

PY26 CDBG RFP Application

Reference #	17884117
Status	Complete
Login Username	tye@olympa.org
Login Email	tye@olympa.org
Project/Program Name	Shelter-in-Place Outreach Program (SiPOP)
Amount Requested	\$55,282
First Name	Tyler
Last Name	Gundel
Email	tye@olympa.org
Phone Number	(360) 622-0434
Organization Legal Name	Olympia Mutual Aid Partners
Street Address	701 Franklin St SE
City	Olympia, WA
State	Washington
Zip Code	98501
Organization Phone Number	(360) 515-3202
Organization Website	olympa.org
First Name	Tyler
Last Name	Gundel
Title	Executive Director
Email Address	tye@olympa.org
1. What type of project are you proposing?	CDBG - Public Service (Tumwater only)
2. What is the type of organization that is applying for funding? If your organization qualifies as a "By and For" Organization, check	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.

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

- Adults (18 years or older)
- Children (younger than 18 years)
- 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, this program has been in operation for 1 year.

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.

The purpose of OlyMAP's Shelter-in-Place and Outreach Program (SiPOP) is to reduce the number of people experiencing unsheltered homelessness in Thurston County and to improve the safety and health of those experiencing homelessness by improving connections and access to life-saving resources and services. Funding allocated towards this program through this application process will be used specifically to reduce the number of people experiencing unsheltered homelessness and to improve the safety and health of those

experiencing unsheltered homelessness within the City of Tumwater.

The 2025 Thurston County Point in Time Count (PIT) identified 389 people experiencing unsheltered homelessness. Though the number of people experiencing unsheltered homelessness in the City of Tumwater is less than neighboring cities, such as Olympia, there is a consistent population of people surviving outdoors. Additionally, those surviving outdoors in Tumwater are typically living in more isolated and harder to reach locations than those living outdoors in neighboring cities. Research shows that people living in unsheltered homelessness experience worse health status, both physical and mental, than housed individuals (Lebrun-Harris et. al., 2009). Those experiencing unsheltered homelessness are often living in particularly unsafe and isolated locations with limited or non-existent access to basic and life-sustaining needs, including shelter from the elements, clean water, dry clothing, warmth, food and medical supplies. Lack of access to these basic resources greatly increases a person's risk of facing serious, and often preventable, negative health and safety outcomes, such as illness, infection, ...

...hypothermia, heat stroke, violence, exploitation, loss of limb and even death.

Research also shows that lack of access to such resources increases the likelihood of people engaging in risky behaviors that also increase their risk of poor health and safety outcomes. For example, a meta-analysis of several studies found that unhoused participants felt forced to engage in activities that resulted in social stigma and/or increased risk of incarceration to obtain

food, such as theft and sex work (Easton et. al., 2022).

The lack of stability, safety and access to basic resources experienced by people living unsheltered greatly inhibits people's ability to access services needed to improve their health and safety and to exit homelessness. Lack of access to transportation, not knowing where to go and not having an ID were also identified as 3 of the 4 most common barriers to services for people experiencing homelessness in the Thurston County's 2025 PIT.

As Thurston County's primary outreach services provider, OlyMAP has demonstrated how the outreach-based services provided through this program, such as connection to basic resources and case management, improves the health, safety and stability of people experiencing homelessness, as well as their ability to exit homelessness.

6. Describe the activities and actions your project will undertake and accomplish with this funding. This language may be included as a scope of work in a grant contract and may be adjusted if a grant award is less than the requested amount.

SiPOP will provide outreach-based resource connection, service navigation and case management support for people experiencing unsheltered homelessness within the City of Tumwater.

Specifically, OlyMAP's existing outreach team will outreach regularly (2-3 times per week) to locations where people are living unsheltered in Tumwater to:

- 1) Locate as many locations as possible within the City of Tumwater where people are living unsheltered
- 2) Create and maintain a tracking log that identifies all locations in Tumwater where people

are living unsheltered, in addition to how many people and who is at each location

3) Provide service referral, connection and navigation support to assist people with meeting their self-identified needs and goals, including but not limited to connection to; Coordinated Entry, housing, indoor shelter, medical and behavioral health services, substance use and harm reduction services, transportation, obtaining state-funded benefits or IDs, workforce entry or re-entry services, legal services, with the ultimate goal of assisting people with moving into housing or shelter

4) Provide transportation to appointments related to attaining self-identified needs and goals

5) Assist people with obtaining identification documents and covering the cost of housing application fees

6) Provide short term-hotel stays with accompanying resource and service connection support for people wanting to access treatment services or who are facing acute medical challenges or who have a bed date for shelter or housing within 90 days

7) Provide people with basic, harm reductive...

... and life-saving resources, such as tents, sleeping bags, blankets, tarps, handwarmers, food, clean water, batteries, backpacks, socks, dry clothing, harm-reduction supplies, tent-safe heaters, propane, camping stoves and medical, first-aid, harm-reduction, pet, general hygiene and feminine hygiene supplies

7) Provide cold and hazardous weather services, in addition to garbage removal and hazardous burning prevention and mitigation services

8) Collect data, with the goal of measuring and improving performance and impacts of services provided

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 specific objectives and planned outcomes of this project include the following, specifically in relation to people experiencing unsheltered homelessness within the City of Tumwater:

- 1) Reducing the number of people experiencing unsheltered homelessness
- 2) Increasing the availability of outreach-based case-management and resource and service connection support
- 3) Improving access to basic and life-sustaining supplies and services
- 4) Improving safety and health outcomes
- 5) Improving community data and understandings related to unsheltered homelessness (where people are staying, how many people are unsheltered, barriers to services, needed services etc.)

These objectives and planned outcomes align with RFP priorities in the following ways:

- 1) Services will be provided within the City of Tumwater for Tumwater community members experiencing unsheltered homelessness.
 - 2) Services will be provided directly to LMI persons
 - 3) Services are intended to expand economic opportunities for LMI persons, by connecting them with the resources and supports needed to exit homelessness, obtain income, employment and housing.
 - 4) Services are intended to improve living conditions and the safety and health of LMI persons within the City of Tumwater
 - 5) Mitigating the harms of unsheltered homelessness and improving the stability, health and access to services for those experiencing homelessness improves the safety, health,
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livability and economic opportunities available for...

... the broader Tumwater community

OlyMAP will measure the outcomes of this project by:

- 1) Tracking the number of people served, who is served, client demographics, types of services provided, referrals made and participant goals obtained through existing data platforms, such as HMIS and Ragic.
- 2) Completing a baseline assessment of the number of people living unsheltered in Tumwater, in addition to where they are staying and continuing to track this data to measure reductions in unsheltered homelessness
- 3) Completing a baseline survey of people living unsheltered in the City of Tumwater to assess current safety and health concerns, barriers to service connection and needs, as well as completing an end-of-year survey to assess relevant changes and progress

Though outreach services provided within the City of Tumwater have thus far been limited due to staffing and resource capacity, OlyMAP's SiPOP program, in addition to our other outreach and case management programs have consistently demonstrated how the services provided reduce homelessness, increase connection to services and improve health and safety outcomes. For example, through provision of these services, OlyMAP was able to assist 396 people in connecting to shelter or housing between 2022-2025. Additionally, in the last 8 months, 387 people have enrolled in OlyMAP's outreach-based case management program and

our workers have assisted people in attaining 719 goals, ranging from obtaining identification to...

... permanent housing.

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?

Services will be provided in outdoor locations throughout the City of Tumwater where people are living unsheltered. Walk-up services will also be provided at OlyMAP's primary office location, located at 701 Franklin St. SE in Olympia, WA.

The target population for these services will be any persons living unsheltered within the City of Tumwater. People experiencing homelessness, particularly unsheltered homelessness, are considered a vulnerable and disadvantaged population. Therefore, as all services provided through this program will be provided directly to people experiencing unsheltered homelessness, all services will support a historically vulnerable and disadvantaged population -- arguably one of the most disadvantaged and vulnerable populations in our community.

OlyMAP will ensure services reach the target population and are accessible to persons with disabilities or special needs by outreaching to and providing services directly at any known location where people are living outdoors in Tumwater. As not knowing where to go, lack of transportation and mobility limitations are some of the most significant barriers to service connection for people experiencing homelessness, particularly those who are disabled and/or who have special needs, providing services directly where people are living removes some of the greatest barriers to service connection.

Additionally, OlyMAP has comprehensive policies and procedures in place to support reasonably accommodated services for people with disabilities or special needs.

Further, OlyMAP offers a variety of ways for people to learn about available...

... services (written, verbal, visual, etc.) and maintains access to translation services for clients for whom English is not their primary language. OlyMAP will also use a variety of tools, including social media, flyering, and communication with other agencies to spread awareness of services and where they are provided.

Finally, OlyMAP will ensure services reach the target population and are accessible to persons with disabilities or special needs by offering and providing accessible transportation for those who cannot travel to access these services without such assistance.

When it comes to reducing racial disproportionality, research shows that BIPOC are disproportionately overrepresented in the homeless population and are more likely to experience loss of housing and barriers to accessing needed services. Therefore, providing services intended to connect people experiencing homelessness with the resources and services they need serves to support reducing the impacts of homelessness and barriers to services experienced disproportionately by BIPOC. Furthermore, OlyMAP uses people's Housing Equity Assessment Tool (HEAT) scores when prioritizing people for resources that are scarce.

HEAT scores take into account a person's race, prioritizing BIPOC for scarce resources and effectively reducing racial dis-proportionality.

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.

OlyMAP formally and informally collaborates and partners with numerous local agencies and entities to support our programs and the services they provide.

OlyMAP has formal partnership agreements/contracts with Thurston County and the CHOICE Regional Health Network, who provide the majority of funding support for our outreach, shelter and case management services. The Olympic Region Clean Air Agency (ORCAA) also has a formal partnership agreement with OlyMAP focused on interagency support to address and mitigate hazardous burning concerns in places where people are living outdoors. This partnership includes funding provided by ORCAA specifically to address hazardous burning concerns as well as collaboration to respond to and address hazardous burning concerns reported to ORCAA by the general community that are specific to places where people are living outdoors. Additionally, OlyMAP has a formal partnership agreement with the First Christian Church (FCC) who hosts our primary office location where all of our walk-up services are provided. FCC also hosts and supports an OlyMAP operated tiny-home village on their property, which provides both long-term and short-term medical respite shelter for people experiencing homelessness. OlyMAP also has a formal partnership agreement with the First United Methodist Church of Olympia (FUMCO) who provides an additional office location for our organization. Within the last year, OlyMAP has received additional funding support for our

programs from the Nisqually Tribe, The Community Foundation of the South Puget Sound and the Rota Foundation.

In addition to these formal partnerships, OlyMAP informally partners and collaborates with a...

... variety of organizations in Thurston County's Homeless Crisis Response System (HCRS). OlyMAP's collaboration and partnership with other local provider organizations, particularly outreach organizations, is a critical part of the organization's work to connect participants with social, health, community and housing related services. As a founding and current member of the Greater Regional Outreach Workers League and one of Thurston County's primary outreach providers, OlyMAP works closely and regularly with organizations such as, but not limited to: Capital Recovery Center, Interfaith Works, Peer Olympia, Family Support Center, the City of Olympia's homeless services team, Olympic Health and Recovery Services, HOST, Egyhop, Franklin Street Harm Reduction, Hope and Healing Clinic etc.

Lastly, OlyMAP has informal partnerships with multiple local hotels that collaborate with us to provide short-term hotel stays for people experiencing homelessness in need of medical respite or a temporary place to stay while awaiting connection to improved shelter, housing or treatment. These hotels include the Holly Motel, Super 8 and Extended Stay America, who allow us to host clients at their hotels, often with discounted rates.

10. Who will provide the services, supervise the program staff and be responsible for reporting

OlyMAP's existing outreach and case management staff will provide the services

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.

offered through this program. OlyMAP has 2.5 general outreach staff and 6 outreach-based case managers. General outreach staff will be responsible for providing the basic health and safety supports offered through this program, including connection to basic and life-saving supplies, service referrals and transportation. General outreach staff include:

Tim Dominick- Site Support Worker, 2.5 years
Carter Williford- Site Support Worker, 1 year
Jim McPherson- Community Health & Site Support Worker, 1 year

Outreach based case management staff will be responsible for supporting clients served with creating goal plans, navigating and connecting to needed services, obtaining IDs and application fee supports and providing transportation. Case management staff include:

Andrea Mandt- Community Health Worker, 1 year
Jim McPherson- Community Health & Site Support Worker, 1 year
Chuck Malanitch- Community Health Worker, 2.5 years
Wendy Morris- Community Health Worker, 7 months
Jackie Soto-Oseguera- Community Health Worker, 6 months
Jen McConnell- Community Health & Site Support Worker, 7 months
Dani Littrell- Community Health Worker, 7 months

Any clients connected to a short-term hotel stay through this program will also receive support

from OlyMAP's Stability Stays staff. These staff will be responsible for moving people into hotels, hotel communication and bill payment and providing...

... case management and stability services for people during their hotel stay. These staff include:

Jen McConnell- Community Health & Site Support Worker, 7 months

Josh Ratliff- Stability Stays Program Assistant, 7 months

Michael Newmann- Stability Stays Program Coordinator, 1 month

OlyMAP's 2 Outreach Program Managers and Stability Stays Program Manager will be responsible for supervising the program and program staff, in addition to reporting requirements. These staff include:

Quinn Zigterman- Outreach Program Manager, 4 years

Jessi Willis- Outreach Program Manager, 2 years

Lizz Malanitch- Stability Stays Program Manager, 2 years

Finally, OlyMAP's administrative team will assist with program oversight, employee supervision and reporting requirements. These staff include:

Adrien Jacobson- Operations Director, 4 years

Raven Willis- People and Planning Director, 2.5 years

Tye Gundel - Executive Director, 5 years

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.

program in terms of individuals served, including minors above the age of 13, who are eligible to access our case management services as an individual. OlyMAP anticipates serving 60 people experiencing homelessness in the City of Tumwater through this project over 12 months.

The total project cost per beneficiary served is \$921.37 (55,282/60). One of the most significant costs within the project budget is the cost of providing short-term shelter stays at hotels for people experiencing homelessness in Tumwater who are in need of medical respite or a temporary place to stay while awaiting connection to treatment or improved shelter/housing. If this project service is not included, the total cost for the project is \$33,682 leaving the cost per beneficiary at \$561.37 (33,682/60).

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).

OlyMAP will outreach to locations in the City of Tumwater where people are living unsheltered a minimum of 2 days per week. Case managers may outreach additional times per week, when working closely with individuals to navigate services and attain self-identified goals. During outreach, staff will offer and provide the services described in this application to anyone living unsheltered at these locations. Services offered and provided will include: connection to case management services, service referral and navigation support, distribution of basic and life-sustaining supplies, connection to short-term hotel stays for eligible individuals, transportation to services and site support services targeted at addressing health and safety concerns related to garbage and hazardous burning.

OlyMAP staff will confirm participant eligibility prior to offering and providing services. To be

considered eligible for services, an individual must be living unsheltered within the City of Tumwater. Single adults, couples, families with children and minors above the age of 13 are eligible to access services. If OlyMAP interacts with individuals requesting services who do not meet eligibility requirements, staff will refer them to other programs and services.

Those seeking case management services will be placed on the caseload of an OlyMAP Community Health Worker, will complete an intake and work with their CHW to develop a goal plan. The CHW will work with them until all self-identified goals are attained or until the client no longer wishes to access services.

Clients who are eligible for a...

... short-term hotel stay will be referred to OlyMAP's Stability Stays staff to complete an intake. If determined to be eligible for the program and funding capacity exists to accommodate them, they will be placed at a partnering hotel and will receive ongoing case management support from Stability Stays staff for the duration of their stay.

All eligible participants may request support related to basic survival supplies, garbage removal and hazardous burning. Supply requests will be reviewed and approved through OlyMAP's Purchase Request process and site support staff will collaborate with clients to provide garbage removal and hazardous burning support.

OlyMAP staff must outreach with a minimum of 2 staff at all times. Staff are also not permitted to enter people's living structures. All OlyMAP

services are informed by and all staff receive training related to Evidenced-Based Best Practices for providing homeless services, including, but not limited to: Housing First, Trauma-Informed Care, Harm Reduction, De-escalation and Crisis Intervention, Motivational Interviewing and Participant-Led/Strengths-Based Case Management.

OlyMAP's management team, including our operations, financial and HR departments, will oversee and provide support for all program operations, supervise staff, provide additional staff training and be responsible for reporting requirements.

13. Describe your organization's policies and procedures for financial operations to assure the proper use and safeguarding of public funds.(Describe the organization's fiscal management, including internal controls and risk management, regarding: financial reporting, record keeping, accounting systems, payment approval procedures, and audit requirements and procedures.

OlyMAP maintains and utilizes comprehensive policies and procedures for financial operations to assure the use and safeguarding of public funds, which are attached to the documents tab of this application and which have been thoroughly reviewed by both funders and third-party finance experts. OlyMAP's finance department is responsible for overseeing and managing the majority of OlyMAP's financial operations. The finance department consists of our Finance and IT Director, who has served in this role for 5 years, and our Finance Assistant, who has served in this role for 2 years. OlyMAP uses Gusto, integrated with Quickbooks, to manage payroll and Quickbooks for all accounting, invoicing, documentation, reporting and other financial operations.

OlyMAP's finance department, with support and oversight from the Executive Director and Board of Directors, develop annual program budgets that are used by respective programs to guide funding decisions and restrictions. Program

Managers are required to ensure that program spending remains in alignment with the annual and monthly spending limits, in addition to other spending restrictions, such as only permitting the purchase of eligible services and supplies. All purchases of services and supplies for individuals accessing programs must be reviewed and approved through OlyMAP's Purchase Request system. Program Managers are responsible for reviewing, declining or approving these requests. Any, "atypical" purchase (i.e an item that is not often bought, such as diabetic shoes) or purchases exceeding \$1,000 or a program's monthly allotment for supplies and services must be first justified to and approved by the...

... finance department.

Any staff completing purchases (restricted to Program Managers and administrative staff) must submit receipts for all purchases to the finance department for review and reconciliation. On a monthly basis, the finance department compiles invoices, using data within Quickbooks and Gusto, as well as receipts submitted to ensure accuracy and compliance. The initial invoice packets are put together by our Finance Assistant and are reviewed by the Finance Director before submission. The Executive Director and Board Treasurer also periodically review invoice packets for compliance, monitor spending and bank activity as well as financial statements. Bank accounts are reconciled monthly. As all OlyMAP programs are currently reimbursement-based, invoices and all organizational spending are reviewed monthly by our funders, including Thurston County and CHOICE Regional Health Network.

While OlyMAP has completed periodic program and monthly financial monitoring with Thurston County, OlyMAP has only recently surpassed the funding threshold requiring a third-party audit and will be completing our first audit this year.

For more information about our organization's policies and procedures for financial operations, see policy attached to the document tab of this application.

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.)

No audit conducted in past 24 months.

16. What is the sustainability funding plan for this program? Is the program solely dependent on this award? If you have identified financial resources other than those in this current request, please identify whether the other funding is committed. What are the plans to ensure that the project is able to be fully and successfully completed? If other funds are committed, please attach a letter of commitment from the identified funding source(s). All required funds must be committed before a written

The sustainability funding plan for this program is to seek and attain funding at or greater than what is awarded for the performance period by the end of the performance period to avoid a reduction or cessation of services. OlyMAP will continue to seek this funding support from the City of Tumwater, in addition to the Healthcare Authority, CHOICE Regional Health Network and private donors. OlyMAP's work with both CHOICE and the Healthcare Authority are opening doors to new funding sources for many

agreement with Thurston County will be executed.

of the services provided through this and other OlyMAP projects. OlyMAP is optimistic that the funding support received for our services through entities such as the HCA and CHOICE will increase over the next year.

This project is also not solely dependent on this award. OlyMAP already provides outreach and case management services for people living unsheltered in the City of Tumwater, which is made possible through existing funding and contracts with Thurston County and CHOICE. However, the services OlyMAP currently provides in the City of Tumwater are extremely limited due to resource and staffing capacity. Funding sought through this application is intended to expand the services and support able to be provided in the City of Tumwater. Thurston County funding is committed through June 30, 2027. CHOICE funding is currently committed through August 1, 2026, with the expectation of contract renewal. OlyMAP can provide these contracts for confirmation of these funds, as requested.

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

Upon notification of award and award amount, OlyMAP's finance department will collaborate with Program Management, the Executive Director and Board of Directors to develop a budget for the performance period that details monthly spending expectations and limits for all spending categories. This budget, in addition to regular oversight, will be utilized to ensure that the project is completed on budget.

The administrative team will also develop any policies needed, that are not captured within existing policy, specific to this program to ensure compliance with all program requirements and

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.

will provide training for staff regarding any new policies. For example, developing a policy that outlines eligibility requirements for receiving services through this project (unsheltered within the City of Tumwater and LMI) and guidance/requirements for documenting eligibility (completion of intake form before providing services, which documents housing status and income). Developed policies will also include an updated outreach schedule and updated roles and responsibilities specific to providing outreach services within the City of Tumwater (i.e when outreach will be provided, who will participate and what their role will be).

OlyMAP will not need to hire for this project and will be able to use existing staff to provide all program services. This means that OlyMAP will be able to begin providing the services outlined in this application immediately upon contract execution (Sept. 1st, 2026). In addition to beginning to provide expanded outreach services during this first month, OlyMAP will develop a baseline assessment and survey for people living unsheltered in Tumwater designed to...

... obtain a more thorough understanding of where people are staying, who is staying where, what the needs/gaps in services are and barriers to services. The assessment and surveys will be completed throughout October, with data compiled and synthesized into a report in November. The outcome of this assessment and surveys will guide priority services for the remainder of the performance period. In July of 2028, OlyMAP will complete an end-of-performance period assessment and survey to measure program impacts and progress made towards addressing needs and barriers identified

in the baseline assessment. This data will be compiled and synthesized into an end-of-performance period report, in addition to other relevant data collected through the performance period (number of people served, services accessed, client goals attained, number of people housed etc.)

OlyMAP site support, case management and Stability Stays staff will be responsible for providing all direct services. The Program Managers will directly oversee and supervise the project and its staff. OlyMAP's Operations Director and administrative team will provide additional oversight and support and be responsible for reporting requirements. See Question #10 for more details related to roles and responsibilities.

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).

Adrien Jacobson, OlyMAP Operations Director. As OlyMAP's Operations Director, Adrien supervises and provides support for all OlyMAP programs and Program Managers. Adrien will be the primary staff responsible for supervising and providing support for the Program Managers managing this project and for ensuring that the project is completed in alignment with contract priorities and requirements. Adrien will also be the primary staff responsible for reporting requirements. Adrien has served as OlyMAP's Operations Director for 1 year and prior to that served as OlyMAP's Outreach Operations Director after serving for 2 years as the Program Manager for OlyMAP's Rights of Way Outreach Program and 1 year as an OlyMAP outreach-based case manager.

Quinn Zigterman, OlyMAP Outreach Program Manager. Quinn will be the primary staff

responsible for managing site support services provided through this project, including general outreach, supply distribution and strategies undertaken to address hazardous burning and garbage removal. Quinn will also be the primary staff responsible for supervising, training and providing support for site support staff providing services through this project, reviewing and approving purchase requests and will regularly participate in and provide direct oversight for site support outreach services. Quinn has served as an Outreach Program Manager for 3 years, after serving as an outreach-based case worker for 1 year.

Jessi Willis, OlyMAP Outreach Program Manager. Jessi will be the primary staff responsible for managing case management and service connection/navigation services provided through this project. This includes supervising, training and providing support for case management staff, ...

...reviewing and approving purchase requests, managing/assigning clients to caseloads, overseeing data collection and entry and regularly participating in and providing direct oversight for site case management and service connection outreach services. Jessi has served as an OlyMAP Outreach Program Manager for 9 months, after serving as an OlyMAP Shelter Program Manager for 1.3 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 -

Through this project, OlyMAP will exclusively serve people who are living unsheltered, a presumed LMI population. OlyMAP anticipates that 100 percent of people served will be at or below 30% AMI, assuredly well below 80% AMI.

page 1)?

Although OlyMAP will exclusively serve a presumed LMI population, OlyMAP will ensure documentation of eligibility by requiring any individual wishing to access services offered through this program to complete a program intake. This program intake will capture basic demographic information, including housing status and income. Intakes will be stored in hardcopy case files, as well as input to one or more of the following electronic data platforms: Ragic, HMIS and CCS platforms, depending on the specific services the individual accesses.

25. Is your Project currently underway?

Yes

26. Has a National Environmental Policy Act (NEPA) environmental review record been completed? Federal funding regulations require that an environmental review record be completed prior to any choice limiting actions taking place. See the Environmental Review criteria in the RFP instructions. If a NEPA environmental review record has been completed please list the agency which completed the record and the date it was completed.

Not applicable.

27. What type of activity will the project perform? The City of Tumwater is accepting applications for affordable housing and public service activities for funding.

Public Services

29. What is the service area or operation area (e.g. census tract, neighborhood)?

The City of Tumwater

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-

As this project will exclusively serve people who are living unsheltered in the City of Tumwater, it

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.	will exclusively serve a presumed LMI category. Housing status and income will be documented in new client intake forms.
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.)	OlyMAP does not have a minimum funding award for this project. Any funding awarded will support an expansion of services, though the amount received will impact the types of services able to be provided and the extent to which they can be expanded.
Verification and Signature form	Verification_and_Signature_Form_-_2026.pdf (131 KB)
Federal Funds Acknowledgement of Required Assurances form	FEDERAL_FUNDS_ACKNOWLEDGEMENT_OF_REQUIRED_ASSURANCES_FORM.pdf (164 KB)
OHHP 2026 Risk Assessment form	OHHP_2026_Risk_Assessment_CDBG.docx (70 KB)
For Non-Profits: Board Documentation (List of Board Members, Charter, By-Laws) (Required for By and For Organizations)	OlyMAP_Board_Members_and_Bylaws.pdf (147 KB) OlyMAP_List_of_BoD_members_.docx (13 KB)
For Non-Profits: Your IRS Letter of Determination of Tax Exempt Status AND your most recent IRS Form 990 Return	olymap_2024_990_Final.pdf (315 KB) olymap_501c3_determination_letter.pdf (36 KB)
Agency's most recent Fiscal Year Audit Report and/or Certified Financial Statement (If not available, attach best available financial statement)	OlyMAP_Statement_of_Activity_2025.pdf (33 KB)
Resumés	Adrien_Jacobson.docx (16 KB) Jessi_Willis_Resume.docx (16 KB) Quinn_Zigterman_Resume.docx (16 KB)
General Liability Insurance Certificate	2025-2026_Insurance_Certificate.pdf (4.20 MB)
Public Services Budget table (Excel)orPublic	2026_CDBG_OlyMAP_-_Public_Services_

Services Budget table (fillable PDF)	Budget_Table_-_FINAL_2.xlsx (15 KB)
Other attachments (Environmental Review Documentation, Project Map/Service Area, etc.)	Outreach_safety_protocols_policies_and_procedures_NOV_22.pdf (483 KB) Data_Collection_Philosophy_Policies_and_Procedures.docx (936 KB) Expense_Policies_and_Procedures.pdf (479 KB) Incident_Reporting_Policy.docx (109 KB) OlyMAP_COVID_Policies_and_Procedures.docx (339 KB) OlyMAP_Mandated_Reporting_and_Runaway_Youth_Protocol.docx (18 KB) OlyMAP_Prioritization_Strategies_for_Services_and_Supplies.docx (24 KB) Outreach_safety_protocols_policies_and_procedures_NOV_22.docx (201 KB) Reasonable_Modifications_and_Requests_Policies_and_Procedures.pdf (1.12 MB) Project_Timeline__Team_Summary_.docx (15 KB)
Description of other file attachments	Additional documents attached include the requested Project Timeline and Team Summary, as well as OlyMAP's current organizational policies and procedures relevant to this proposed project.
Last Update	2026-03-20 11:47:00
Start Time	2026-03-18 10:51:03
Finish Time	2026-03-20 11:47:00
IP	67.168.98.8
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