The project is not dependent on future funding to be fully operational. RTTC does not start a critical repair project unless they already have the funds to finish it.

Our Critical Home Repair program is ongoing and year-round. Therefore, we are not required to submit a project timeline.

23. 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? Select all that apply.

None of the above.

24. Will any owners / tenants or businesses currently occupying the site be displaced due to this project? If yes, upload a Residential Anti-displacement and Relocation Assistance Plan

No

(RARAP) stating how the project will meet Uniform Relocation Act (URA)/104(d) requirements under the Documents Page (page 4). 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.

25. Is your Project currently underway?	No
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
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.	Affordable Housing Rehabilitation/Preservation
29. What is the service area or operation area (e.g. census tract, neighborhood)?	City of Tumwater, WA
30. How will the project satisfy the CDBG National Objective to benefit low-and-moderate income persons?	Housing Benefit (for Housing activities only - see RFP Instructions on Page 1)
32. 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	Our project aims to serve 10 separate single-family homes. All of the households will be low income, defined as at or below 80% AMI.

construction

33. If applying for a Housing project, please describe your experience and familiarity with managing contracts for which regulations such as Washington State prevailing wage, Davis Bacon & Related Acts (DBRA), Buy America Build America (BABA), Section 3, or Women and Minority Owned Businesses Enterprises apply? Please see the Questions Instructions at the top of this page for more information regarding the funding thresholds that trigger these requirements (under Question 33).

We have managed small contracts for which the WA State prevailing wage regulations applied, most recently in November 2025 for a roofing contract. We have also received and administered several CDBG awards over the years with the Davis Bacon requirements.

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.)

No minimum required

Verification and Signature form

[RTTC_-_CDBG_Tum_Verification.pdf \(1.15 MB\)](#)

Federal Funds Acknowledgement of Required Assurances form

[RTTC_-_Federal_Funds_Req._Assurances.pdf \(945 KB\)](#)

OHHP 2026 Risk Assessment form

[OHHP2026RiskAssessment_RTTC.pdf \(196 KB\)](#)

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

[RTTC_Board_List_2026.pdf \(147 KB\)](#)
[RTTC_ARTICLES_OF_INCORPORATION_.pdf \(123 KB\)](#)
[RTTC_Board_By_Laws_Amended_4-25-2023.docx_1.pdf \(134 KB\)](#)

For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return

[RTTC_501c3_letter.pdf \(192 KB\)](#)
[RTTC_-_2023_990.pdf \(146 KB\)](#)

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

[RTTC_2025_Financial_docs.pdf \(61 KB\)](#)

statement)

Resumés	Cathy_Johnson_resume_Feb_2026.docx.pdf (50 KB) Pete_Kmet_resume_Feb_2026.pdf (85 KB)
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General Liability Insurance Certificate	Certificate_of_Liability_Insurance_3.2026.pdf (36 KB)
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Housing Financing Sources form	2026_CDBG_RFP_CapitalProjectsFinancingSources_RTTC.pdf (91 KB)
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Housing Team Summary form	2026_CDBG_RFP_TeamSummary_RTTC2026.pdf (92 KB)
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Housing Timeline form	RTTC_Capital_Projects_Timeline.pdf (63 KB)
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Housing Budget table (Excel)orHousing Budget table (fillable PDF)	2026_CDBG_RFP_-_Capital_Projects_Budget_Table-_RTTC.xlsx (14 KB)
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Housing Projects Pro Forma form	RTTC_Capital_Projects_Pro_Forma_RTTC.pdf (64 KB)
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Housing Rents and AMI table	RTTC_Capital_Projects_Housing_Rents_and_AMI.pdf (64 KB)
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Housing Development Budget	RTTC_Capital_Projects_Development_Budget_RTTC.pdf (65 KB)
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Other attachments (Environmental Review Documentation, Project Map/Service Area, etc.)	2026_Homeowner_Application.pdf (165 KB)
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Description of other file attachments	Other attachment is our Homeowner application that accompanies question # 12.
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We are in the process of updating our Certificate of Liability Insurance with our national organization. We will email the new one to Thurston County soon.

Last Update	2026-03-03 15:40:23
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Start Time	2026-03-03 15:08:22
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Finish Time	2026-03-03 15:40:23
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IP	98.59.246.226
Browser	Chrome
Device	Desktop
Referrer	https://fs23.formsite.com/res/formLoginReturn