



CATHOLIC COMMUNITY SERVICES
 CATHOLIC HOUSING SERVICES
 OF WESTERN WASHINGTON



May 7, 2012

The Honorable Stephen Buxbaum
 Mayor of Olympia
 Olympia City Council Members
 PO Box 1967
 Olympia, WA 98507

Dear Mayor Buxbaum and Olympia City Council Members,

It is with great appreciation that Catholic Community Services is submitting a pre-application for City of Olympia 2012 CDBG Funding of \$551,500, including the Smith Building.

We are grateful to you and the Olympia City Council for making available the Smith Building in addition to CDBG funding. This is a significant opportunity in our community to address homelessness in a collaborative and comprehensive manner. We feel the Smith Building is a significant component to this application which will provide an important community benefit.

We are proposing to serve a wide variety of populations in collaboration with other agencies. This collaboration is vital to the success of this project. Catholic Community Services has been in discussion with the leaders of Community Youth Services, Behavioral Health Resources, Community Action Council and other agencies who provide services to the homeless population in our community. We are certainly aware that other respected agencies will be competing for this funding. If the Family Support Center is granted this funding, we promise to work collaboratively with them.

Catholic Community Services ensures this pre-application is consistent with the City of Olympia CDBG Consolidated Plan, Thurston County Ten-Year Homeless Plan to Reduce Homelessness and the 2012 Olympia City Council Goals to invest in downtown and inspire strong relationships. If Catholic Community Services is chosen by the Olympia City Council, we are confident of expending the CDBG funding by June 30, 2013.

Catholic Community Services has the experience, expertise and capacity for a project of this magnitude. CCS is the largest private provider of affordable housing in the state of Washington.

We appreciate your consideration of our pre-application to the Olympia City Council. If you have any questions, please contact me at (360) 753-3340 x25 or garys@ccsww.org.

Sincerely,

Gary Sandwick
 Family Center Director
 South Region

Bonnie Hill
 Program Director
 Drexel House

Agency of Catholic Community Services of Western Washington, Archdiocese of Seattle





City of Olympia | Capital of Washington State

P.O. Box 1967, Olympia, WA 98507-1967

REVISED
ATTACHMENT 6
MAY 07 2012
City of Olympia
Community Planning and Development

CITY OF OLYMPIA - COMMUNITY DEVELOPMENT BLOCK GRANT Program Year 2012 PRE-APPLICATION Please Note: 2012 Funding for Capital Projects Only

Amount Requested: \$551,500

Project Name: Thurston County Family Center

AGENCY INFORMATION:

Name: Catholic Community Services of Western Washington

Street Address: 100 - 23rd Ave. S. Seattle, WA 98144-2302

Mailing Address: 1323 South Yakima Avenue Tacoma, WA 98405

Email Address: garys@ccsww.org Website: www.ccsww.org

Phone: (360) 753-3340 Ext. 25 FAX: (360) 753-2295

Agency Director Denny Hunthausen

Application Contact Person: Gary Sandwick

Years in Existence 95 # of Staff: 3,000 # of Volunteers: 12,000

Type of Agency: Public Agency Private Non-Profit (501c3) Partnership

Corporation Sole Proprietorship Other

Federal Tax ID #: 91-1585652 DUNS# (Required): 799006341

Mission Statement:

We believe every child should grow up in a safe, loving and nurturing environment. We believe the elderly should be able to live with security and dignity. We believe healthy families should be affirmed and supported in our communities. We believe in every person having the right to a safe, affordable place to call home. We believe in compassion, love and respect for all people, especially the poor and most vulnerable. We believe in joining with others to change systems that oppress, discriminate or otherwise cause human suffering. We believe employees and volunteers should work in an environment that fosters respect, teamwork and excellence. We believe in all of these things for all people, whatever their color, whatever language they speak or however they worship.

PERFORMANCE GOALS: (number of housing units, people served, target populations)

The target populations are low-income, homeless and at-risk families with children and adults without children that lack the resources to access or obtain basic needs and/or affordable housing. Client information including placement and referrals will be tracked by service coordinators and entered into HMIS on a regular basis. The project has the potential of serving several hundreds of people a year being inclusive of all demographics. Thurston County's 2011 Point-in-time census reported 566 people were homeless (report does not separate demographics). The Thurston County Family Center project would potentially serve a minimum of 2/3 of the count or 378 unduplicated adults without children and families with children with a potential maximum of serving every homeless person in Thurston County.

MAYOR: Stephen H. Buxbaum **MAYOR PRO TEM:** Nathaniel Jones **CITY MANAGER:** Steven R. Hall
COUNCILMEMBERS: Jim Cooper, Julie Hankins, Steve Langer, Jeannine Roe, Karen Rogers

Target Population (check most appropriate):

- | | | |
|---|--|--|
| <input type="checkbox"/> Low-income area | <input checked="" type="checkbox"/> Low-income persons | <input type="checkbox"/> Seniors |
| <input type="checkbox"/> Abused/neglected children | <input type="checkbox"/> Abused spouses | <input type="checkbox"/> Migrant farm workers |
| <input type="checkbox"/> Persons living with HIV/Aids | <input type="checkbox"/> Illiterate | <input type="checkbox"/> Seriously disabled adults |

PROJECT DESCRIPTION:

The \$551,500 CDBG 2012 funds requested will be utilized for start-up costs and tenant improvements such as HVAC repairs, install or upgrade handicap accessibility (elevator, wheelchair ramp at entrance, bathrooms, parking, etc.), interior improvements (carpet/flooring, fixtures, painting, miscellaneous repairs, etc.), repair parking lot repairs, design front entrance for a secured lobby including a day resource center with computers, telephone, family room, etc.

The Thurston County Family Center will serve and respond to the needs of all families with children and individuals without children who are low-income, homeless and/or at-risk by providing :

- 1) A Central Access Point – this will allow a “no wrong door” approach that is inclusive of all populations to receive an assessment and access to appropriate services and housing. This information will be recorded in HMIS for county-wide data including identifying the demographics of who will benefit from the future development of housing at the same location of the Thurston County Family Center.
- 2) Day Resource Center – access to information to basic needs, a computer lab including a Department of Social and Health Services (DSHS) portal, telephone and staff assistance to navigate through systems.
- 3) Partnerships with Service Providers – vital and enriching services currently provided by other agencies will not be duplicated by developing partnerships with coordinators on-site who will provide direct referrals and access to appropriate programs. Catholic Community Services (CCS) is in the early discussion process with John Walsh, Chief Executive Officer of Community Action Council, Charles Shelan, Chief Executive Officer of Community Youth Services, John Masterson, Executive Director of Behavioral Health Resources and Schelli Slaughter, Executive Director of Family Support Center.
- 3) Future Housing Development – If CCS is the successful application for this project, CCS intends to apply for federal and state capital funding to develop a multi –level building with residential units for the homeless, low-income and parking (replacement for the loss of the current parking lot space due to the building) on the existing parking lot. A similar building model with 51 units was developed in 2009 in Pierce County by CCS that has a mixed population of families with children and adults without children.

LOCATION:

Smith Building 837 – 7th Street SE Olympia, Washington

PROJECT/PROGRAM REVENUE BUDGET:

Source of Program Revenue	% of Program Budget	Amount of Funding (\$)	Start/End Dates of Funding Cycle	Status (Approved or Pending)
2012 CDBG	80.67	551,500	9/1/12 - 6/30/13	Pending
Thurston County Homeless Housing O&M	14.64	100,000	9/1/12 - 8/31/13	Pending
Rental Income	4.69	32,000	1/13 - 6/30/13	Pending
TOTAL:	100%	683,500		

IDENTIFY AND DESCRIBE THE DEVELOPER'S EXPERIENCE:

Catholic Community Services and Catholic Housing Services have developed family centers and over 2,000 units of affordable housing across Western Washington.

IDENTIFY AND DESCRIBE ROLE(S) OF DEVELOPMENT PARTNERS:

Catholic Community Services will utilize expertise from our affiliate agency Catholic Housing Services for consultation, management of the development process including ownership and property management. CCS and CHS would continue to work as a development team to solicit third party professionals to assist in the design and site research.

SMITH BUILDING - IDENTIFY TERMS OF PURCHASE, IF APPLICABLE:

Catholic Community Services is proposing to purchase the Smith Building, land and parking lot for \$1.00 We will take on responsibility for on-going operations and maintenance of the facility.

IDENTIFY ANY OTHER DESIRED PARTICIPATION FROM THE CITY OF OLYMPIA, IF ANY, AND JUSTIFY THE NEED:

Catholic Community Services will make subsequent requests for capital funding to support future components of the project. We will also see the City as an important partner for on-going operating and services funding to ensure these critical services are sustained.

DESCRIBE THE DEVELOPER'S EXPERIENCE IN BUILDING "SUSTAINABLE" PROJECTS , i.e., LEED (Leadership in Energy and Environmental Design) Green Building Rating System™, BUILT GREEN™:

Catholic Community Services and Catholic Housing Services has completed two LEED certified projects and continues to meet and exceed the state's Evergreen Standards and Green Community Building standards when developing all projects including innovative designs, solar panels, central hot water heaters, photovoltaic panels for common area lighting and modular building construction methods.

CERTIFICATION:

As the applicant, I certify that all the information submitted is true and accurate, and that this agency is a federally designated tax-exempt organization with an active State non-profit corporation status. Further certification of insurance, standing Board of Director's roster and organizational chart will be submitted upon request.

Signature

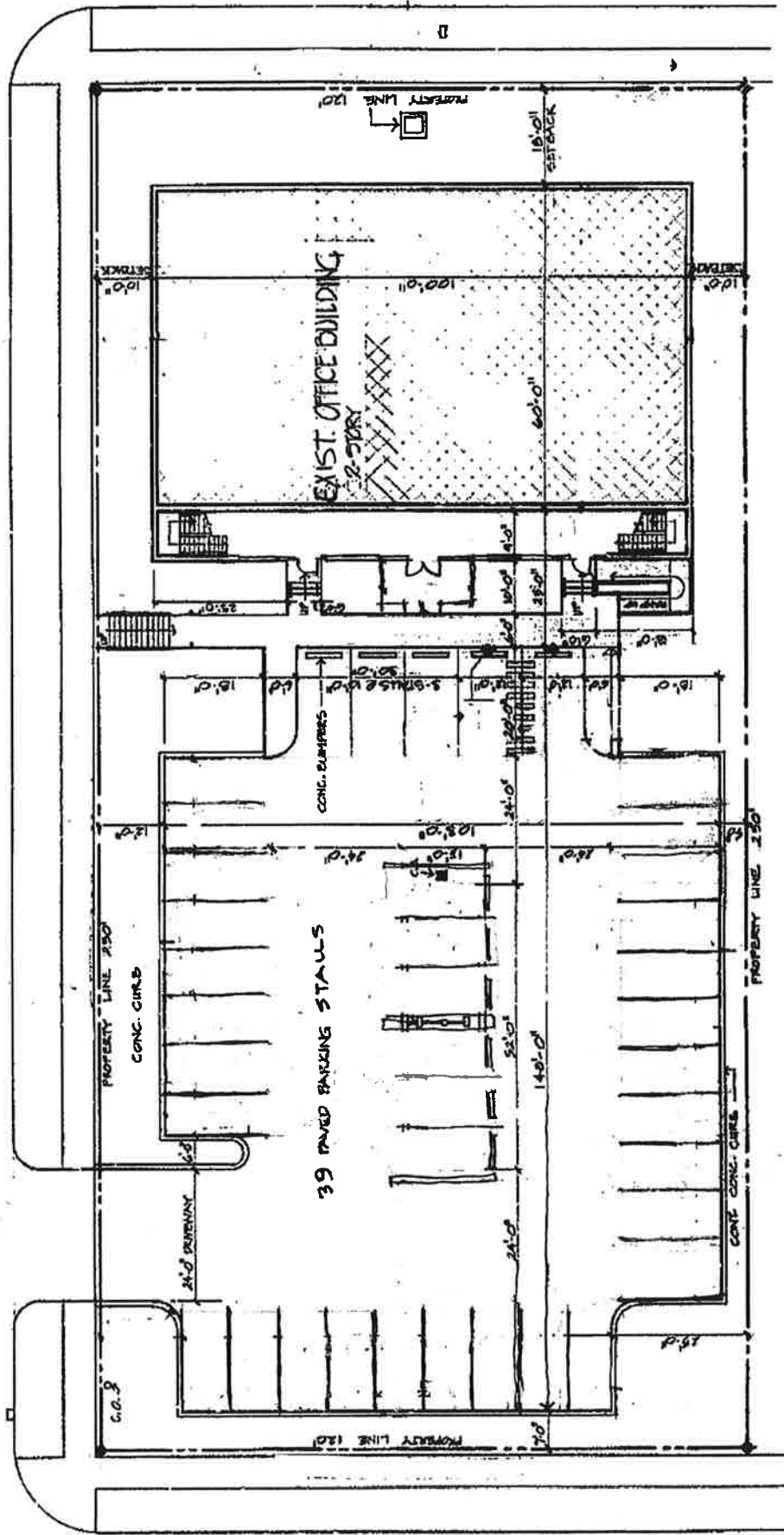
Title

Date

Attachments required:

1. Site Plan
2. Elevations
3. Conceptual Design
4. Drawing(s)
5. Proposed Agency Annual Budget
6. Last year Actual Agency Budget
7. Agency Brochure

PEAR STREET

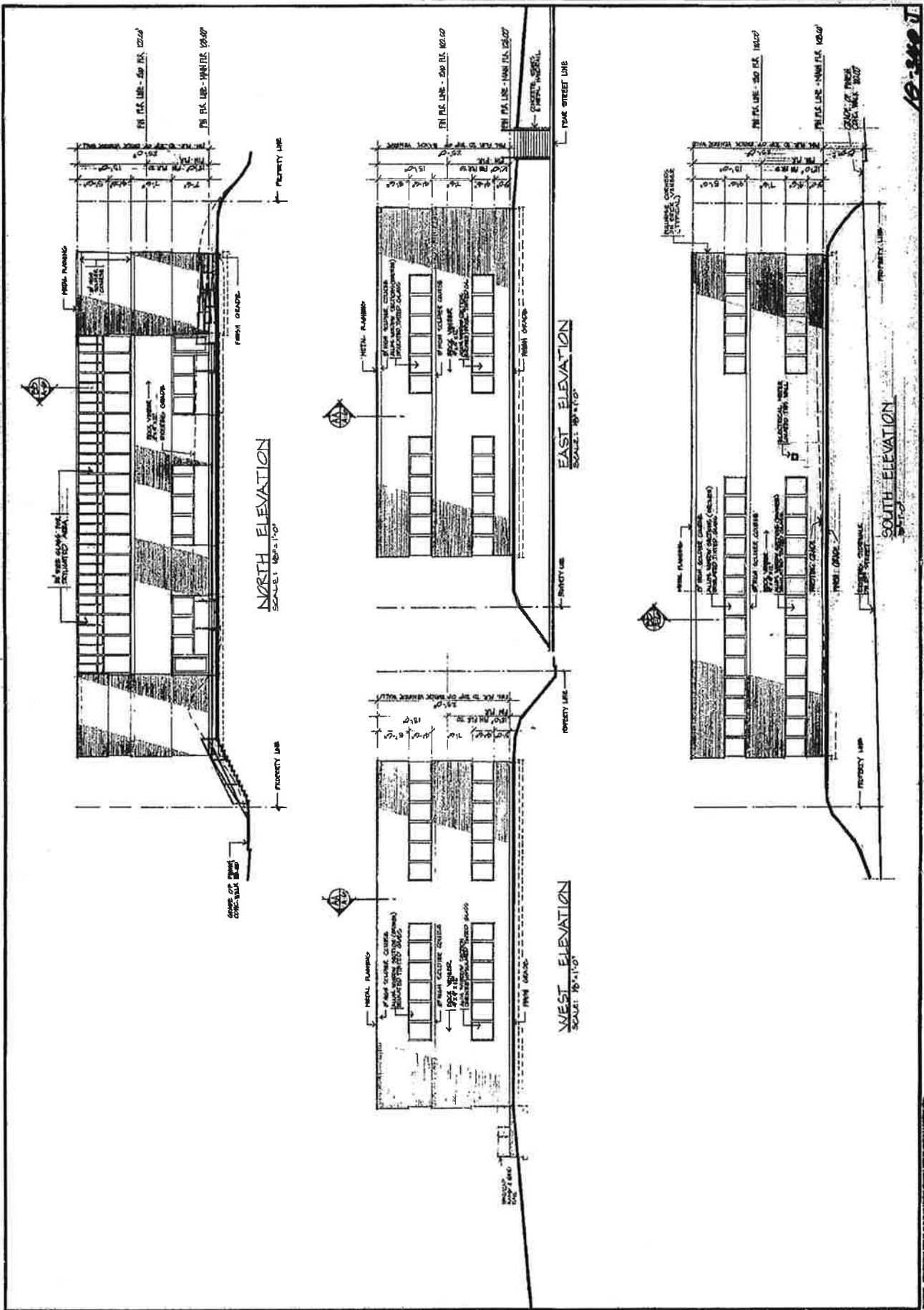


SEVENTH AVENUE

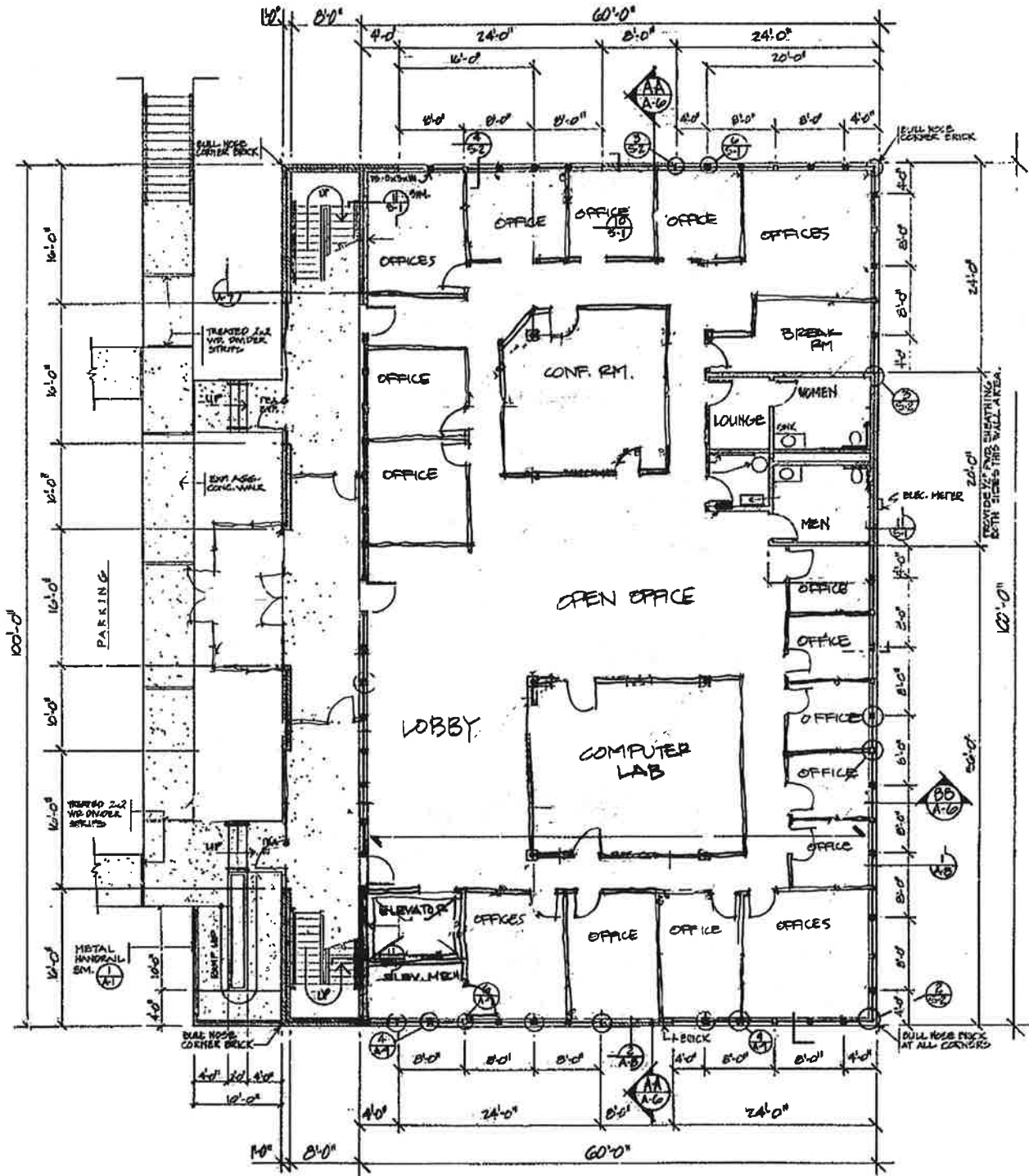
EIGHTH AVENUE



SITE PLAN

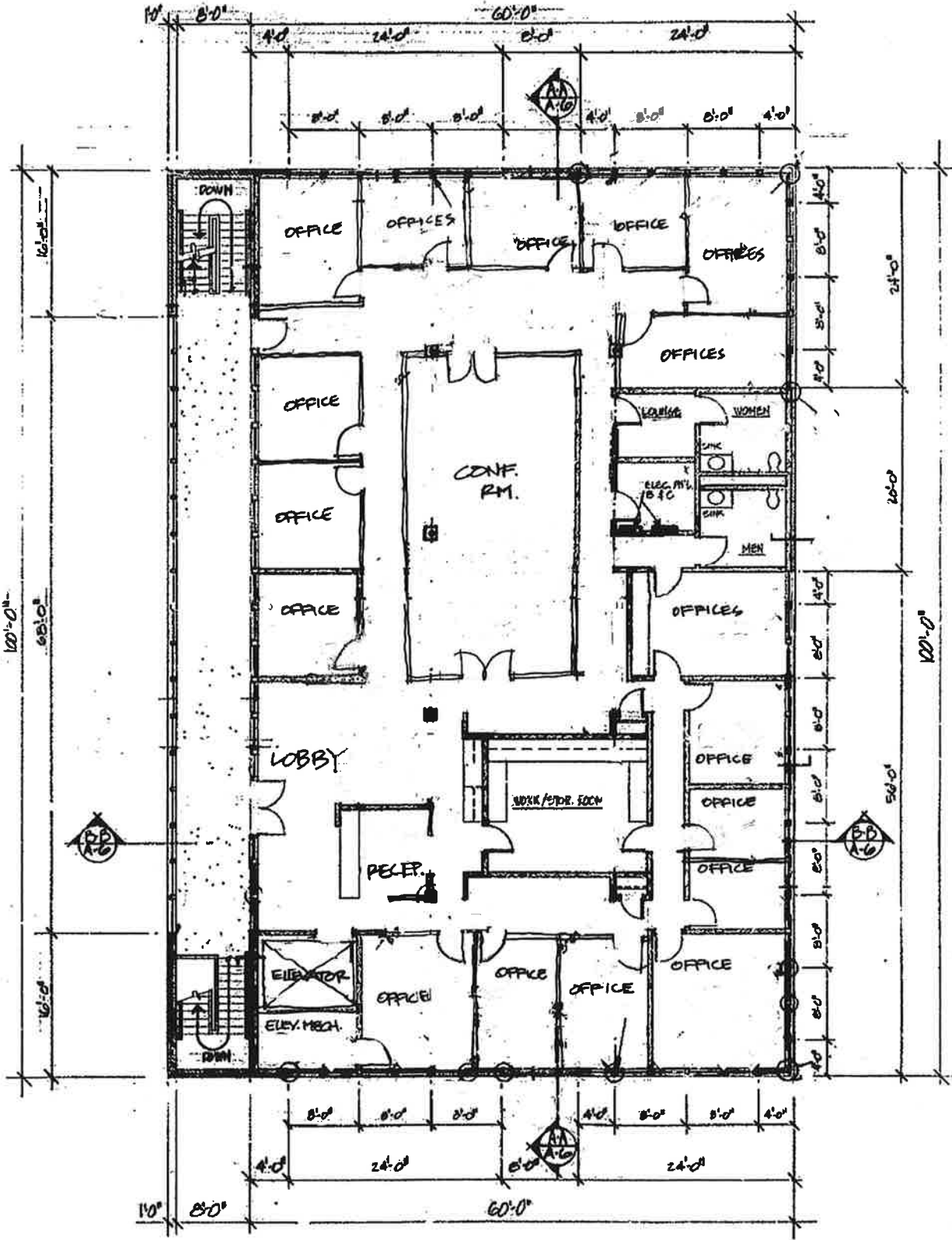


12-30-11



GROUND LEVEL FLOOR PLAN





SECOND LEVEL FLOOR PLAN



Smith Office Building Design and Construction Schedule - DRAFT- as of 5-4-2012

Prepared by Tonkin Hoyne Architecture & Urban Design

May 7, 2012	Submit Development Proposal to City of Olympia
July 13, 2012	Building code and zoning review
July 23, 2012	Start Consultant Design Development
Aug. 13, 2012	Submit for Building permits
Aug. 20, 2012	Solicit Bids
Sept. 10, 2012	Open Bids
Sept. 24, 2012	Award Construction Contract
Jan. 15, 2013	Complete Construction & start move in

Tonkin / Hoyne

ARCHITECTURE & URBAN DESIGN

Les Tonkin

Barry S. Hoyne

May 3, 2012

Cost Estimate: Smith Building 12000 SF 2 Level Building

Location: Olympia, Washington

Item Descriptions	Qty	Units	Unit Cost	Total
Division 2 Site Work				
Demolition				\$5,000
Remove damaged parking paving & median	1	EA	\$5,000.00	\$5,000
Site Work - General				\$26,000
Off Site Improvements-repair city street	0	LS	0.00	\$0
Site clearing & grading	1	LS	4000.00	\$4,000
Concrete Ramps Stairs	0	LS	0.00	\$0
Concrete Sidewalks, Curb and gutter repairs	0	LS	10000.00	\$0
Paving for Parking and Driveways - overlay	1	LS	10000.00	\$10,000
Water System	0	LS	0.00	\$0
Storm Drainage System	0	LS	0.00	\$0
Landscaping repairs	1	LS	10000.00	\$10,000
Fencing and Site Improvements	0	LS	0.00	\$0
Signage and Miscellaneous	1	LS	2000.00	\$2,000
Division 4 Concrete Work				\$0
Concrete floors	0	LS	0.00	\$0
Concrete entries porches	0	LS	0.00	\$0
Division 4 Masonry				\$0
None	0	LS	0.00	\$0
Division 5 Metals				\$12,000
Foundation & wall steel ties	1	LS	5000.00	\$5,000
Misc structural steel	1	LS	5000.00	\$5,000
Exterior railings	1	LS	2000.00	\$2,000
Division 6 Woods and Plastics				\$43,000
Plywood roof, wall and floor sheathing for structural	1	LS	3000.00	\$3,000
Wall framing	1	LS	10000.00	\$10,000
Trim at doors, windows	1	LS	5000.00	\$5,000
Elevator shaft	1	LS	25000.00	\$25,000
New cabinets	0	LS	30000.00	\$0
Division 7 Thermal and Moisture Protection				\$8,000
Insulation to roof & exterior walls	0	LS	0.00	\$0
Roofing repairs	1	LS	8000.00	\$8,000
Gutters and downspouts	0	LS	0.00	\$0
Division 8 Windows and Doors				\$26,500
Entry and exits doors and hardware	3	EA	500.00	\$1,500
Interior doors / hardware	1	EA	5000.00	\$5,000
Windows & Skylight repairs	1	EA	20000.00	\$20,000

Item Descriptions	Qty	Units	Unit Cost	Total
Division 9 Finishes				\$54,000
Gypsum wallboard unfinished	1	LS	25000.00	\$25,000
New flooring	1	LS	10000.00	\$10,000
Exterior painting	1	LS	8000.00	\$8,000
Interior painting, walls and ceilings	1	LS	10000.00	\$10,000
Sealants	1	LS	1000.00	\$1,000
Division 10 Specialties				\$1,000
Fire Extinguishers	1	LS	1000.00	\$1,000
Division 11 Equipment				\$0
New appliances	0	EA	0.00	\$0
Division 12 Furnishings				\$10,000
Window blinds	1	LS	5000.00	\$5,000
Bath furnishing	1	LS	5000.00	\$5,000
Division 14 Conveying Equipment				\$50,000
New 2 stop hydraulic	1	LS	50000.00	\$50,000
Division 15 Mechanical				\$43,000
Bath rough plumbing	1	LS	9000.00	\$9,000
Water heating	0	LS	0.00	\$0
HVAC system repairs	1	LS	34000.00	\$34,000
Exhaust fans and ducts at baths	0	LS	0.00	\$0
Division 16 Electrical				\$60,000
Lighting, wiring and power repairs	1	LS	20000.00	\$20,000
Smoke detectors & fire alarm system	1	LS	20000.00	\$20,000
Computer & phone systems changes	1	LS	20000.00	\$20,000
Building Costs				\$307,500

SUMMARY			
Building Cost			\$307,500
Site Cost - General			\$26,000
Subtotal Site and Building Cost			\$333,500
General Conditions, Insurance	5%		\$16,675
Contractor OH & P	10%		\$33,350
Total Bid Construction Cost			\$383,525
A & E Costs	12%		\$46,023
Permits, testing and special inspections	1%		\$3,835
Construction Contingency	10%		\$38,353
Sales Tax	9%		\$34,517
Total Construction Cost			\$506,253

**2012 CDBG PRE-APPLICATION
THURSTON COUNTY FAMILY CENTER PROJECT
PROPOSED BUDGET SUMMARY FY12-13**

REVENUE:

2012 COMMUNITY DEVELOPMENT BLOCK GRANT	551,500
THURSTON COUNTY HOMELESS HOUSING O&M	100,000
RENTAL INCOME	32,000
TOTAL REVENUE	683,500
NET REVENUE	683,500

OPERATING EXPENSES:

FIXED SALARY	95,000
SUPPLIES	5,000
TELEPHONE/COMMUNICATION	2,500
LEASED PARKING	16,000
OCCUPANCY - UTILITIES/OTHER	25,000
TENANT IMPROVEMENTS	506,253
HVAC SERVICE AGREEMENT	7,500
SECURITY	8,500
ELEVATOR	3,800
SHARED DIRECT - FACIL & TECH	5,656
	675,209
ADMIN INDIRECT ALLOCATION	8,000
TOTAL FIXED COSTS	683,209
EXCESS (DEFICIT) FROM OPERATIONS	291



■ 711 State Ave NE, Olympia, WA 98506 ■ Phone 360.943.0780 ■ Fax 360.943.0785 ■ www.communityyouthservices.org

May 4, 2012

Mayor Stephen Buxbaum
Olympia City Council Members
P.O. Box 1967
Olympia, WA 98507-1967

Dear Mayor Buxbaum and Olympia City Council Members,

I am writing this letter in support of the Catholic Community Services application for a proposed project with the City of Olympia 2012 Community Development Block Grant and the Smith Building.

I support the service concepts of Catholic Community Services of 1) providing a central access point or "no wrong door" for anyone at-risk or currently homeless; 2) enhancing and developing partnerships with community service providers that are providing vital and enriching services and/or housing; 3) providing a day resource center with computers and information to access basic needs and 4) future development of innovative, service enriched, affordable low-income housing in keeping with our community's plan to end homelessness. These service concepts will address multiple needs in the community including the specific goals of the City of Olympia request for proposal, such as the City of Olympia CDBG Consolidated Plan, the Thurston County's Ten-Year Plan to End Homelessness, investment in downtown and inspiring strong relationships while assisting the most poor and vulnerable citizens of our community.

Catholic Community Services has served Thurston County for over 30 years and continues to maintain a high level of service and housing delivery that is well respected among those experiencing homelessness and with other social service providers.

We strongly encourage the Olympia City Council Members to support Catholic Community Services proposed application in assisting Thurston County and the City of Olympia to make strides towards the community goal of ending homelessness by 2015.

Sincerely,

Charles Shelan
Chief Executive Officer
Community Youth Services





Community Action Council

of Lewis, Mason & Thurston Counties

May 7, 2012

The Honorable Stephen Buxbaum
 Olympia City Council Members
 P.O. Box 1967
 Olympia, WA 98507-1967

Re: Letter of Support for
 CDBG Funding

Dear Mayor Buxbaum and Olympia City Council Members,

I am writing in full support of the Catholic Community Services application for a proposed project with the City of Olympia, 2012 Community Development Block Grant (CDBG) and the Smith Building Project.

I totally support the service concepts of Catholic Community Services as follows:

- Providing a central access point or “no wrong door” for anyone at-risk or currently homeless.
- Enhancing and developing partnerships with community service providers that are providing vital and enriching services and/or housing.
- Providing a day resource center with computers and information to access basic need.
- The future development of innovative, service enriched, affordable, low-income housing in keeping with our community’s plan to end homelessness.

These service concepts will address multiple needs in the community including the specific goals of the City of Olympia’s request for proposal, such as the City of Olympia Community Development Block Grant Consolidated Plan, the Thurston County’s Ten-Year Plan to End Homelessness, investment in downtown and inspiring strong relationships while assisting the most poor and vulnerable citizens of our community.

Catholic Community Services has served Thurston County for over thirty and continues to maintain a high level of service and housing delivery. They are well respected among those experiencing homelessness and with other social service providers.

Serving our communities for over 46 years
www.caclmt.org

Lewis County
 409 N Tower Ave, Centralia, WA 98531
 (360) 736-1800 Fax (360) 736-1891

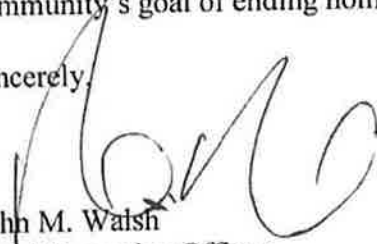
Mason County
 807 W Railroad Ave, Shelton, WA 98584
 (360) 426-9726 Fax (360) 427-8407

Thurston County
 420 Golf Club Rd. SE, Ste 100, Lacey, WA 98503
 (360) 438-1100 Fax (360) 491-7729

Letter of Support
Page 2 of 2

We implore the Olympia City Council Members to support Catholic Community Services proposed application in assisting Thurston County and the City of Olympia to make strides towards the community's goal of ending homelessness by 2015.

Sincerely,

A handwritten signature in black ink, appearing to read 'John M. Walsh', written over a faint circular stamp or watermark.

John M. Walsh
Chief Executive Officer
Community Action Council of Lewis, Mason & Thurston Counties
420 Golf Club Rd SE
Lacey, WA 98503



Housing Authority of Thurston County
1206 12th Avenue SE • Olympia, WA 98501
Tel: (360) 753-8292 • Fax: (360) 586-0038
www.hatc.org

May 4, 2012

Mayor Stephen Buxbaum
Olympia City Council Members
P.O. Box 1967
Olympia, WA 98507-1967

Dear Mayor Buxbaum and Olympia City Council Members,

I am writing this letter in support of the Catholic Community Services application for a proposed project with the City of Olympia 2012 Community Development Block Grant and the Smith Building.

I support the service concepts of Catholic Community Services of 1) providing a central access point or "no wrong door" for anyone at-risk or currently homeless; 2) enhancing and developing partnerships with community service providers that are providing vital and enriching services and/or housing; 3) providing a day resource center with computers and information to access basic needs and 4) future development of innovative, service enriched, affordable low-income housing in keeping with our community's plan to end homelessness. These service concepts will address multiple needs in the community including the specific goals of the City of Olympia request for proposal, such as the City of Olympia CDBG Consolidated Plan, the Thurston County's Ten-Year Plan to End Homelessness, investment in downtown and inspiring strong relationships while assisting the most poor and vulnerable citizens of our community.

Catholic Community Services has served Thurston County for over 30 years and continues to maintain a high level of service and housing delivery that is well respected among those experiencing homelessness and with other social service providers.

We strongly encourage the Olympia City Council Members to support Catholic Community Services proposed application in assisting Thurston County and the City of Olympia, to make strides towards the community goal of ending homelessness by 2015.

Sincerely,

ado Pomp"

Chris Lowell
Executive Director



JOIN US IN OUR 93RD YEAR OF MINISTRY

Rooted in Catholic Social Teaching and the Gospel imperative, Catholic Community Services and Catholic Housing Services are outreaches of the Catholic Church in Western Washington, under the leadership of the Archbishop of Seattle and the Boards of Trustees. CCS and CHS answer the Gospel call to loving and compassionate service with particular concern for the sanctity of human life from conception to natural death and the dignity of the human person. Our employees and volunteers come from many faith traditions to serve and support poor and vulnerable people through the provision of quality, integrated services and housing. Our focus is on those individuals, children, families and communities struggling with poverty and the effects of intolerance and racism. We actively join with others to work for justice.

For nearly a century people have entrusted Catholic Community Services and Catholic Housing Services to help children, families, individuals, elderly and people with disabilities in need throughout Western Washington. How can you help?

BECOME A VOLUNTEER

Each year over 15,000 volunteers serve food to the hungry, tutor youth struggling in school, assist staff at CCS child care/early learning centers, and help elderly and disabled persons live independently. To learn more about the hundreds of volunteer opportunities available, please contact the CCS Family Center listed below or visit www.ccsww.org.

SUPPORT CCS WEEK

Support CCS Week at your parish, by mail, online and/or become a CCS Week speaker. Call 800-499-5979, Ext. 5707, to learn more.

MAKE A DONATION

In addition to gifts of cash, stock, real estate and vehicles, you can also designate CCS/CHS through your local United Way Campaign. To learn more, call 800-499-5979, Ext. 5707, or visit www.ccsww.org/donations.

ARRANGE A MATCHING GIFT

Double the impact of your gift by asking if your company provides matching funds for your donation.

LEAVE A LEGACY

Join the CCS/CHS Good Samaritan Society by leaving a legacy through your will, trust or estate. To learn more call 800-499-5979 Ext. 5707 or e-mail development@ccsww.org.

THURSTON COUNTY FAMILY CENTER

SERVING THURSTON, LEWIS AND MASON COUNTIES

604 Devoe Street SE
Olympia, WA 98501
360-753-3340



www.ccsww.org

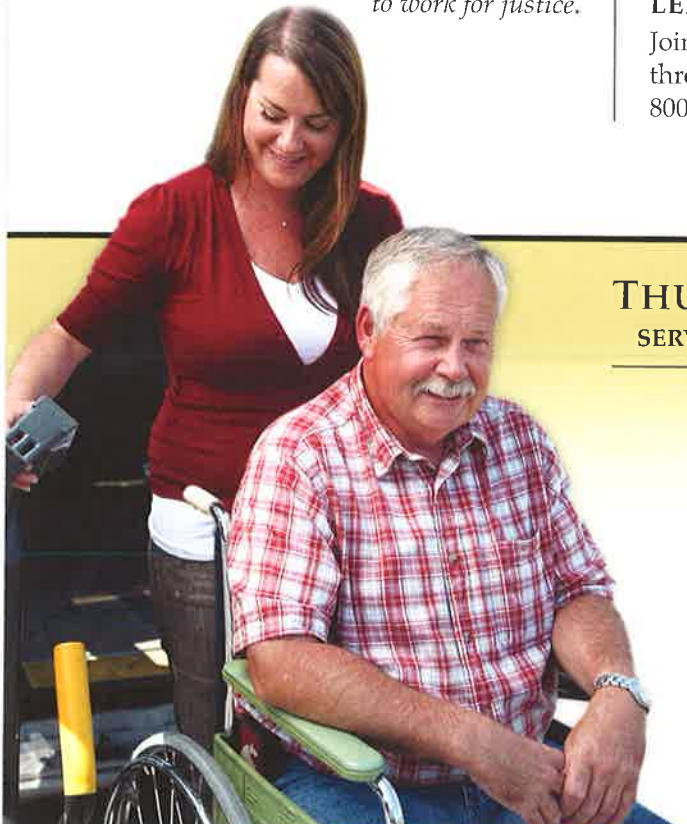
En Español: Para más información en programas y servicios que ofrece CCS visite www.ccsww.org.



THURSTON COUNTY FAMILY CENTER

SERVING THURSTON, LEWIS AND MASON COUNTIES

OUR MISSION IS COMPASSION



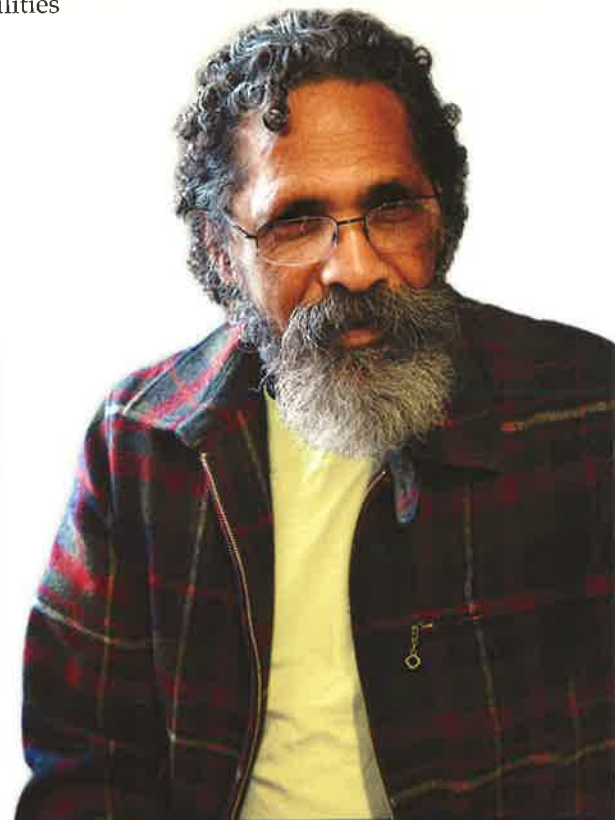
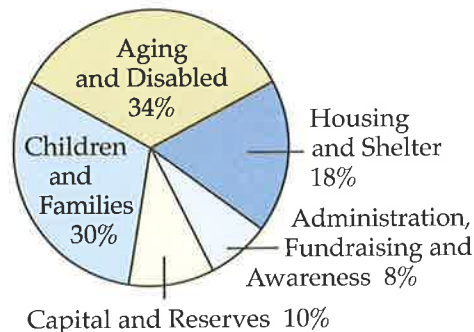
WE ARE CATHOLIC COMMUNITY SERVICES

Catholic Community Services and Catholic Housing Services of Western Washington serve over 81,000 people each year through more than 150 programs, including:

- 12 Family Centers with programs designed to stabilize and strengthen families and individuals
- 2,042 affordable permanent housing units for adults, families, seniors and people with special needs
- More than 50 emergency shelters, transitional housing and homelessness prevention programs
- Professional, intensive Family Preservation services for families of children with complex needs
- Over 1.4 million meals served each year at meal sites, food pantries and other programs
- 136,000 hours of Volunteer Chore Services to seniors and vulnerable adults
- Foster care programs serving children of all ages, abilities and needs
- 1.8 million hours of home care for seniors and people with disabilities
- Addiction recovery services for more than 5,000 individuals
- Catholic Immigration Legal Services to over 800 clients
- Literacy and early learning programs
- Children's mental health programs
- Pregnancy support and Project Rachel
- Statewide adoption services

EVERY DOLLAR MAKES A DIFFERENCE

As good stewards of your gifts, we are pleased to report that 92¢ of every dollar spent goes directly to those in need.



OUR WORK IN YOUR COMMUNITY

SHELTERS AND HOMELESS SERVICES

THE COMMUNITY KITCHEN 360-349-2808

Serves a nutritious breakfast, lunch and dinner seven days a week at its Salvation Army site, and lunch four days a week to teens at the Community Youth Services site.

DREXEL HOUSE 360-753-3340

Provides a 16-bed emergency men's shelter, 25 furnished single occupancy studio apartments with transitional services; and 10 permanent supportive housing units for disabled adults without children, a history of chronic homelessness and in need of a more intensive and specialized program. Applicants must be income-eligible and homeless.

HOUSING

CATHOLIC HOUSING SERVICES

360-352-4321 – Senior Housing
360-736-0558 – Farm Worker Housing
Provides permanent housing for income-eligible seniors in Tumwater, and for farm workers and their families in Lewis County.

FARM WORKER HOUSING 360-736-0558

Provides permanent housing for income-eligible farm workers and their families in Lewis County.

TUMWATER APARTMENTS 360-352-4321

Provides permanent housing for income-eligible seniors in Tumwater.

FAMILY AND YOUTH SERVICES

CATHOLIC ADOPTION SERVICES OF WASHINGTON STATE

206-328-5921 or 877-865-5944
Whether a birth mother decides to parent or place for adoption, CCS provides adoption services throughout Washington State.

FAMILY PRESERVATION SYSTEM 360-878-8248 or 888-322-7156

Provides care using an individualized and tailored approach. Services are designed for children/youth and families with multiple and complex needs.

ST. MIKE'S TIKES EARLY LEARNING CENTER

360-586-1585
Provides care for children ages 6 weeks to 12 years. Classroom curricula are designed to meet the social, emotional, physical, cognitive and personal needs of each child.

SENIORS AND PEOPLE WITH DISABILITIES

FOSTER GRANDPARENT PROGRAM 253-502-2743

Seniors provide one-on-one emotional support, mentoring and tutoring to children from preschool ages to 18 years at schools and other sites.

HOME CARE FOR ELDERS AND PEOPLE WITH DISABILITIES

877-870-1582
CCS provides affordable non-medical assistance to aging persons and those with disabilities living in their own homes. Training for care-givers is provided in multiple languages including English, Spanish, Vietnamese, Somali, Russian, Cantonese and Korean. Bilingual staff are available to serve Latinos.

VOLUNTEER CHORE SERVICES 800-783-8193

Volunteers help elders and adults with disabilities remain independent in their own homes. Services are provided at no charge for those individuals who cannot afford to pay for assistance.

ADDITIONAL SERVICES

PROJECT RACHEL

800-822-HOPE or 206-450-7814 *En Español*
Provides healing and support in a confidential environment for women and men who have experienced an abortion.

PROGRAMAS Y SERVICIOS EN ESPAÑOL

Servicios Comunitarios Católicos les ofrece algunos programas y servicios en español, incluyendo los siguientes:

Servicios de Vivienda Católicos

360-352-4321 *Vivienda para mayores*
360-736-0558 *Vivienda para trabajadores granjeros*
Provee vivienda permanente en Tumwater para personas mayores con ingresos elegibles, y para trabajadores granjeros y sus familias en el condado Lewis.

Cuidado en el hogar para personas mayores y con discapacidades

877-870-1582
Servicios Comunitarios Católicos provee asistencia no-medica asequible para personas mayores y aquellos con discapacidades viviendo en sus hogares. El entrenamiento para los cuidadores es proveído en múltiples idiomas incluyendo español. Personal bilingüe esta disponible para servir a los latinos.

Proyecto Rachel

800-822-HOPE
206-450-7814 *En Español*
Proyecto Rachel provee sanamiento y apoyo en un ambiente confidencial para mujeres y hombres que han estado involucrados en un aborto.

Para mas información sobre estos programas y servicios al igual que otros ofrecidos a través de Servicios Católicos Comunitarios, por favor visite nuestra pagina en la web www.ccsww.org o llámenos a los teléfonos localizados al reverso de este folleto.





"Building strong, healthy, self-sufficient families since 1992"

Website: www.fscss.org

108 State Avenue - Downtown Olympia - Corner of State and Capitol Way
PO Box 784, Olympia, WA 98507-0784 Phone: (360) 754-9297 Fax: (360) 528-2004

City of Olympia
Re: 2012 Community Development Block Grant Proposal
PO Box 1967
Olympia, WA 98507-1967



Dear Mayor Buxbaum and City Council Members,

We appreciate this opportunity to submit a proposal to the City of Olympia for 2012 CDBG capital project funding. The Family Support Center of South Sound is grateful to the city's leadership for your ongoing commitments to support local efforts which benefit low-income Olympia residents, especially families with children.

Since 1992, the Family Support Center has been actively engaged in "working together to strengthen all families." Our approach, promoting family self-sufficiency to create lasting personal and community change, has helped thousands of families move from crisis and vulnerability toward family safety, stability and independence. We've adapted over the past 20 years, broadening our original focus to include emergency shelter and supportive service programs which offer the longer term support needed by many of today's families to achieve and maintain self-sufficiency.

The Family Support Center has a long history with the City of Olympia, partnering with the City to operate, maintain, and manage the historic, city-owned 1912 City Hall/Fire Station for the benefit of local families with children and the greater community, for the last twenty years. The Family Support Center has also received City of Olympia CDBG funds for several years and exceeded performance measures each year. The Family Support Center has demonstrated success in providing homeless services, prevention, and housing to at-risk families with children and receives a variety of federal, state, and local funds to support this effort.

Most recently, the Family Support Center has been a part of the City funded Homeless Prevention Partnership, which further established the Family Support Center as the coordinated entry point for ALL homeless families with children in Thurston County in partnership with CYS for homeless youth, and SideWalk (program of Interfaith Works) for homeless single adults.

The Family Support Center believes that continuing the coordinated entry system we have successfully established working together in partnership with other experienced and successful providers, is a best practice strategy and is essential in our community. The Family Support Center works closely with all local homeless providers and is the primary point of intake, assessment, referral, screening, and placement site for the family shelter system for families with children in our community, providing an essential service to our partners, Out of the Woods and Thurston County Housing Authority emergency apartments.

"working together to strengthen all families"

EXECUTIVE DIRECTOR: Schelli Slaughter BOARD MEMBERS: Jane Field • Neil McClanahan • Douglas McCudden • Pati Hanson • Lisa Sutton • Kristy Whitdatch
OFFICERS: Rachael Langen-Lundmark, Chair • MaryAnne Lindeblad, Vice Chair • Sara Holt-Knox, Secretary • Brett Lorentson, Treasurer

We recognize that different homeless populations each have their own specific needs and natural entry points into the system. Centralizing services for all homeless populations in one location is not always feasible, desirable, appropriate, or safe; a lesson that has been learned by the Family Support Center, the Salvation Army, and other service providers who have in the past served all homeless populations in one location. Our innovate proposal further establishes the continuum of care needed for homeless families with children by bringing together many services in one location uniquely designed to meet the special needs of this population such as prevention services, supportive services such as case management, emergency shelter, and service-enriched affordable family housing in the downtown core, where families can readily access services and positively engage in the downtown community.

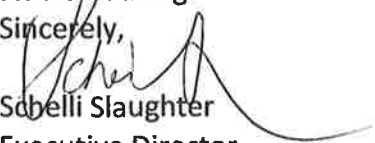
The Smith Building Family Shelter and Affordable Housing project is the logical next step for the City of Olympia's CDBG funding and for the Family Support Center. Family homelessness in Thurston County, as measured annually by both school district counts of homeless students and the county's point in time count, continues to rise. Meanwhile, local family shelter capacity has not grown and affordable housing for low income families remains out of reach for too many of our neighbors. This project would increase much needed emergency shelter capacity to include 32 family/child shelter beds and create 7 affordable housing units for families with children.

Recently published ACES (Adverse Childhood Experience Survey) data shows Thurston County as one of the three WA counties with the highest ACES incidence rates. High incidence rates of ACES experiences are directly related to problems (health, alcohol/substance, incarceration, domestic violence) later in life. To help mitigate the negative future impacts of Thurston County's high ACES rates, providing additional safe and secure emergency shelter and permanent housing units for homeless families is an excellent strategy. *"Families who have experienced homelessness have much higher rates of family separation than other low-income families."* (The National Center of Family Homelessness Fact Sheet, rev. 12/11)

The Family Support Center recognizes our valuable and highly qualified fellow nonprofit applicants seeking CDBG funding for the Smith Building Project. We extend our best wishes to them and to you as you make the decision to put this amazing resource to best use for our community and the City of Olympia citizens. We will support and seek to further partner to the greatest extent possible with any agency that is selected.

We invite the City of Olympia, through your 2012 CDBG funding, to be a primary initial investor in this exciting and necessary expansion of innovative shelter and housing for homeless and low-income families. Thank you for your renewed commitment to ensure that Olympia is a city where all families, especially their children, can live together within the safety and security of stable housing.

Sincerely,


Schelli Slaughter
Executive Director

schellis@fscss.org 360-754-9297 x211


Matt Hornyak
Development Director

matth@fscss.org 360-754-9297 x201



REVISED
MAY 07 2012
City of Olympia
Community Planning and Development

CITY OF OLYMPIA - COMMUNITY DEVELOPMENT BLOCK GRANT

Program Year 2012 PRE-APPLICATION

Please Note: 2012 Funding for Capital Projects Only

Amount Requested: \$551,500 (\$506,500 in CDBG capital funds + \$45,000 in operation funds)

Project Name: Family Support Center: Smith Building Family Housing Units

AGENCY INFORMATION:

Name: Family Support Center of South Sound

Street Address: 108 State Avenue NW Olympia, WA 98507

Mailing Address: PO Box 784 Olympia, WA 98507-0784

Email Address: matth@fscss.org Website: www.fscss.org

Phone: 360-754-9297 x 201 FAX: 360-528-2004

Agency Director Schelli Slaughter

Application Contact Person: Matt Hornyak

Years in Existence 20 # of Staff: 20 # of Volunteers: 80

Type of Agency: Public Agency Private Non-Profit (501c3) Partnership

Corporation Sole Proprietorship Other

Federal Tax ID #: 91-2003828 DUNS# (Required): 01-463-4914

Mission Statement: ***"Working together to strengthen all families"***

PERFORMANCE GOALS: (number of housing units, people served, target populations)

Smith Building Family Shelter and Affordable Housing Project will create a total of 7 innovative first floor emergency shelter units, creating 32 emergency shelter beds for families with children to include on-site supportive and preventative services, and 6 permanent service-enriched affordable housing units for formerly homeless families/children with a capacity for 28 individuals on the second floor. This project doubles existing capacity for homeless families with children.

Eligible families will meet all CDBG guidelines and will be at or below 80% of the median area income guidelines. Currently, nearly all of FSCSS's client families fall within these income guidelines. Each sheltered family is required to participate in case management to identify personal assets (e.g. job skills, education, veteran status), areas requiring improvement and development of action plans which will stabilize and improve their family situation. This case management model will be at the core of the project's service enriched activities.

The Family Support Center of South Sound (FSCSS) was created in 1992 as a 501c3 non-profit family & child service agency located in the heart of historic downtown Olympia. For over 20 years we've provided centralized supportive services for families and children through collaboration with co-

located and community-based partner agencies. In 2009, FSCSS developed and opened the 24-30 bed Family Support Shelter in response to the sudden announcement that Olympia's only emergency family shelter was ceasing operations. The Family Support Shelter is open 7 days per week from 5pm to 7am; greeter and overnight host staffing are 100% provided by volunteers and supported by an FSCSS shelter coordinator (paid staff position).

In addition to operating the Family Support Shelter, FSCSS's family programs include: Family Resource Services (homelessness prevention), Homeless Family Services, Parent Education and Supervised Visitation for Foster Children.

Target Population (check most appropriate):

- | | | |
|---|--|--|
| <input type="checkbox"/> Low-income area | <input checked="" type="checkbox"/> Low-income persons
(Families with children) | <input type="checkbox"/> Seniors |
| <input type="checkbox"/> Abused/neglected children | <input type="checkbox"/> Abused spouses | <input type="checkbox"/> Migrant farm workers |
| <input type="checkbox"/> Persons living with HIV/Aids | <input type="checkbox"/> Illiterate | <input type="checkbox"/> Seriously disabled adults |

PROJECT DESCRIPTION:

The Smith Building Family Shelter and Affordable Housing Project is a multi-family housing structure which will offer 13 new family housing/shelter units of service-enriched emergency shelter and permanent low income/affordable housing for families. The project will remodel and repurpose the City of Olympia's Smith Building property to create a blend of first floor individual family shelter units, including an ADA accessible unit, and second floor 2 and 3 bedroom affordable service-enriched permanent housing units. The second floor permanent affordable housing units will be rented according to HUD guidelines for low income housing, including project based (Section 8) voucher eligibility. Rental income from the second floor apartments will help offset ongoing operating expenses for the whole building.

Programmatic needs for an indoor play area, onsite supervision, case management, community meetings, etc., will be accommodated through a planned first floor office and meeting room area. Homeless families with children receive individualized case management and prevention services support to stabilize their situation and move forward effectively and to maintain permanent housing and self-sufficiency.

Upon project completion, the existing 24-30 bed Family Support Shelter located in the basement of the downtown Olympia First Christian Church will move to the Smith Building, creating a more appropriate shelter designed to meet the unique needs of families with children. Having an entire building dedicated to housing families with young children will allow for 24-hour operations (the current shelter opens each day at 5pm and families must leave each morning at 7am). The First Christian Church is committed to maintaining their basement space as an emergency shelter; one proposal under their consideration is to create a year-round permanent adult women's emergency shelter (replacing the varied location-it rotates among churches- seasonal November through March women's overflow shelter). New shelter operations at First Christian Church will be separately (from FSCSS) developed and managed by new partners directly related to the population, e.g. single adult women, being sheltered, which will strengthen and increase capacity within the entire homeless system and efficiently utilize existing space designed and available to support homeless individuals.

This project will also have the added forward-looking benefit of ensuring that existing emergency shelter capacity remains viable. Out of the Woods currently operates out of an older 3-unit structure. Should they decide it is their most advantageous new option, a new level of collaboration (with Out of the Woods co-located at the Smith Building Family Housing Units) may be explored.

The Smith Building Family Housing project directly addresses:

- a. Olympia's CDBG Consolidated Plan Priority Homeless Needs (pg. 71) of "Homeless families and youth" and "Prevention activities such as case management..." Also, Proposed Strategic Plan (pg. 105) activities 2 and 3, "Expand housing stock...for affordable housing development" and activity 3, "Social service funding."
- b. Thurston County's Ten-Year Plan to Reduce Homelessness (pgs. 7-8; Revised Plan) Objectives 1 (Expand the Supply of Homeless Housing Units), 2 (Expand the Supply of Affordable Housing Units), 7 Enhance Supportive Housing Services and Prevention.
- c. Olympia's 2012 Council goal to "Inspire strong relationships." Consistent with the Family Support Center's mission "Working together to strengthen all families," this project makes possible a truly 24/7/365 shelter & housing structure for homeless, at risk families, low income families. Individual family shelter units with built in furnishings replace sleeping mats in a large church basement room. No longer will families and their young children be forced onto the streets each morning at 7am in inclement weather and/or ill health. Stronger relationships of all types (parents & their children, family to family, family to case manager, families and the larger community) leading to stronger families and improved family outcomes, will be forged through the creation of the Smith Building Family Shelter and Affordable Housing Project.

At the service delivery level, "Inspire strong relationships" will take on new and deeper meaning. FSCSS has active existing collaborations with Out of the Woods (we screen, refer and case manager OOTW families), SafePlace (domestic violence victim families are frequently assisted at FSCSS in collaboration with SafePlace when they are at full capacity), the Housing Authority of Thurston County (FSCSS screens, refers, places and case manages families for the HATC's Emergency Apartments) and the City of Olympia's Homeless Prevention Partnership – (HPP members are CYS, SideWalk and the Family Support Center). Together, we actively collaborate in a spirit of "there is no wrong door" to help find shelter and/or housing for **every** member of our community's homeless population. All these existing collaborative relationships will be enhanced by the new family housing created by the Smith Building Family Shelter and Affordable Housing Project.

We are informally aware of other worthwhile applications being submitted for 2012 Olympia CDBG funding by valued community partners with whom we currently collaborate. FSCSS pledges, whatever the outcome of the CDBG grant process, to support the winning proposal/proposer to the greatest extent possible in order to ensure the highest measure of success for these funds and their intended homeless and at risk beneficiaries.

Project Readiness: The Smith Building Family Shelter and Affordable Housing Project is ready to get underway. Site visits and planning meetings have occurred. Evaluation and agreement by all parties as to the project's viability are in place. The assembled team of professionals has the necessary

background, expertise creativity and capacity to begin work upon notification that the grant proposal has been approved.

Results: The primary results of the Smith Building Family Shelter and Affordable Housing project will be:

- Increase in homeless family/child shelter beds capacity
- Increase in City of Olympia affordable housing for families with children capacity
- Increase in community homeless shelter capacity of approx.. 24-30 beds by vacating existing beds located at the First Christian Church and serving another population
- Reduced family homelessness in our community; school districts will see a reduction in the number of enrolled homeless students

Measures: Results will be tracked through HMIS (Homeless Management Information System), the annual Thurston County Point in Time Count of Homeless Persons and the Family Support Center's client tracking system.

LOCATION: The Smith Building Family Housing Units will be located at 837-7th Street SE Olympia, WA; the Family Support Center's program and administrative offices are located at 108 State Ave. NW Olympia, WA.

PROJECT/PROGRAM REVENUE BUDGET:				
Source of Program Revenue	% of Program Budget	Amount of Funding (\$)	Start/End Dates of Funding Cycle	Status (Approved or Pending)
City of Olympia CDBG – capital (see attached bid summary for detailed project expense budget)	26%	506,500	7/2012-6/2013	Pending
City of Olympia CDBG – operations only	2%	45,000	7/2012-6/2013	Pending
Housing Trust Fund-capital	29%	550,105	TBD	Pending (upon submission 5/12)
WA State Emergency Shelter Grant (ESG)	5%	100,000	7/2012-6/2013	Pending (upon submission 6/12)
Murdoch Charitable Trust-capital	5%	100,000	1/2013	Pending (upon submission of grant 8/12)
FSCSS Annual Celebrity Golf Classic fundraiser and other agency fundraising-capital	5%	100,000	8/2012	Pending, Approved funding of \$30,000 secured

Thurston County HOME Consortium, HOME	TBD	Unknown, final costs if needed	9/2013-8/2014	Planned submittal for 5/2013
FSCSS Homeless Family Services/Family Support Shelter Operations, various government, local, grants, and private funding sources, <i>operations/staffing</i>	25%	487,736	6/2013-7/2014	Pending
HUD/McKinney, <i>operations/staffing</i>	3%	\$54,810	8/2012-7/2013	Approved
IN-KIND from development team	--	\$100,000	6/2012-6/2013	Pending
TOTAL:	100%	1,944,151		

IDENTIFY AND DESCRIBE THE DEVELOPER'S EXPERIENCE:

The Family Support Center of South Sound has had, since its 1992 founding, significant experience at the Family Support Center building (108 State Ave. NW) with building operations, building management, building remodeling/improvement, building maintenance, tenant relations, lease negotiations, etc.

In 2009, FSCSS successfully developed the Family Support Shelter facility at Olympia's First Christian Church. FSCSS coordinated all aspects of repurposing the former Sunday School area into a nightly shelter for local homeless families and their children. These included: installation of a new ceiling mounted sprinkler system (which required bringing new water service from the street to the building), a hard-wired fire alarm system, upgrading the entrance/exit doorways, acquiring all necessary city permits, passing all building inspections and maintaining a successfully collaborative working relationship with our First Christian Church lessor. FSCSS managed all aspects of the Family Support Shelter's development including raising the funds necessary to accomplish the development and initial operations. FSCSS continues to manage all aspects of the Shelter's daily operations.

For the Smith Building Family Housing Units project, FSCSS has assembled a highly experienced team of design, engineering, construction and energy professionals to ensure the project's successful outcome. Each team member brings significant individual expertise within their skill area and a successful track record of having worked together on previous projects.

IDENTIFY AND DESCRIBE ROLE(S) OF DEVELOPMENT PARTNERS:

Don Johnson, owner of Andy Johnson & Co., Inc. www.andyjohansonco.com is the primary construction contractor for the project. Andy Johnson & Co., Inc. has been a family-owned Washington company since 1923. Andy Johnson & Co. has recently built and/or renovated such local buildings as SPSCC's Technical Education building #34, the Association of WA Cities offices (in an historic Olympia home), Olympia Federal Savings Tumwater and Belfair locations, and several buildings for Providence St. Peter and Providence Centralia Hospitals.

Mike Szramek, PE; SE, of MC Squared www.mc2-inc.com , is the team's structural and project engineer. Recently completed projects in the company's 25 year history include the Housing Authority of Thurston County's office building, Tumwater's South Sound Manor and Masonic Temple, and work on building for WA State, Thurston County and local area cities.

Joseph Bettridge, PE; VP - Director of Engineering for Sunset Air www.sunsetair.com, is a LEED accredited energy services professional. Sunset Air will design and provide the project's HVAC system. Sunset Air has a successful local history spanning over 35 years.

Glenn C. Wells, Architect glenncwells@comcast.net is the project's architect. Mr. Wells has over 20 years of local experience designing new commercial structures and in re-purposing existing structures. Projects developed by Mr. Wells include Tumwater's South Sound Manor, Masonic Temple, numerous apartment complexes, Point Plaza West, Point Plaza East, and Cherry Street Plaza.

SMITH BUILDING - IDENTIFY TERMS OF PURCHASE, IF APPLICABLE:

The Family Support Center of South Sound proposes to purchase the Smith Building from the City of Olympia for \$1, in conjunction with being awarded \$551,500 in 2012 City of Olympia CDBG funding for the Smith Building Family Housing Units project. FSCSS will develop the Smith Building according to the approved Family Support Center; Smith Building Family Housing Units project plans. FSCSS will operate and manage the newly created Family Housing Units for the benefit of local low-income homeless families and their children.

IDENTIFY ANY OTHER DESIRED PARTICIPATION FROM THE CITY OF OLYMPIA, IF ANY, AND JUSTIFY THE NEED:

This project is seeking no additional City of Olympia participation.

DESCRIBE THE DEVELOPER'S EXPERIENCE IN BUILDING "SUSTAINABLE" PROJECTS, i.e., LEED (Leadership in Energy and Environmental Design) Green Building Rating System™, BUILT GREEN™:

The Family Support Center, as developer of the Smith Building Family Housing Units project, is excited to welcome the expertise of the development partners to create a LEED "Gold" sustainable project with Olympia's 2012 CDBG grant funding. Each team member brings a depth of experience in designing/constructing sustainable structures.

Of particular note, Joseph Bettridge, PE; VP - Director of Engineering for Sunset Air www.sunsetair.com, is a LEED accredited energy services professional. Mr. Bettridge has recently worked with Don Johnson, owner of Andy Johnson & Co., Inc., on the recently constructed LEED-certified new Olympia Federal Savings building in Belfair.

CERTIFICATION:

As the applicant, I certify that all the information submitted is true and accurate, and that this agency is a federally designated tax-exempt organization with an active State non-profit corporation status. Further certification of insurance, standing Board of Director's roster and organizational chart will be submitted upon request.


 Signature Schelli Slaughter

Executive Director
 Title

May 7, 2012
 Date

Attachments required:

1. Site Plan - Existing site plans for the Smith Building @ 837-7th Street SE, Olympia, WA are on file with the City of Olympia
2. Elevations - Existing elevations for the Smith Building @ 837-7th Street SE, Olympia, WA are on file with the City of Olympia
3. Conceptual Design -
4. Drawing(s) -
5. Proposed Agency Annual Budget -
6. Last year Actual Agency Budget -
7. Agency Brochure -

Estimate: **Smith Building Budget 032212.est Standard Construction Project**

Bid Item	Description	Group Key	Quantity	Unit	Bidder	Adjustment	Bid Amount
Base Bid							
<i>General requirements</i>							
<i>Administrative requirements</i>							
100	Project management and coordination	01310			Estimate		\$24,560
<i>Temporary facilities and controls</i>							
150	Temporary utilities	01510			Estimate		\$6,000
200	Construction facilities	01520			Estimate		\$3,420
250	Construction aids	01540			Estimate		\$8,400
<i>Execution requirements</i>							
300	Dump Fees	01740			Estimate		\$1,250
<i>Sitework</i>							
<i>Site preparation</i>							
350	Demolition	02220			Estimate		\$168,000
<i>Site improvements and amenities</i>							
400	Site Improvements	02810			Estimate		\$10,000
<i>Concrete</i>							
<i>Concrete reinforcing</i>							
450	Slab replacement	03210			Estimate		\$5,000
<i>Cementitious decks</i>							
500	Floor Prep	03540			Estimate		\$12,000
<i>Metals</i>							
<i>Structural framing</i>							
550	Structural Upgrades	05120			Estimate		\$10,000
<i>Wood and plastics</i>							
<i>Rough carpentry</i>							
600	Wood framing	06110			Estimate		\$110,300
<i>Architectural woodwork</i>							
650	Custom cabinets	06410			Estimate		\$200,000
<i>Thermal and moisture protection</i>							
<i>Membrane roofing</i>							
700	Built up bituminous roofing	07510			Estimate		\$43,000
<i>Doors and windows</i>							
<i>Metal doors and frames</i>							
750	New Doors & Frames	08110	96	EACH	Estimate		\$67,953
<i>Entrances and storefronts</i>							
800	Storefront Modification	08410			Estimate		\$2,000
<i>Windows</i>							
850	New Windows	08510			Estimate		\$12,000
<i>Finishes</i>							
<i>Plaster and gypsum board</i>							
900	Gypsum board	09250			Estimate		\$47,710
<i>Floors</i>							
950	Floor Covering	09650			Estimate		\$60,000
<i>Specialties</i>							
<i>Specialties</i>							
1160	Misc. Specialties	10000			Estimate		\$12,000
<i>Special construction</i>							
<i>Fire suppression</i>							
1000	Fire Sprinkler	13930			Estimate		\$69,000
<i>Mechanical</i>							
<i>Plumbing fixtures and equipment</i>							
1050	Plumbing	15410			Estimate		\$128,415
<i>HVAC equipment</i>							
1100	HVAC	15730			Estimate		\$50,000
<i>Electrical</i>							
<i>Basic electrical materials and methods</i>							
1150	Electrical	16050			Estimate		\$115,600
Totals							\$1,166,608

Family Support Center
Budget FY 2011-2012

Total FSC Budget by Month													Total
Program Income	July	August	September	October	November	December	January	February	March	April	May	June	Total
1000 Fees for Service	\$13,666	\$14,222	\$15,813	\$15,495	\$13,802	\$19,082	\$19,590	\$13,571	\$18,960	\$14,777	\$13,414	\$18,567	\$190,959
2001 Govt. Contracts—Federal	\$7,529	\$4,568	\$5,116	\$6,000	\$4,568	\$4,568	\$4,568	\$4,568	\$4,568	\$4,568	\$4,568	\$4,568	\$59,757
2002 Govt. Contracts—State	\$9,927	\$7,443	\$9,927	\$19,766	\$13,000	\$37,933	\$13,800	\$13,000	\$37,933	\$13,800	\$13,000	\$37,933	\$227,462
2003 Govt. Contracts—Local	\$21,242	\$23,302	\$26,302	\$33,833	\$28,833	\$28,833	\$33,833	\$28,833	\$28,833	\$33,833	\$28,833	\$28,833	\$345,343
3000 Grants	\$5,334	\$3,334	\$15,834	\$3,334	\$3,334	\$3,334	\$31,000	\$0	\$10,000	\$0	\$0	\$5,000	\$80,504
3100 Tribal	\$0	\$0	\$0	\$0	\$0	\$0	\$11,000	\$0	\$0	\$0	\$0	\$0	\$11,000
3200 United Way	\$0	\$0	\$8,025	\$0	\$0	\$8,025	\$0	\$0	\$8,025	\$0	\$0	\$8,025	\$32,100
4001 Contributions—Individual	\$395	\$420	\$820	\$1,020	\$1,220	\$2,620	\$2,070	\$1,270	\$1,270	\$1,270	\$2,386	\$1,270	\$16,031
4002 Contributions—Corporate/Group	\$847	\$660	\$1,460	\$1,285	\$1,260	\$2,310	\$41,260	\$1,260	\$1,260	\$1,240	\$1,240	\$1,240	\$55,322
4003 Contributions—Board	\$875	\$0	\$0	\$10,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,250
5000 Interest Income	\$0	\$925	\$925	\$925	\$925	\$925	\$925	\$925	\$925	\$925	\$925	\$925	\$10,175
5100 Fundraising Events	\$0	\$0	\$0	\$5,000	\$15,000	\$5,000	\$0	\$1,500	\$0	\$25,000	\$0	\$4,500	\$56,000
Total Program Income	\$59,815	\$54,874	\$84,222	\$97,033	\$81,942	\$112,630	\$158,046	\$64,927	\$111,774	\$95,413	\$64,366	\$110,861	\$1,095,903
Program Expense													
Direct Service Expenses													
6045 General program expenses	\$289	\$408	\$508	\$408	\$408	\$808	\$408	\$408	\$408	\$408	\$408	\$408	\$5,277
6069 Program Supplies/Equipment	\$947	\$338	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$5,165
6070 Office Supplies	\$398	\$398	\$398	\$398	\$398	\$398	\$398	\$398	\$398	\$398	\$398	\$398	\$4,776
6085 Payroll Expense	\$24,363	\$23,475	\$28,564	\$31,883	\$33,121	\$33,121	\$33,121	\$33,121	\$33,121	\$33,121	\$33,121	\$33,121	\$373,253
6080 Payroll Benefits	\$1,743	\$2,547	\$2,547	\$2,851	\$3,118	\$3,292	\$3,292	\$3,292	\$3,292	\$3,292	\$3,292	\$3,292	\$35,850
6090 Payroll Taxes	\$2,813	\$2,919	\$3,330	\$3,729	\$3,865	\$3,865	\$3,865	\$3,865	\$3,865	\$3,865	\$3,865	\$3,865	\$43,709
6095 Postage & shipping	\$186	\$142	\$142	\$142	\$258	\$275	\$143	\$142	\$198	\$142	\$142	\$142	\$2,055
6100 Printing & Marketing Materials	\$583	\$528	\$528	\$528	\$528	\$728	\$528	\$528	\$528	\$528	\$528	\$528	\$6,591
6125 Subcontractor payments	\$913	\$388	\$2,825	\$1,488	\$1,488	\$2,825	\$1,488	\$1,488	\$2,825	\$1,488	\$1,488	\$2,825	\$21,529
6130 Telephone—General	\$535	\$535	\$535	\$535	\$535	\$535	\$535	\$535	\$535	\$535	\$535	\$535	\$6,420
6131 Telephone—Cellular	\$359	\$409	\$409	\$409	\$409	\$409	\$409	\$409	\$409	\$409	\$409	\$443	\$4,892
6135 Travel	\$823	\$679	\$823	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$1,769	\$18,246
6136 Training	\$0	\$0	\$0	\$400	\$300	\$400	\$600	\$0	\$200	\$0	\$800	\$800	\$3,500
6050 Insurance—Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,018	\$0	\$0	\$0	\$3,018
6150 Rent	\$2,122	\$1,617	\$1,617	\$2,172	\$1,617	\$1,617	\$2,172	\$1,603	\$1,603	\$2,158	\$1,603	\$1,603	\$21,504
6160 Family Financial Assistance	\$24,392	\$21,262	\$21,262	\$23,690	\$23,690	\$23,690	\$23,690	\$23,690	\$23,690	\$23,690	\$23,690	\$23,690	\$279,496
6170 Technology	\$755	\$1,255	\$925	\$725	\$625	\$625	\$40,625	\$625	\$625	\$625	\$625	\$625	\$48,660
Total Direct Service Expenses	\$61,221	\$56,900	\$64,801	\$71,515	\$72,517	\$74,855	\$113,341	\$72,171	\$76,782	\$72,726	\$72,971	\$74,343	\$883,941
6200 13% Administrative assessment	\$6,762	\$6,049	\$9,579	\$9,261	\$7,568	\$12,848	\$13,356	\$7,337	\$12,726	\$8,543	\$7,180	\$12,333	\$113,542
Total Program Expenses	\$67,982	\$62,949	\$74,381	\$80,776	\$80,085	\$87,502	\$126,696	\$79,507	\$89,508	\$81,269	\$80,151	\$86,676	\$997,483
Net Program Income/Expense	-\$8,168	-\$8,075	\$9,842	\$16,257	\$1,857	\$25,127	\$31,349	-\$14,581	\$22,266	\$14,144	-\$15,785	\$24,185	\$98,421
Expenses specific to O&M and Admin													
6000 Accounting - Audit	\$0	\$0	\$0	\$0	\$0	\$4,100	\$0	\$0	\$0	\$0	\$0	\$0	\$4,100
6005 Accounting - Routine	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$10,800
6010 Board Designated Expenses	\$63	\$50	\$50	\$50	\$150	\$250	\$50	\$50	\$50	\$50	\$300	\$50	\$1,163
6020 Fundraising Expenses	\$0	\$0	\$0	\$500	\$3,000	\$0	\$0	\$0	\$0	\$3,000	\$0	\$0	\$6,500
6015 Bank Service Charges	\$9	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$115	\$35	\$35	\$35	\$474
6035 Dues and Subscriptions	\$209	\$150	\$50	\$50	\$50	\$425	\$50	\$50	\$50	\$50	\$134	\$200	\$1,468
6040 Facilities Maintenance & Repair	\$1,195	\$1,495	\$1,495	\$13,495	\$1,495	\$1,495	\$1,495	\$1,495	\$3,108	\$1,495	\$1,495	\$1,495	\$31,253
6075 Supplies	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$7,800
6051 Insurance—General	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,024	\$0	\$0	\$0	\$3,024
6062 Building Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6140 Utilities	\$1,611	\$1,999	\$1,999	\$1,999	\$2,394	\$2,394	\$2,394	\$2,394	\$2,394	\$2,394	\$2,394	\$2,394	\$26,760
Total Specific Expenses	\$4,637	\$5,279	\$5,179	\$17,679	\$8,674	\$10,249	\$5,574	\$5,574	\$10,291	\$8,574	\$5,908	\$5,724	\$93,342
Net Income / Loss	-\$12,805	-\$13,354	\$4,663	-\$1,422	-\$6,817	\$14,878	\$25,775	-\$20,155	\$11,975	\$5,570	-\$21,693	\$18,461	\$5,078
												Less \$2000 Building Reserve (Restricted)	-\$2,000
												TOTAL revenue/(loss):	\$3,079

The Family Support Center
of South Sound
A Washington Not-For-Profit Organization

Statement of Activities and Changes in Net Assets

Fiscal Year Ended June 30, 2011 (With Comparative Totals for 2010)			2011	2010
	UNRESTRICTED	TEMPORARILY RESTRICTED	TOTAL	TOTAL
Support and Revenue				
Grants	\$ 707,568	\$ -	\$ 707,568	\$ 440,572
Contributions	20,487	-	20,487	37,901
Inkind	122,948	-	122,948	108,080
Operations & Maintenance Income	53,295	-	53,295	55,496
Fundraising	79,650	-	79,650	56,245
Less Costs of Direct Benefits to Donors	(22,072)	-	(22,072)	(21,730)
Interest Income	4,011	-	4,011	46
Miscellaneous Income	-	-	-	4,500
Total Support and Revenue	965,887	-	965,887	681,110
Expenses:				
Program Services:				
Family Resource	83,310	-	83,310	83,965
Parent Education	34,933	-	34,933	26,507
Homeless Family Services	361,106	-	361,106	130,939
Supervised Visits	117,533	-	117,533	153,863
Family Support Shelter	91,865	-	91,865	-
Facilities Management	140,186	-	140,186	146,509
	<u>828,933</u>	<u>-</u>	<u>828,933</u>	<u>541,783</u>
Management and General	159,552	-	159,552	94,394
Fundraising	12,683	-	12,683	20,226
Total Expenses	1,001,168	-	1,001,168	656,403
Other Revenue & Expenses				
Investment Income	7,083	-	7,083	1,045
Change in Net Assets	(28,198)	-	(28,198)	25,752
Net Assets, Beginning of Year	331,532	5,000	336,532	310,780
Net Assets, End of Year	\$ 303,334	\$ 5,000	\$ 308,334	\$ 336,532

The accompanying notes are an integral part of these financial statements.



■ 711 State Ave NE, Olympia, WA 98506 ■ Phone 360.943.0780 ■ Fax 360.943.0785 ■ www.communityyouthservices.org

May 7, 2012

To: City of Olympia
City Council Members
PO Box 1967
Olympia, WA 98507-1967

From: Charles Shelan, CEO, Community Youth Services

Re: 2012 Community Development Block Grant (CDBG) Program

On behalf of Community Youth Services, I am pleased to extend our support of the Family Support Center of South Sound's request for the City of Olympia's 2012 Community Development Block Grant Program to create new emergency shelter beds and permanent affordable housing units for homeless families with children, at the City of Olympia-owned Smith Building.

As an agency whose mission includes providing emergency and transitional housing to youth and young adults, we are grateful and proud to have the Family Support Center of South Sound as resource for families and children in our community.

The Family Support Center, centrally located in the historic downtown Olympia fire station building since 1992, has become a coordinated point-of-entry for local homeless families and children seeking shelter, housing, and supportive services. We work in collaboration with the Family Support Center to coordinate referrals for housing and family support.

The Family Support Center provides essential services for homeless and at-risk families in our community. These services are vital to the success of families in need of shelter and housing, and are consistent with the City of Olympia's Comprehensive Plan's "Vision and Values" and Thurston County's 10-Year Plan to End Homelessness. All Family Support Center services are in high demand and provide a safety-net for our community's most at-risk families and their children.

I encourage the City of Olympia to fund the Family Support Center's 2012 CDBG grant request to create new family emergency shelter and permanent affordable housing units at the city-owned Smith Building. Without these additional family units, many more families and their children will be on the streets. We thank the Family Support Center for the critical role they play in supporting Thurston County's families and children.

Sincerely,

A handwritten signature in cursive script that reads 'Charles Shelan'.

Charles Shelan,
Chief Executive Officer
Community Youth Services





Housing Authority of Thurston County
 1206 12th Avenue SE • Olympia, WA 98501
 Tel: (360) 753-8292 • Fax: (360) 586-0038
 www.hatc.org

To: City of Olympia
 City Council Members
 PO Box 1967
 Olympia, WA 98507-1967

May 7, 2012

From: Chris Lowell, Executive Director

Re: 2012 Community Development Block Grant (CDBG) Program

The Housing Authority of Thurston County is pleased to extend our support of the Family Support Center of South Sound's request for the City of Olympia's 2012 Community Development Block Grant Program to create new emergency shelter beds and permanent affordable housing units for homeless families with children at the City of Olympia-owned Smith Building.

As an agency whose mission is provide safe, decent, and affordable housing and services to people with disabilities, low income and at-risk individuals and families, we are grateful and proud to have the Family Support Center of South Sound as a resource for families and children in our community.

The Family Support Center, centrally located in the historic downtown Olympia fire station building since 1992, has become a coordinated point-of-entry for local homeless families and children seeking shelter, housing, and supportive services. We work in collaboration with the Family Support Center to maximize efficiency and minimize duplication of services.

The Family Support Center provides essential services for homeless and at-risk families in our community. These services are vital to the success of families in need of shelter and housing, and are consistent with the City of Olympia's Comprehensive Plan's "Vision and Values" and Thurston County's 10-Year Plan to End Homelessness. All Family Support Center services are in high demand and provide a safety-net for our community's most at-risk families and their children.

I encourage the City of Olympia to fund the Family Support Center's 2012 CDBG grant request to create new family emergency shelter and permanent affordable housing units at the City-owned Smith Building. Without these additional family units, many more families and their children will be on the streets. We thank the Family Support Center for the critical role they play in supporting Thurston County's families and children.





First Christian Church
(Disciples of Christ)

701 Franklin St. SE
PO Box 2850
Olympia, WA 98507-2850

360-943-8025
churchoffice@firstchristianolympia.org

May 7, 2012

To: City of Olympia
City Council Members
PO Box 1967
Olympia, WA 98507-1967

From: First Christian Church
701 Franklin St. SE
Olympia, Washington

Re: 2012 Community Development Block Grant (CDBG) Program

On behalf of the Family Support Center of South Sound, I am pleased to extend our support of their request for the City of Olympia's 2012 Community Development Block Grant Program to create new family emergency shelter and permanent housing units at the City of Olympia-owned Smith Building.

As an agency whose mission in part is *to serve the needs of our community, and in particular the needs of the homeless*, we are grateful and proud to have the Family Support Center as a community resource for our staff and the homeless and at-risk families and their children that we mutually serve.

The Family Support Center, centrally located in the historic former downtown Olympia fire station building since 1992, has become a coordinated point-of-entry for local homeless families in need of emergency shelter, housing and for homelessness prevention. We regularly send client family referrals to, and accept client family referrals from, Family Support Center case managers in an effort to maximize efficiency and minimize duplication of services.

The Family Support Center provides essential services for homeless and at-risk families in our community. These services are vital to the success of families in need of shelter and housing, and are consistent with the City of Olympia's Comprehensive Plan's "Vision and Values" and Thurston County's 10-year Plan to end homelessness. All Family Support Center services are in high demand and provide a safety net for our community's most at-risk families and their children.

I encourage the City of Olympia to fund the Family Support Center's 2012 CDBG grant request to create new family emergency shelter and permanent housing units at the city-owned Smith Building. Without these additional family units, many more families and their children will be on the street. We thank the Family Support Center for the critical role they play in supporting Thurston County's families and their children.

Sincerely,

Amy K. Walters, Pastor
First Christian Church (Disciples of Christ)



2300 East End Street NW, Olympia, WA 98502
(360)-491-6354 <http://outofthewoods.org/>

To: City of Olympia
City Council Members
PO Box 1967
Olympia, WA 98507-1967

May 7, 2012

From: Out of the Woods Family Shelter

Re: 2012 Community Development Block Grant (CDBG) Program

Out of the Woods Family Shelter strongly supports the request from Family Support Center for funding from the City of Olympia's 2012 Community Development Block Grant Program to create new family emergency shelter and permanent housing units at the City of Olympia-owned Smith Building. Given the volume of need, more units are a great use for this facility.

As an agency whose mission is to provide emergency food and shelter for homeless families in Thurston County and guide them toward self-sufficiency with dignity, our operation is intrinsically connected to FSCSS's. They screen our clients and their Case Managers work with our Shelter Coordinator to ensure that our clients get back on their feet and into mainstream housing within 90 days. We are grateful and proud to have the Family Support Center of South Sound as a community resource for our staff and the homeless & at-risk families and their children that we mutually serve. The possibility of physical adjacency holds the possibility of greater coordination and collaboration on each client's case.

While the City's CBDG funding has supported programs in previous years for homeless adults, we still have hundreds of homeless children in the County and there are fewer resources for children, who are often trapped by their parents' situations. The Family Support Center provides essential services for homeless and at-risk families in our community. These services are vital to the success of families in need of shelter and housing, and are consistent with the City of Olympia's Comprehensive Plan's "Vision and Values" and Thurston County's 10-Year Plan to end homelessness. All Family Support Center services are in high demand and provide a safety-net for our community's most at-risk families and their children.

We encourage the City of Olympia to fund the Family Support Center's 2012 CDBG grant request to create new family emergency shelter and permanent housing units at the city-owned Smith Building. Without these additional family units, many more families and their children will be on the street. We thank the Family Support Center for the critical role they play in supporting Thurston County's families and their children.

Sincerely,

Julie F. Rodwell, President, OTW Board

**eliminating racism
empowering women**

ywca

olympia

May 7, 2012

City of Olympia
City Council Members
P.O. Box 1967
Olympia, WA 98507

RE: 2012 Community Block Grant Program

Dear City Council Members,

We at the YWCA of Olympia extend our support of the Family Support Center's request for 2012 CDBG program in their efforts to create new emergency shelter beds and permanent affordable housing units for homeless families with children.

As an organization that works with low-income and homeless people, we are aware of the great need there is for such support to a vulnerable population. We are also aware of the good and vital work the Family Support Center currently does with homeless families in providing a safety net. We have coordinated our efforts with the Family Support Center and learned from each others' experience in how best to serve people.

I encourage the City of Olympia to fund the Family Support Center's 2012 CDBG grant request to create new family emergency shelter and permanent affordable housing units at the City-owned Smith Building. Such action from the City will prevent families from returning to the streets and further the City's vision and values.

Sincerely,

Karmel Shields, MSW
Executive Director

220 Union Ave SE Olympia, WA 98501 (360) 352-0593
ywca@ywcaofolympia.org



THE UNITED CHURCHES

The United Church
of Christ
&
Presbyterian Church
(USA)

110 Eleventh Ave. SE
Olympia, WA 98501

Office (360) 943-1210
www.theunitedchurches.org

PASTOR

Rev. Dr. Tammy Stampfli

Email

tammy@theunitedchurches.org

ASSISTANT PASTOR

Rev. Jill Komura

DIRECTOR OF CHURCH OPERATIONS

Elizabeth Ullery

Email

elizabeth@theunitedchurches.org

DIRECTOR OF MUSIC

Dee Morton

YOUTH MINISTRIES

Lara Crutsinger-Perry

CHILDRENS MINISTRIES

Brooke Johnson

BOOKKEEPER

Sid Olson

City Council Members
PO Box 1967
Olympia, WA 98507-1967

May 7, 2012

Re: 2012 Community Development Block Grant (CDBG) Program

On behalf of the Family Support Center of South Sound, I am pleased to extend our support of their request for the City of Olympia's 2012 Community Development Block Grant Program to create new family emergency shelter and permanent housing units at the City of Olympia-owned Smith Building.

We at the United Churches rely on the work of the Family Support center often referring families in need to them for services. Every day homeless men, women and children walk through our doors seeking assistance. We know that when we refer them they will get the professional screening and case management services they need enabling them to put their lives back together again. As one of the downtown churches, we work collaboratively with other faith communities and the Family Support Center to end homelessness.

The Family Support Center, centrally located in the historic downtown Olympia fire station building since 1992, has become a coordinated point-of-entry for local homeless families in need of emergency shelter, housing and for homelessness prevention.

The Family Support Center provides essential services for homeless and at-risk families in our community. These services are vital to the success of families in need of shelter and housing, and are consistent with the City of Olympia's Comprehensive Plan's "Vision and Values" and Thurston County's 10-Year Plan to end homelessness. All Family Support Center services are in high demand and provide a safety-net for our community's most at-risk families and their children.

I applaud the City of Olympia's efforts to end homelessness and would ask that you fund the Family Support Center's 2012 CDBG grant request to create new family emergency shelter and permanent housing units at the city-owned Smith Building. Without these additional family units, many more families and their children will be on the street. We thank the Family Support Center for the critical role they play in supporting Thurston County's families and their children.

Warmly,

Rev. Dr. Tammy L Stampfli

Rev. Dr. Tammy L Stampfli

May 7, 2012

Dear Mayor Buxbaum and Members of the Council,

There are many non-profit organizations interested in utilizing the Smith Building in pursuit of their good works. In fact, we have heard from many local groups seeking our support for their usage of this building to serve our neediest neighbors. At Habitat for Humanity we value all of our non-profit partners in this community and see the interest in increasing service capacity, through the use of the Smith Building, as a blessing for all those who seek shelter, warmth and safety.

Much work has been done in the last twenty years to reveal the face of need in our society. We have discovered that homelessness breaks down into three large categories: single adults; families; and, unaccompanied youth. Each group also has prevailing characteristics, the recognition of which, drive successful interventions and outcomes. We now know that solutions for the chronically homelessness are not found in a shelter bed as we equally recognize that each emancipated child in our community thrives when they can return to the same house every day and call it home. We are a fortunate community as we have many social service providing non-profits addressing each of these homeless categories in a caring and compassionate manner.

Despite dedicated organizations with a willingness to do the trench-level work there is however one demographic that simply overwhelms the capacity to serve and that is families. And unfortunately it is a number that becomes worse as the family becomes more vulnerable. From the Thurston County Consolidated Plan:

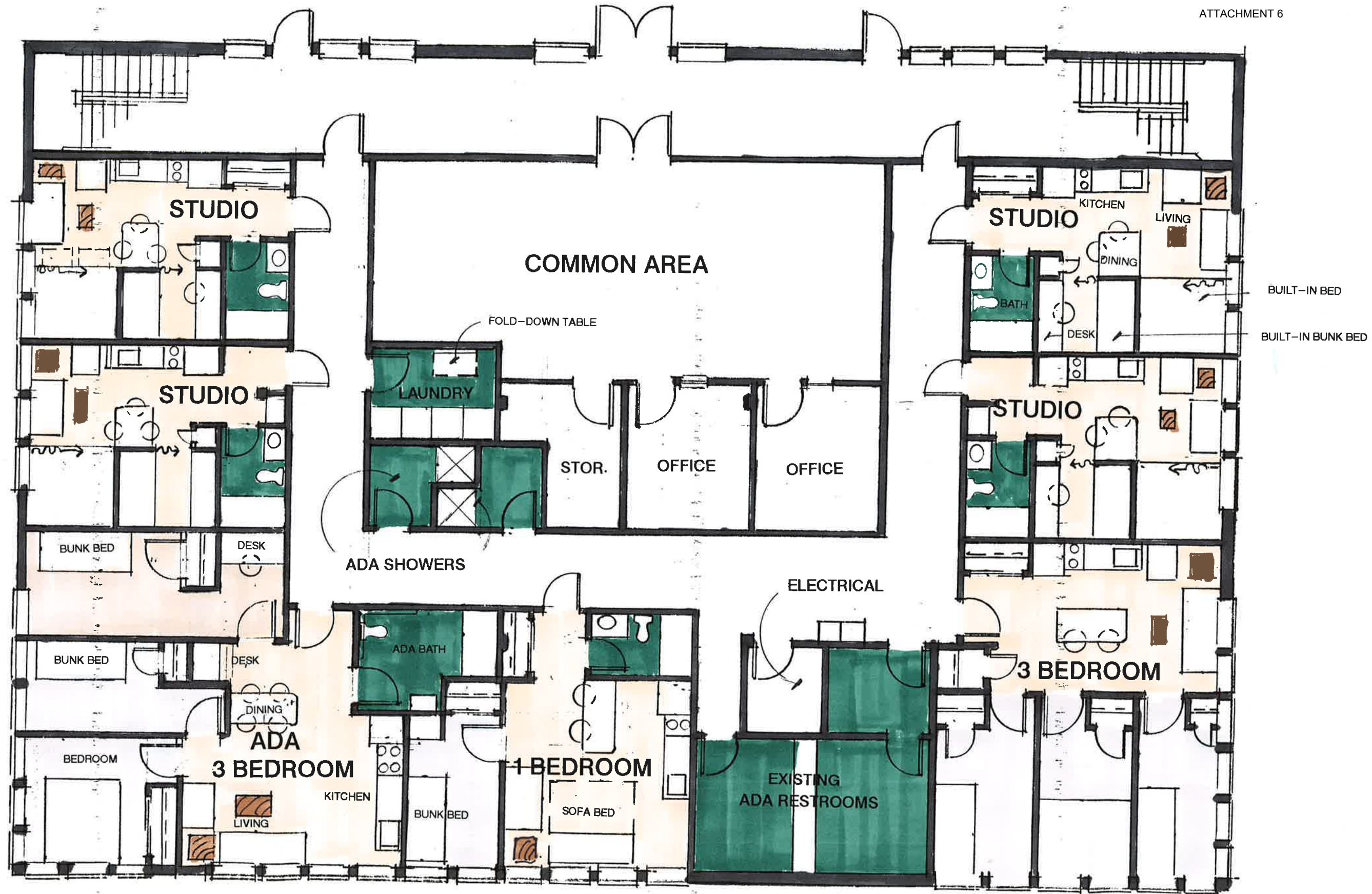
Census 2000 data reveals that poverty rates are significantly higher for families with a female-headed household with no husband present, especially those with children. At the county level, 29% of these families are below the poverty line, but the rate jumps to 45% when only families with children under age five are examined. *This is nearly triple the state rate* (TCCP page 26).

What's needed is an intervention that can stabilize, support and prepare this family for success. South Puget Sound Habitat for Humanity would like to offer our encouragement to the City of Olympia to make Community Development Block Grant funding available to the Family Support Center of South Sound to create stabilized housing environments for those neediest of families amongst us.

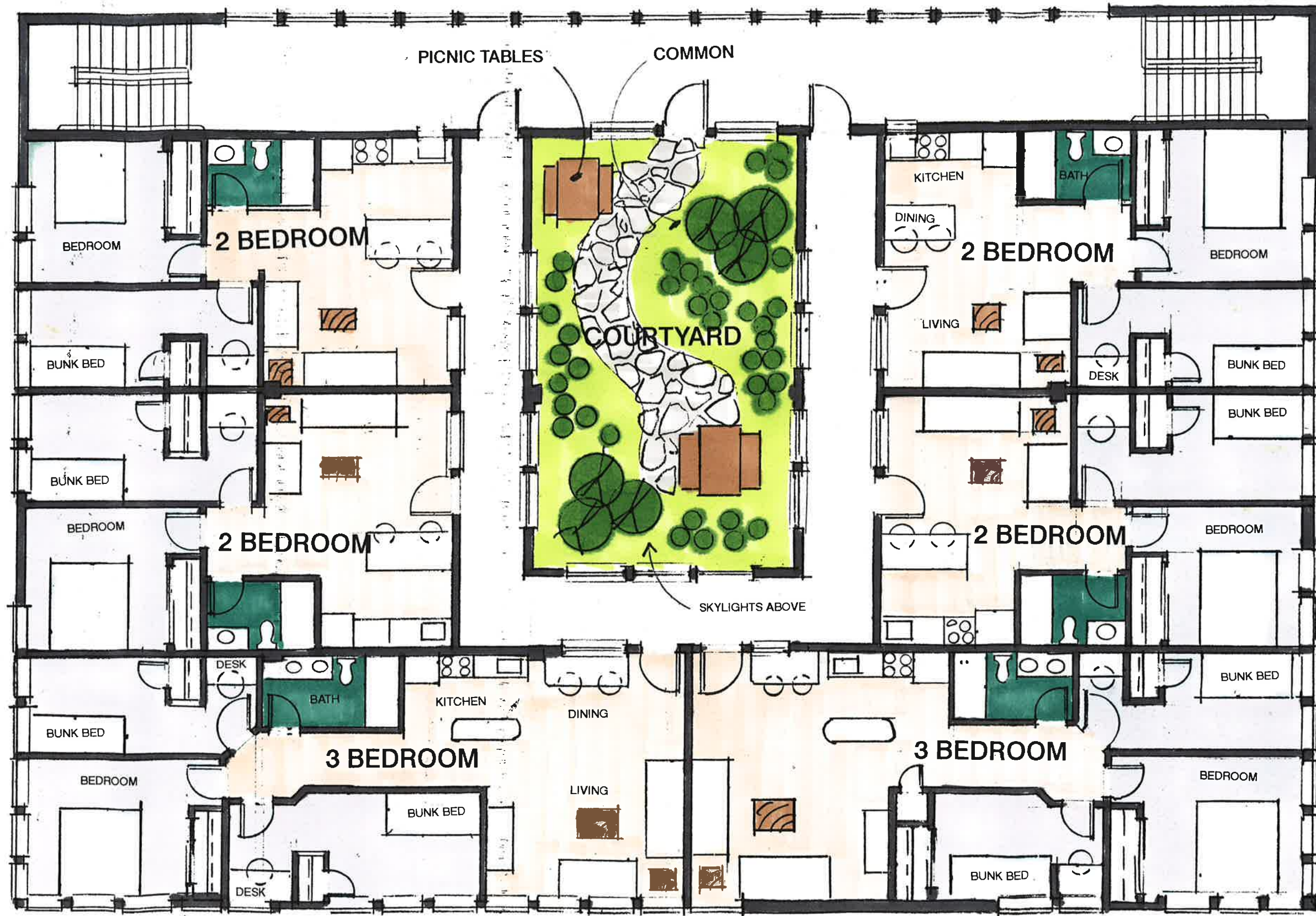
Working together,



Curt D. Andino
Executive Director



SMITH BUILDING
FIRST FLOOR PLAN



SMITH BUILDING
SECOND FLOOR PLAN



The Family Support Center Needs Your Help!

- **Donate hygiene supplies, diapers, toys, blankets, furniture, bus passes or gift cards!**
- **Donate money to help the Family Support Center continue to offer services to families and kids in need!**
- **Volunteer your time & skills!**
- **Ask your employer about donating through a workplace campaign! Combined Fund Drive # 0315212**
- **Call 754-9297 ext. 201 to find out how you can help today!**



We envision a community where all families are valued and nurtured and have the resources to be strong, healthy, and self sufficient

We Believe....

- **In focusing on family strengths rather than limitations**
- **The human spirit in all people is worthy of respect**
- **All people are capable of life change**
- **All families deserve the opportunity for positive change and growth**



Building strong, healthy, self-sufficient families since 1992.

Contact Us:

108 State Avenue NW, Olympia, WA
(Corner of State & Capitol in the heart of downtown)
PO Box 784
Olympia, WA 98507-0784

Phone: 360-754-9297
Fax: 360-528-2004
E-mail: IreneB@fscss.org



“Working Together to Strengthen All Families”

**360-754-9297
www.fscss.org**

Family Support Center Programs & Services

Family Resource Services



Every family needs a helping hand sometimes... our Family Resource Coordinator is here to help any Thurston County family with children who needs special assistance navigating local resources. Whether it's financial assistance to pay the rent or mortgage, food, clothing, healthcare, utility assistance, child care, crisis intervention, holiday gifts, advocacy, case management, transportation, counseling, application assistance, or that resource you just can't seem to find — We're here to help you through it all with kindness, compassion, dignity, and respect. Services available in English and in Spanish.

When you need more than just another number, call 360-754-9297 ext. 210.



Parent Education

We understand that parenting is the hardest job in the world and like any job, a little training helps a lot. The Family Support Center offers a variety of parent education and support opportunities.



Because we know that families today need every dollar, we believe that no family should be turned away for inability to pay and that's why we have scholarships available. Most of our parenting classes include free childcare, activities, and a snack. We feature the "best practice" evidence-based Nurturing Parenting Curriculum, free Power Parenting Classes in partnership with the Hands on Children's Museum, Community Cafés, and more. Whether you have a newborn or a teenager, we probably have a class or group that's right for you.

Call 360-754-9297 ext. 204 for more information.

Supervised Visitation & Foster Child Support

The Family Support Center provides transportation and safe nurturing supervised visits between foster children and their families. Private supervised visitation and supervised exchange also available. Call 360-628-7345 for more information.



Homeless Family Services

ATTACHMENT 6

Not every family has a home, but every family deserves one and that's why the Family Support Center is one of the leading agencies in Thurston County fighting to prevent



family homelessness and working around the clock to make sure that no family is left out in the cold. We provide emergency shelter, housing assistance, case management, counseling, mental health support, life skills, advocacy, resources, outdoor living supplies, community voice mail, computer and phone access, warm clothes, food, hygiene supplies, transportation, employment assistance, benefits eligibility, and more. Homeless Family Services staff are available Monday through Friday from 9am-5pm at the Family Support Center to help homeless families with children.

Call our Emergency Shelter Hotline at 360-628-7343 for more information.



The Family Support Center of South Sound



Did you know that over 1150 homeless kids currently live in Thurston County? (2011 Homeless Census)



City of Olympia | Capital of Washington State

P.O. Box 1967, Olympia, WA 98507-1967

CITY OF OLYMPIA - COMMUNITY DEVELOPMENT BLOCK GRANT

Program Year 2012 PRE-APPLICATION

Please Note: 2012 Funding for Capital Projects Only

REVISED
MAY 07 2012
City of Olympia
Community Planning and Development

Amount Requested: \$300,000

Project Name: OLYMPIA RESOURCE CENTER PROJECT

AGENCY INFORMATION:

Name: MEDIA ISLAND INTERNATIONAL

Street Address: 816 ADAMS ST SE, OLYMPIA WA 98501

Mailing Address: PO BOX 7204, OLYMPIA WA, 98507

Email Address: rick@mediaisland.org Website: mediaisland.org

Phone: (360) 352-8526 FAX: _____

Agency Director: RICHARD FELLOWS, BRUCE WILKINSON, TOM NOGLER, JAMES MATESON

Application Contact Person: RICHARD FELLOWS (360) 705-2241 MONTE KATZENBERGER (360) 584-6049

Years in Existence: 21 # of Staff: 5 # of Volunteers: 25

Type of Agency: Public Agency Private Non-Profit (501c3) Partnership

Corporation Sole Proprietorship Other

Federal Tax ID #: 91-1514384 DUNS# (Required): 824 728 455

Mission Statement:

MEDIA ISLAND INTERNATIONAL IS A RESOURCE AND NETWORKING CENTER FOR INDIVIDUALS, ORGANIZATIONS AND MOVEMENTS WORKING ON SOCIAL JUSTICE, ECONOMIC DEMOCRACY, ECOLOGICAL SUSTAINABILITY AND PEACE. WE GATHER, EVALUATE AND DISTRIBUTE UNDER-PUBLISHED INFORMATION ON CRITICAL ISSUES AT STRATEGIC TIMES.

PERFORMANCE GOALS: (number of housing units, people served, target populations)

THIS PROJECT TARGETS ALL DEMOGRAPHICS OF AT RISK AND HOMELESS INDIVIDUALS. THE FIRST STAGE WILL PROVIDE BETWEEN 100 AND 200 PEOPLE WITH EMERGENCY SHELTER PER NIGHT. STAGE B WILL PROVIDE 75 SHOWERS, 20 LOADS OF LAUNDRY AND SIX OR MORE INTERNET STATIONS. SEE PROPOSAL FOR MORE DETAILS.

Target Population (check most appropriate):

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Low-income area | <input checked="" type="checkbox"/> Low-income persons | <input type="checkbox"/> Seniors |
| <input checked="" type="checkbox"/> Abused/neglected children | <input type="checkbox"/> Abused spouses | <input type="checkbox"/> Migrant farm workers |
| <input type="checkbox"/> Persons living with HIV/Aids | <input checked="" type="checkbox"/> Illiterate | <input type="checkbox"/> Seriously disabled adults |

PROJECT DESCRIPTION:
 THIS PROJECT PROVIDES A FOUNDATION FOR AND A NETWORK OF SOCIAL ADVOCACY GROUPS TO (a) PREVENT HOMELESSNESS AND (b) PROVIDE SERVICES TO AID HOMELESS INDIVIDUALS IN ESTABLISHING INDEPENDENCE. THE CENTER OF THE PROJECT IS A RESOURCE CENTER LOCATED ON FLOOR 1 OF THE SMITH BUILDING.

LOCATION: 817 7th AVE SE, OLYMPIA WA, 98501 (SMITH BUILDING)

PROJECT/PROGRAM REVENUE BUDGET:

Source of Program Revenue	% of Program Budget	Amount of Funding (\$)	Start/End Dates of Funding Cycle	Status (Approved or Pending)
CDGR B GRANT	~40%	300,000	2/2012-5/2012	PENDING
COMMUNITY GRANT		UNDEFINED		PENDING
HOMELESS PREVENTION GRANTS		UNDEFINED		PENDING
JOB CREATION GRANTS		UNDEFINED		PENDING
* THIS PROJECT CAN OPERATE ON \$300,000 FOR AN ENTIRE YEAR WITH OPERATIONAL EXPENSES OF LESS THAN \$25,000. DURING THE FIRST YEAR WE WILL USE OUR ASSETS AND NUMBER OF PEOPLE WE HELP TO LEVERAGE A MULTITUDE OF GRANTS.				
TOTAL:		300,000		

IDENTIFY AND DESCRIBE THE DEVELOPER'S EXPERIENCE:
 A WIDE VARIETY OF SOCIAL ADVOCACY GROUPS WITH EXPERIENCE IN EMERGENCY SHELTER OPERATION, FOOD SERVICE, FIRST AID, DE-ESCALATION AND COUNSELING.

IDENTIFY AND DESCRIBE ROLE(S) OF DEVELOPMENT PARTNERS:
 OUR PARTNERS CONSIST OF THE ENTIRE THURSTON COUNTY SOCIAL ADVOCACY COMMUNITY. OUR DEVELOPMENT PARTNERS ARE GENERALLY FOCUSED ON SUSTAINABLE SYSTEMS AND SUSTAINABLE SOCIETY.

SMITH BUILDING - IDENTIFY TERMS OF PURCHASE, IF APPLICABLE:
 N/A

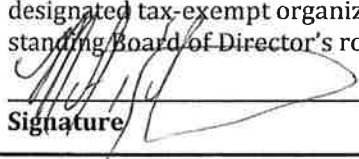
IDENTIFY ANY OTHER DESIRED PARTICIPATION FROM THE CITY OF OLYMPIA, IF ANY, AND JUSTIFY THE NEED:

DESCRIBE THE DEVELOPER'S EXPERIENCE IN BUILDING "SUSTAINABLE" PROJECTS, i.e., LEED (Leadership in Energy and Environmental Design) Green Building Rating System™, BUILT GREEN™:

PHOTOVOLTAIC ENGINEERING / SUSTAINABLE ENERGY SYSTEMS. DESIGNING AN ELECTRIC CAR MUCH LIKE A BICYCLE TARGETING SINGLE USER APPLICATIONS. GEOTHERMAL HEATING, ENERGY RECLAMATION AND HYDROGEN EXTRACTION. 15 YEARS SCIENTIFIC LABORATORY EXPERIENCE.

CERTIFICATION:

As the applicant, I certify that all the information submitted is true and accurate, and that this agency is a federally designated tax-exempt organization with an active State non-profit corporation status. Further certification of insurance, standing Board of Director's roster and organizational chart will be submitted upon request.


Signature

PROJECT COORDINATOR
Title

5/7/2012
Date

Attachments required:

1. Site Plan
2. Elevations
3. Conceptual Design
4. Drawing(s)
5. Proposed Agency Annual Budget
6. Last year Actual Agency Budget
7. Agency Brochure

Olympia Resource Center Project

Project Proposal
May 4, 2012



"A nation's greatness is measured by how it treats its weakest members." -Mahatma Gandhi

Olympia Resource Center Project

SUMMARY

Mission Statement: Providing an all-inclusive network of community based advocacy groups, the Olympia Resource Center provides services focused on removing barriers to individuals achieving independence. These services are intended to both prevent and eliminate homelessness.

Presently, census reports indicate that poverty levels are increasing steadily for Americans up to age 65. In 2010, 22% of youth up to age 18 were living in poverty. This percentage is notably higher than the percentage of people living in poverty ages 18 – 65, which was 13.7% in 2010. Poverty rates for ages 18 – 65 have not been this high since 1963, and youth poverty has only reached 22% twice, once in 1963 and again in 1993. Since 2007 the official poverty rate has increased from 12.5% to 15.1%. In 2010 the number of people living in poverty was the highest on record during the 53 years in which poverty estimates have been recorded, 46.2 million.¹

This project focuses on programs designed to (a) prevent homelessness and (b) aid homeless individuals in a transition towards independence. This is accomplished by establishing a community resource center which provides services the vast majority of Americans take for granted such as but not limited to:

- Showers
- Internet
- Laundry
- Professional training
- Personal storage
- Shelter

This plan consists of three stages that, when complete, will provide shelter for youth, single women and single men. This plan will also provide resources to at risk individuals which are necessary for gaining and maintaining employment. Several different agencies are involved with this project, but it is versatile enough to include additional advocacy organizations.

STAGE A – The first stage consists of operating a youth emergency shelter and a women’s emergency shelter in the Smith building. At this stage an exterior ADA ramp will be built and a photovoltaic system installed.

STAGE B – The second stage consists of a community resource center on the lower floor of the Smith building in conjunction with housing or emergency shelter for women on the upper floor.

STAGE C – The final stage consists of constructing green built housing in the downtown area until there is housing for all groups of homeless individuals.

¹ These statistics obtained from official US Census reports

Olympia Resource Center Project

PROJECT DESCRIPTION

The women's shelter in Olympia was shut down February of 2012. Over the winter it moved locations almost weekly. The top floor of the Smith building will be used as a stationary women's shelter, thereby filling this gap in our social safety net.

STAGE A

The project commences with the operation of 2 emergency shelters; one for women, the other for youth. The facilities will have separate entrances for the purposes of safety. The upper story will be accessible by an external ADA wheelchair ramp wrapping around the building. The ramp will be monitored and gated.

The women's shelter will be administered by an agency with 20 years of experience operating a shelter for women. The youth shelter will also be run by a similarly experienced crew. Portable showers will be installed on each floor. The agencies operating the shelters will not use any operational budget.

Modifications at this stage include the construction of an external ADA access ramp, the removal of two trees to make space for the ADA ramp, a photovoltaic installation, the installation of an upper story entrance to the building accessible by the ADA ramp, fire escape from upper story, the installation of showers, and a security gate.

Additional operational and capital budget for consecutive stages will be secured during this stage.

STAGE B

The community center is the hub of operations for the project. Participating agencies will utilize the hub to provide services focused on homelessness prevention and social rehabilitation. It is geared to provide basic services necessary for at risk individuals to gain and maintain employment such as showers, laundry, internet and personal storage. Without these services, maintaining employment and developing professional relationships is not possible. The community center provides opportunities for persons to keep themselves clean, keep their resumes/job interview clothes somewhere safe and an office to use for business/employment seeking purposes. After hours the community center may be utilized for a youth emergency shelter.

COMMUNITY CENTER PURPOSE:

To supply services to at risk individuals and families. These services would (a) prevent homelessness from occurring, and (b) help those who are already homeless get on a path towards finding a home.

This proposal illustrates a facility engineered to run efficiently, effectively and safely.

To facilitate expansion, the project outlined in this proposal has a low initial investment and low annual operations cost. This plan outlines a very basic initial structure for operations meant to evolve and fit the needs of the community.

COMMUNITY CENTER OPERATION:

Board

A board for the organization meets periodically to make decisions on operational details. This board's responsibilities include:

- Maintaining an appropriate budget
- Selecting and training staff
- Creating and implementing safety/operational policies for the organization
- Creating and maintaining databases, systems and infrastructure
- Coordinating with agencies responsible for operating shelter/housing units

Community Center Services

- Laundry – 4 washers and 4 dryers will be in the Southeast corner room available for those in need to use. When a machine stops working the receptionist is responsible for letting the maintenance supervisor or board member know. Donations for laundry soap will be gathered from community members and organizations. This facility can provide 20 loads of laundry per day.
- Showers – any individual is eligible to check out a key to a shower room from the receptionist. The receptionist must be at the reception desk where (s)he can see all entrances to the shower room doors at all times of shower operation. Each shower room will be inspected for biohazards after every use. This facility can provide up to 75 showers per day.
- Social services – Local homeless advocacy organizations integrated into our network will be operating from within the community center.
- Computers/communication/internet – Six or more computers will be set up for public use in the room just east of the reception desk. They will all be networked to one laser jet printer. To use a computer you must get into the queue. This is done by getting a one hour pass from the receptionist. There is no restriction to the number of times someone can get into the queue.

- Personal storage – While living on the streets it is nearly impossible to keep resumes, personal documents and interview/work clothes in good order. Lockers will be provided to all individuals in need.
- Personal empowerment – Seminars, classes and other empowerment oriented gatherings can happen in the congregation room as well as some of the rooms designated for office space.
- Medical/First Aid – Basic first aid supplies will be kept on hand and made available to anyone who needs them. A medical doctor will come periodically and see patients for free.

Community Center Staff

Three full time positions are necessary to maintain a community center on the first floor of the Smith Building. Compensation is projected to be hourly at \$10/hour. The positions consist of:

- **Technician/Receptionist A** – this person’s primary duties include (a) making people feel safe/welcome and (b) servicing security system/network. This individual should be outgoing and friendly.
- **Technician/Receptionist B**– this person is responsible for (a)keeping the books, (b)maintaining a visual on the showers while distributing and collecting keys to them and (c) making people feel safe and welcome.
- **Maintenance supervisor** – This person keeps the building clean and in working order. This individual needs to be trained in how to remove hazardous materials/biohazards and needs to be present for all hours of shower operation, cleaning the building daily.

The Technician/Receptionist A and B positions share many responsibilities but also have their own specific duties. At least one of them needs to be at the reception desk at all times during shower operation, and two on shift at all times. One of them should be a male, and the other female. This is to make sure that a well rounded de-escalation team can be on call at all times. Both should be outgoing, friendly and be familiar with de-escalation techniques.

STAGE C

As the ORC project continues to acquire funding, housing will be constructed on nearby lots until all demographics of homeless individuals have a housing program they can utilize. We are interested in providing services equally and for all individuals in need. Unfortunately, the Smith building is simply not equipped to provide shelter for all of the groups in need (chronically homeless, inmates recently released, women, youth, people with chemical dependency issues and the mentally ill). We are pursuing a path that will, after three years, enable us to provide at least some shelter for all of these groups.

Projected Operation Costs for Stage A²

Stage A operational costs are building utilities and maintenance only. \$22,000 will pay for utilities and maintenance for one year.

Projected Operation Costs for Stage B (monthly recurring)

- \$1,200 - \$2,500 for electricity
- \$750 for water/sewer
- \$100 for garbage
- \$9,000 a month in wages for staffing seven days a week, 8am to 6pm

TIMELINE

June 2012

Funding acquisition, grant applications

July 1, 2012

Contractor coordination and permit acquisition

August 1, 2012 – October 31, 2012

Installation of ADA access ramp, security gate, fire escape, showers, and photovoltaic cells/battery banks

November 1, 2012

Stage A emergency shelters open

May 2013 – November 2013

Transition into Stage B

November 1, 2013

Olympia Resource Center opens

August 2014

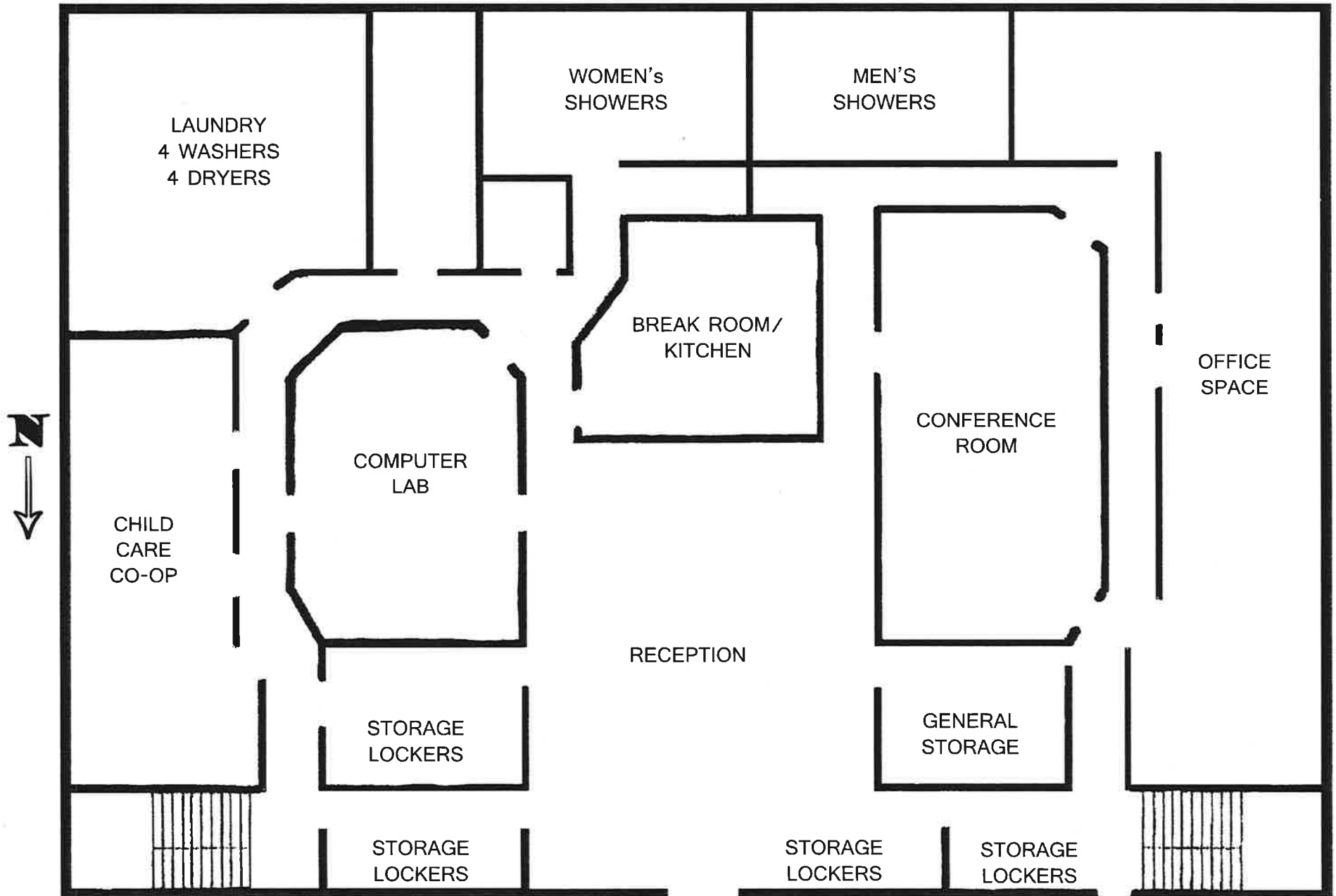
Initialization of Stage C permit obtaining and construction

² Electricity costs are lowered by employing photovoltaic cells and an energy reclamation system operating from heat passing through the dryer ducts.

SITE PLAN, SMITH BUILDING – Olympia Resource Center Project



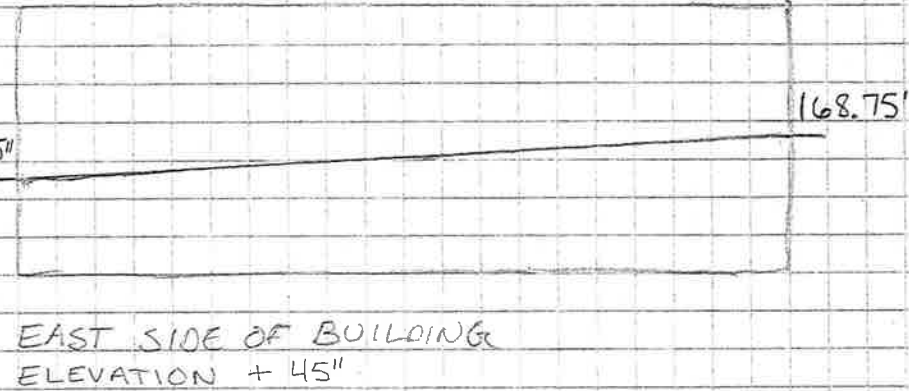
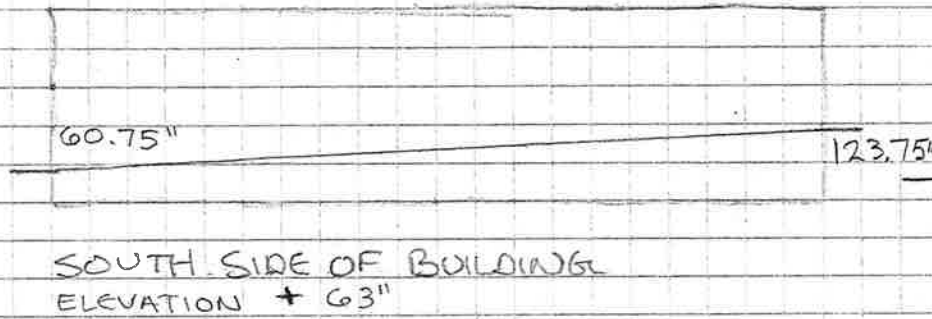
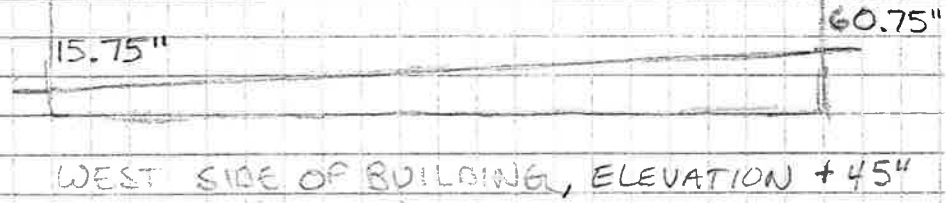
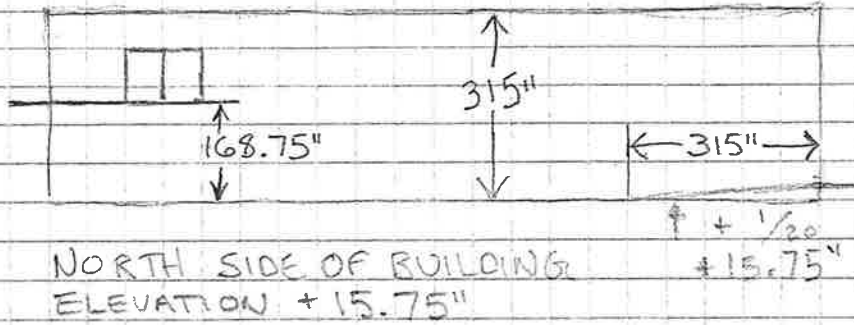
<p>SITE DATA Total Site Area: 30,000 square feet Zoning: Commercial Use: Emergency Shelter Parcels: 78202400400, 78202400500, 78202400600</p> <p>BUILDING DATA Building Footing Area: 7,160 square feet Elevation: 26 feet 4 inches Height: 2 stories Total Gross Floor Area: 14,160 square feet</p>	<p>LAND CHARACTERISTICS Water Source: Public Sewer Source: Public Sewer Type: Sewer</p>
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SMITH BUILDING

1ST FLOOR

837 7TH AVE SOUTHEAST OLYMPIA WA 98501



SMITH BUILDING - ADA RAMP CONCEPTUAL DIAGRAM
SHOWING RAMP ELEVATIONS AND
BUILDING HEIGHT

Media Island International

Profit and Loss Detail Fiscal Year 2011

Prepared 05/06/12

March 1, 2011 through February 28, 2012

Type	Date	Num	Name	Memo	Amount	Balance
Other Income/Expense						
Other Income						
Other Income						
Deposit	03/01/11		Opening Bal. FY 2011 -3/1/11		3,675.03	3,675.03
Total Other Income					<u>3,675.03</u>	<u>3,675.03</u>
Total Other Income					<u>3,675.03</u>	<u>3,675.03</u>
Net Other Income					<u>3,675.03</u>	<u>3,675.03</u>
Ordinary Income/Expense						
Expense						
Mgmt & General						
Office Supplies						
Check	03/28/11	3517	office max		9.95	9.95
Check	04/01/11		Cash for OfficeMax		100.00	109.95
Check	12/27/11	0	Cash for OfficeMax		150.00	259.95
Total Office Supplies					<u>259.95</u>	<u>259.95</u>
Licenses and Permits						
Check	03/25/11	3563	Secretary of State WA		10.00	10.00
Check	04/20/11	3564	Thurston County Treasurer		8.33	18.33
Check	06/24/11	3584	WA State Dept. of Revenue		30.00	48.33
Total Licenses and Permits					<u>48.33</u>	<u>48.33</u>
Bank Service Charges						
Check	04/28/11		USBank	Analysis Svc Chg	0.14	0.14
Check	07/11/11		USBank	check printing fee	25.95	26.09
Check	12/30/11		USBank	analysis svc chg	0.80	26.89
Total Bank Service Charges					<u>26.89</u>	<u>26.89</u>
Postage and Delivery						
Check	06/21/11	3580	USPO	box rental & postage	239.60	239.60
Check	07/07/11	3586	USPO	postage	22.00	261.60
Total Postage and Delivery					<u>261.60</u>	<u>261.60</u>
Dues and Subscriptions						
Check	02/13/12	3626	In These Times		15.00	15.00
Total Dues and Subscriptions					<u>15.00</u>	<u>15.00</u>
Total Mgmt & General					<u>611.77</u>	<u>611.77</u>

Telephone & Internet

Check	03/04/11	3556 Qwest		180.91	180.91
Check	03/22/11	3562 Qwest		168.09	349.00
Check	05/04/11	3568 Qwest		167.88	516.88
Check	05/25/11	3575 Qwest		167.88	684.76
Check	06/21/11	3582 Qwest		167.88	852.64
Check	08/11/11	3589 Qwest		167.84	1,020.48
Check	09/19/11	3599 Century Link		167.89	1,188.37
Check	10/12/11	3603 Century Link		167.97	1,356.34
Check	10/31/11	3606 Century Link		168.53	1,524.87
Check	11/08/11	3608 Century Link		168.53	1,693.40
Check	12/30/11	3619 Century Link		175.38	1,868.78
Check	01/27/12	3623 Century Link		169.85	2,038.63
Check	02/21/12	3627 Century Link		183.71	2,222.34

Total Telephone & Internet

2,222.34 2,222.34
Program Expense

Check	03/01/11	3552 Black Mesa Indigenous Support		2,156.50	2,156.50
Check	03/04/11	3555 Groundspring	May I Speak Freely Project	24.25	2,180.75
Check	03/15/11	3560 Forest Policy Research Project		1,840.00	4,020.75
Check	03/16/11	3559 Encore Arts		90.00	4,110.75
Check	05/09/11	3569 Honduras Solidarity Project	via Caitlin Roberts	200.00	4,310.75
Check	05/09/11	3570 Forest Policy Research Project		1,840.00	6,150.75
Check	05/20/11	3571 LadyFest Film Project	via cash to Trisha Abel	50.00	6,200.75
Check	06/01/11	3576 Earth First Speakers Bureau	via Peter Tsolkas	90.00	6,290.75
Check	08/15/11	3591 Forest Policy Research Project		1,840.00	8,130.75
Check	08/30/11	3592 KOWA headphones	via Tom Hackett	20.00	8,150.75
Check	10/14/11	3605 Forest Policy Research Project		1,840.00	9,990.75
Check	10/24/11	3601 Black Mesa Indigenous Support		190.00	10,180.75
Check	11/03/11	3607 Black Mesa Indigenous Support	via Network for Good	475.00	10,655.75
Check	11/15/11	3600 Earth First Speakers Bureau	via Peter Tsolkas	45.00	10,700.75
Check	11/16/11	3609 Black Mesa Indigenous Support		4,750.00	15,450.75
Check	11/22/11	3613 Black Mesa Indigenous Support		190.00	15,640.75
Check	11/29/11	3610 Earth First Speakers Bureau		460.00	16,100.75
Check	11/30/11	3616 Forest Policy Research Project		2,300.00	18,400.75
Check	12/29/11	3618 Black Mesa Indigenous Support		70.00	18,470.75
Check	01/26/12	3624 Black Mesa Indigenous Support		783.75	19,254.50
Check	02/28/12	3628 Black Mesa Indigenous Support		2,079.17	21,333.67

Total Program Expense

21,333.67 21,333.67
Occupancy**Utilities****Gas and Electric**

Check	03/14/11	3557 Puget Sound Energy		252.15	252.15
Check	05/24/11	3572 Puget Sound Energy		327.74	579.89

Check	06/21/11	3583 Puget Sound Energy		128.78	708.67
Check	08/11/11	3587 Puget Sound Energy		247.91	956.58
Check	09/19/11	3598 Puget Sound Energy		141.05	1,097.63
Check	10/13/11	3604 Puget Sound Energy		132.33	1,229.96
Check	11/28/11	3614 Puget Sound Energy		161.68	1,391.64
Check	12/15/11	3617 Puget Sound Energy		246.09	1,637.73
Check	01/23/12	3620 Puget Sound Energy		249.59	1,887.32
Check	02/09/12	3625 Puget Sound Energy		222.31	2,109.63
Total Gas and Electric				<u>2,109.63</u>	<u>2,109.63</u>
Water					
Check	03/24/11	3561 City of Olympia		180.64	180.64
Check	05/24/11	3573 City of Olympia		175.80	356.44
Check	05/24/11	3578 City of Olympia		210.00	566.44
Check	08/11/11	3590 City of Olympia		188.66	755.10
Check	09/19/11	3596 City of Olympia		210.50	965.60
Check	11/16/11	3611 City of Olympia		23.78	989.38
Check	01/27/12	3622 City of Olympia		205.99	1,195.37
Total Water				<u>1,195.37</u>	<u>1,195.37</u>
Total Utilities				<u>3,305.00</u>	<u>3,305.00</u>
Repairs					
Building Repairs					
Check	03/14/11	3558 Home Depot		34.93	34.93
Check	04/26/11	3566 Restore	replace door	19.57	54.50
Check	04/28/11	3567 All Ways Safe & Lock		16.31	70.81
Check	05/26/11	3574 Home Depot		14.72	85.53
Check	05/31/11	3579 All Ways Safe & Lock		8.70	94.23
Check	06/23/11	3581 Home Depot		110.91	205.14
Check	07/07/11	3565 All Ways Safe & Lock		20.11	225.25
Check	08/15/11	3588 Home Depot		71.62	296.87
Check	09/07/11	3593 Thurston County Landfill		20.00	316.87
Check	09/19/11	3597 Home Depot		2.31	319.18
Total Building Repairs				<u>319.18</u>	<u>319.18</u>
Total Repairs				<u>319.18</u>	<u>319.18</u>
Total Occupancy				<u>3,624.18</u>	<u>3,624.18</u>
Total Expense				<u>27,791.96</u>	<u>27,791.96</u>
Income					
Reimbursed Expenses					
Check	09/25/11	3595 Bruce Wilkinson		-40.00	-40.00
Check	09/29/11	3594 Paul Cienfuegos		-50.00	-90.00
Check	11/02/11	3602 Paul Cienfuegos		-150.00	-240.00
Total Reimbursed Expenses				<u>-240.00</u>	<u>-240.00</u>
Contributions Income					

Deposit	03/11/11	Deposit		100.00	100.00
Deposit	03/14/11	Deposit	Individual Donor for FPR	2,000.00	2,100.00
Deposit	04/01/11	Deposit		100.00	2,200.00
Deposit	04/28/11	Deposit	SPEECH rent	600.00	2,800.00
Deposit	05/05/11	Deposit	Individual Donor for FPR	2,000.00	4,800.00
Deposit	05/09/11	Deposit	events	472.00	5,272.00
Deposit	05/20/11	Deposit		150.00	5,422.00
Deposit	06/30/11	Deposit	SPEECH rent	200.00	5,622.00
Deposit	06/30/11	Deposit	fundraiser	241.00	5,863.00
Deposit	07/05/11	Deposit	from Engage Learning	500.00	6,363.00
Deposit	08/09/11	Deposit	SPEECH rent	400.00	6,763.00
Deposit	08/10/11	Deposit		169.00	6,932.00
Deposit	08/10/11	Deposit	Individual Donor	1,000.00	7,932.00
Deposit	08/15/11	Deposit	Individual Donor for FPR	2,000.00	9,932.00
Deposit	09/16/11	Deposit		50.00	9,982.00
Deposit	09/16/11	Deposit	SPEECH rent	200.00	10,182.00
Deposit	10/03/11	Deposit		108.00	10,290.00
Deposit	10/07/11	Deposit	SPEECH rent	600.00	10,890.00
Deposit	10/13/11	Deposit	Individual Donor for FPR	2,000.00	12,890.00
Deposit	11/01/11	Deposit	Network for Good for BMIS	500.00	13,390.00
Deposit	11/15/11	Deposit	for EF Speakers Bureau	500.00	13,890.00
Deposit	11/15/11	Deposit	for Black Mesa Indigenous Support	5,000.00	18,890.00
Deposit	11/22/11	Deposit	GroundSpring for BMIS	200.00	19,090.00
Deposit	11/29/11	Deposit	Individual Donor for FPR	2,500.00	21,590.00
Deposit	12/19/11	Deposit		75.00	21,665.00
Deposit	12/19/11	Deposit	cash from Occupy	160.00	21,825.00
Deposit	12/29/11	Deposit		25.00	21,850.00
Deposit	01/26/12	Deposit		125.00	21,975.00
Deposit	01/26/12	Deposit	for Black Mesa Indigenous Support	825.00	22,800.00
Deposit	02/08/12	Deposit		85.00	22,885.00
Deposit	02/08/12	Deposit	SPEECH rent	600.00	23,485.00
Deposit	02/28/12	Deposit	1000 Wilmington Trust	1,000.00	24,485.00
Deposit	02/28/12	Deposit	Network for good for BMIS	1,188.60	25,673.60
Total Contributions Income				<u>25,673.60</u>	<u>25,673.60</u>
Total Income				<u>25,433.60</u>	<u>25,433.60</u>
Net Ordinary Income				<u>-2,358.36</u>	<u>-2,358.36</u>
Net Income				<u>1,316.67</u>	<u>1,316.67</u>

MEDIA ISLAND INTERNATIONAL

Statement regarding projected annual agency budget 2012

Our projected costs are as follows:

2,222.34 – Internet and phone

2,109.63 – Gas and electric

1,195.37 – Water

10,320 – Building repairs

- 320 – Maintenance
- 7,000 – Structural repairs
- 3,000 – Electrical repairs

Our income comes from the community in the form of donations as detailed in the attached 2011 profit and loss statement. This year's projected building repair cost is unusually high as we are planning building structural and electrical repairs.

Infrastructure

Multi-media Library

We gather and receive information from various reliable grassroots, independent and mainstream sources on topics of major concern. We feel honored to have the opportunity to help tell this history/herstory—ourstory. We work to process, index and make accessible this repository of knowledge.

Multi-media Library (Phase One)

- **Holdings**—Periodicals (newsletters, magazines, etc.), books, videos and audio tapes, e-mail archives, posters, info-graphics, cartoons/ads with a message, and other images and materials.
- **Global Network Database**—MII's database consists of 2000+ organizations and individuals.
- **Web-site ProjectBase**—Portal to and containing crucial issues, organizational efforts and direct information sources. Links to media sites, research tools, view of MII's "best of" files and selected fresh e-mails.

Multi-media Library (Phase Two)

- Improve Topic Files
- Complete Indexing of Library

Multi-media Library

"Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers."

—From Article 19 of the Universal Declaration of Human Rights

Communication Flow

Exchanging critical information at strategic times, we help foster action. This can and does influence the course of events. We inspire caring people to act with and educate each other, enabling connections and access to options and solutions.

Communication Flow (Phase Two)

- **Distribution Team**—Coordinate a team to implement local and regional distribution strategies to disseminate posters, flyers and literature, swiftly and effectively.
- **Media Person**—Improve and maintain relationships with regional media contacts to place stories in the mainstream and alternative media.
- **Outreach/Public Education Team**—Provide information at events, gatherings and public settings. Arrange and deliver presentations to schools, churches and civic organizations.
- **Calendar**—Synthesize local and regional calendars of educational and cultural events.



We strive to maintain a communicative, cooperative staff and board dedicated to the mission and vision of MII, and stabilizing its foundation.

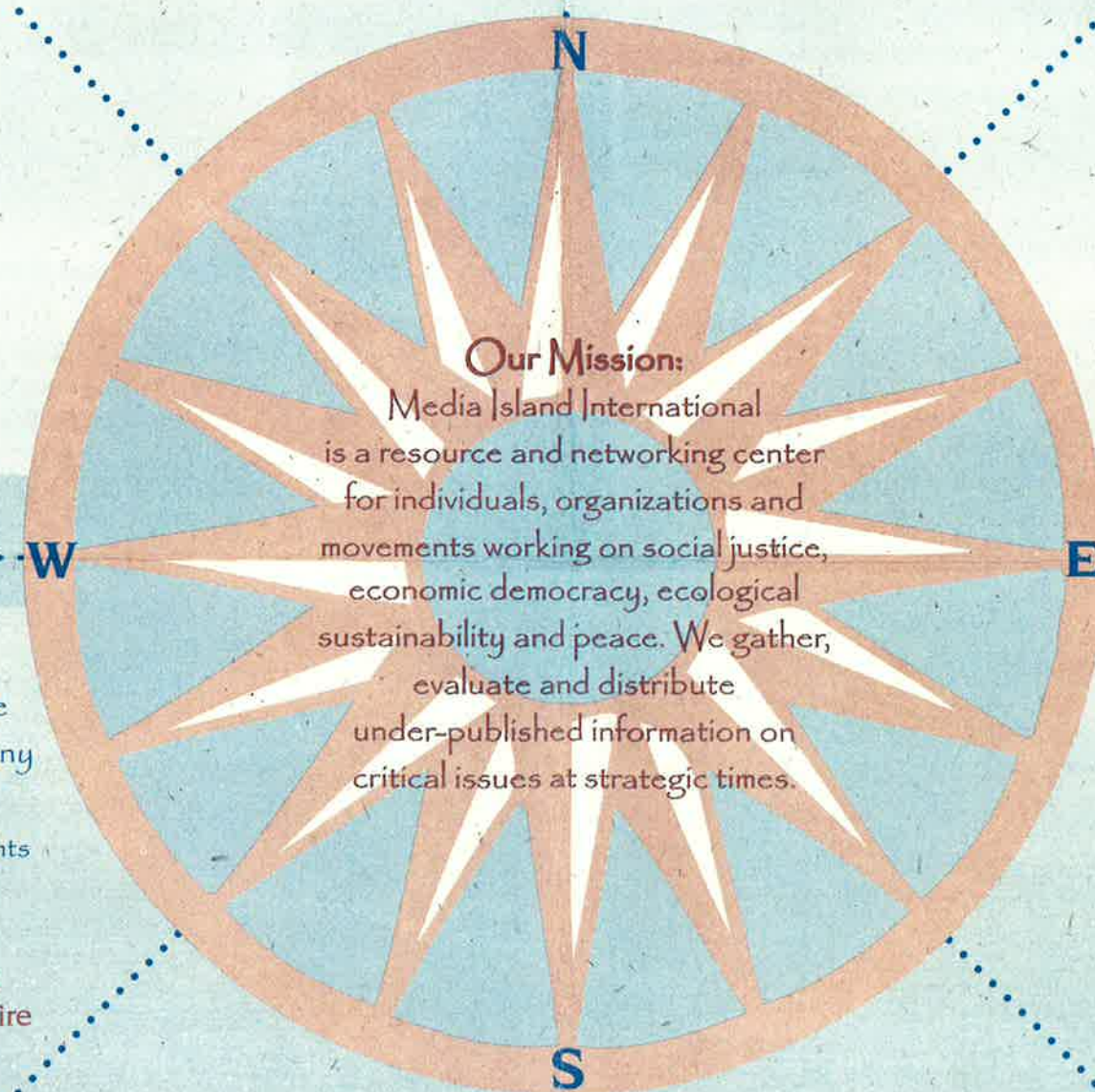
- Facilities
- Fiscal Management
- Organizational Development

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed it's the only thing that ever has."

—Margaret Mead

"In a time of turbulence and change, it is more true than ever that Knowledge is Power."

—JFK



People

We are diverse people working together with a common interest in educating the public with alternative information. We communicate and participate independently and collaboratively with each other on a local and global scale. We can change the world. We honor the dedicated efforts and contributions from countless individuals without which MII would not exist.

Opportunities for everyone

- Supporters
- Volunteers
- Staff
- Interns—full and part time available
- Educational credit can be arranged
- Individual and organizational members

Communication Flow (Phase One)

- **Info-porch**—24-hour access to current community, national and international issue information, petitions, pamphlets, flyers, stacks of newsletters, etc. for people to take, use and distribute.
- **Real News Bytes**—Utilizing the abundance of stories and resources flowing through MII, we'll work to recirculate and produce short audio, print and video presentations to increase public acknowledgment of key concerns.
- **Action Packs**—Distribute action requests to members on human rights and ecological situations that require immediate attention. These come in the form of petitions, e-mails, phone calls and letters.
- **MII Newsletter**—Quarterly newsletter containing updates on MII projects and key under-reported issues.
- **Phone-trees and E-mail Lists**—Local, regional and international issue based contact capability and event notification.
- **Referrals/Networking**—Help to direct to best and nearest resource with the use of our database.

Communication Flow



Initially MII became involved with volunteer citizen activists on a number of local pressing environmental, public health and growth management issues. These included: Grass Lake, Rolling Fields, Long Lake, and Allison and McAllister Springs. Our work directly aided drinking water source protection and pesticide education, the preserving of wetlands and curbing urban sprawl through the creation of public parks.

MII is committed to collecting, processing and distributing crucial information addressing the social justice, economic democracy, ecological sustainability and peace issues that we all collectively face. We help people access networks of individuals and organizations working on these issues.

At Media Island we believe people make the best decisions they can, based on the information they have.

We live in critical times. No longer can we avoid our responsibilities to each other and to the planet. The opportunity for the evolution of a more inclusive, ecological and international civil society lies before us.

Media Island International (MII) is a resource and networking center for individuals, organizations and movements working on a regional, national and international basis.

Media Island International
 mii@olywa.net (360) 352-8526 (vdf)
 Box 7204, Olympia, WA 98507



The eyes of the world are watching...

Understanding that people's access to information is limited by corporate ownership and control of most communication outlets, MII dedicates its attention to developing associations with alternative media and first-hand sources of information nationally and internationally.

This deepened our involvement with people working on critically under-reported ongoing indigenous environmental social justice issues such as:

- Black Mesa/Big Mountain—Dineh (Navajo) Nation in Arizona—Challenging largest forced relocation of Native Americans in the 20th century by the U.S. government
- Leonard Peltier—Internationally recognized as a U.S. political prisoner
- Lyle Point—Religious freedom, Native fishing and burial site on the Columbia River threatened by development
- Shuswap Sundancers—Gustafsen Lake, B.C.—Defending unceded Native territory against Canada's claim of jurisdiction—Colonialism on Trial
- Chiapas, Mexico—Mayans suffering militarization and violence call for help from international civil society to achieve autonomy, justice and peace with dignity
- Many others

Facing these challenges, MII became engaged with enhancing the urgently needed information flow, and building upon the foundation of a strong network of informed, involved individuals and organizations.

Media Island International

Our Vision:

Media Island International holds social justice, economic democracy, ecological sustainability and peace as our highest values. We envision an informed, vibrant, international civil society where human rights are consistently respected, and the earth's environment is healthy and protected. We believe that truth has power. When expressed, truth can liberate, motivate and activate the citizenry, creating a world community that can sustain all life.

MII became a 501(c)(3) nonprofit organization in 1991. Since then, we have been a fiscal sponsor helping stabilize various emerging groups. Two of these groups vital to the Pacific Coast Temperate Rainforest preservation network are:

- Julia "Butterfly" Hill—Longest tree-sit (1 year +), alerting millions worldwide to prevent cutting of Headwaters forest in Northern California, the planet's last unprotected ancient redwoods
- The Eyak Rainforest Preservation Fund—Taking on Exxon, Alaska and the Federal Government after the Valdez oil spill, and protecting thousands of acres of forest and Eyak native cultural heritage around the Copper River Delta

Hope lies in the power of the people. We are shedding light on issues, perspectives and options to help create a more fully informed world.

With your support and involvement, MII can further expand its efforts to gather, evaluate and redistribute critical information at strategic times in multiple forms. We connect problems with potential solutions. Our methods include: presentations, sponsorship of public education events, media activism, films, speakers, conferences, bus caravans, material aid drives, consulting/referrals and networking.

FUNDING FOR ACTIVISM is urgently needed. Your creativity, energy and monetary support are vital for an effective movement.

Membership

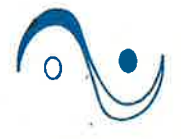
Your donations to MII and our projects are tax-deductible. By becoming a supporter/sustainer/member of MII you help sustain:

- Multi-media pro-active library
- Network of national and international activists and organizations
- Website
- On-going outreach and education on social justice, economic democracy, ecological sustainability and peace

When you join, you will receive:

- Action packs
- Quarterly newsletter
- Issue/Event alerts (phonetree, e-mail, surface mail)
- Networking and media advocacy assistance

Join us in being part of the solution.



Media Island International
 P.O. Box 7204, Olympia, WA 98507
 Phone & Fax: (360) 352-8526

E-mail: mii@olywa.net • Web: www.mediaisland.org
 People at MII: Jimmy Mateson, Marie Poland, Rick Fellows, Chris Carson, Yuri Koslen, and many others.
 We are located at 816 Adams Street SE, Olympia

Here to Help Prevent Truth Decay

... the truth is getting harder to hide.

Issues

- Environmental Justice
- Under-reporting of News
- Peaceful Conflict Resolution
- Latin America/Foreign Policy
- Sweatshop Labor Conditions
- Drug Policy Reform/Drug War
- Global Ecological Imperative
- Food Not Bombs

News Outlets

- Adbusters
- Corporate Power and Accountability
- Recognition of Indigenous Nations
- Prison Privatization and Labor
- Global Ecological Imperative
- Food Not Bombs
- Earth Island Institute
- Survival International
- Amnesty International
- IFCO/Pastors for Peace
- East Timor Action Network
- Public Citizen/Ralph Nader
- Fellowship of Reconciliation
- International Indian Treaty Council
- International Justice
- Fairness and Accuracy in Reporting
- Indigenous Environmental Network
- International Action Center/Ramsey Clark
- Institute for Food and Development Policy
- Program on Corporations, Law and Democracy

- The Nation
- Sustainable Energy/Suppressed Technology
- Z Magazine
- Global Government Policy and Black Budget
- HighTower Radio
- Cultural Survival
- Sanctions and Embargoes Real Victims
- Indigenous Woman
- Homelessness and Hunger in America
- Ending Impoverished Nations Debt
- Whole Earth Review
- Index on Censorship
- New Internationalist
- Multinational Monitor
- Radio for Peace International
- Nuclear Weapons and Power
- Universal Health Care Access
- Food Safety and Public Health
- Global Trade Agreements
- Nuclear Weapons and Power
- Free Higher Education
- Pacifica Radio's 'Democracy Now'
- News from Indian Country Today



May 7, 2012

Anna Schlecht
Steve Friddle
City of Olympia
PO Box 1697
Olympia, WA 98507-1697



Dear Anna and Steve,

Please find our application for \$551,500 in CDBG capital funding and \$40,000 in CDBG operational funding along with a proposal to purchase the Smith building from the City for our New Community Service Center. SafePlace is leveraging \$778,000 in committed state funding; \$570,000 in a loan from Sterling Savings Bank; \$180,000 from Thurston County; \$80,000 in a previous City CDBG award for planning; and \$400,000 from community donations for this project. The purchase of the Smith building and City CDBG capital funding are the last pieces to put in place to move ahead. SafePlace is eager to renovate the building and improve and expand our critically needed services for victims of domestic and sexual violence.

Please find attached:

- Application Form
- Narrative
- Project Timeline
- Site Plan, Conceptual Design, and Elevations
- Funding Commitments
- Partnership and Support Letters
- 2012 Agency Budget
- 2011 Agency Financials
- Agency Brochure

If you have any questions or need additional information, please call me at 360-786-8754.

Sincerely,

Mary Pontarolo
Executive Director



May 7, 2012

Anna Schlecht
Steve Friddle
City of Olympia
PO Box 1697
Olympia, WA 98507-1697

REVISED
MAY 07 2012
City of Olympia
Community Planning and Development

RE: Funding Commitment for SafePlace Community Service Center

Dear Anna and Steve,

SafePlace has secured \$378,000 in private donations to our Capital Campaign that are available for the redevelopment of the Smith Building. These funds are either received or pledged by donors.

If you have any questions or need additional information, please call me at 360-786-8754.

Sincerely,

Mary Pontarolo
Executive Director



City of Olympia | Capital of Washington State

P.O. Box 1967, Olympia, WA 98507-1967

CITY OF OLYMPIA - COMMUNITY DEVELOPMENT BLOCK GRANT

Program Year 2012 PRE-APPLICATION

Please Note: 2012 Funding for Capital Projects Only

REVISED
MAY 07 2012
City of Olympia
Community Planning and Development

Amount Requested: \$551,500 + \$40,000 CDBG Operating

Project Name: SafePlace New Community Service Center

AGENCY INFORMATION:

Name: SafePlace

Street Address: 342 Legion Way SE

Mailing Address: PO Box 2002, Olympia, WA 98507

Email Address: maryp@safeplaceolympia.org Website: Safeplaceolympia.org

Phone: 360-786-8754 FAX: 360-786-6733

Agency Director Mary Pontarolo

Application Contact Person: Mary Pontarolo

Years in Existence 31 # of Staff: 25 FTE # of Volunteers: 40

Type of Agency: Public Agency Private Non-Profit (501c3) Partnership

Corporation Sole Proprietorship Other

Federal Tax ID #: 91-1153988 DUNS# (Required): 180252231

Mission Statement:

We strive to put an end to sexual and domestic violence and advocate for personal and societal change through crisis intervention and education.

PERFORMANCE GOALS: (number of housing units, people served, target populations)

SafePlace is the Washington State accredited provider of Domestic and Sexual Assault services in Thurston County. The Smith Bldg will allow us to offer a higher quality of service and increase service levels by approximately 15% in the first year and 20% from 2012 levels in the second year of operation. In 2011 SafePlace served 1,596 unduplicated clients (will increase to 1,835 in our first year of operation) and answered 4,516 crisis line calls (will increase to 5,193). 218 walk-survivors (will increase to 250). 432 attended our legal clinics (will increase to 496) 278 survivors attended facilitated psycho-educational survivor support groups in our English, Spanish and Asian Women's group (will increase to 320). SafePlace is currently severely hampered by its inadequate facility. . In addition to these direct services to survivors, SafePlace will greatly increase its 'community engagement' activities as part of their education and prevention activities.

Target Population (check most appropriate):

- | | | |
|---|--|--|
| <input type="checkbox"/> Low-income area | <input type="checkbox"/> Low-income persons | <input type="checkbox"/> Seniors |
| <input type="checkbox"/> Abused/neglected children | <input checked="" type="checkbox"/> Abused spouses | <input type="checkbox"/> Migrant farm workers |
| <input type="checkbox"/> Persons living with HIV/Aids | <input type="checkbox"/> Illiterate | <input type="checkbox"/> Seriously disabled adults |

MAYOR: Stephen H. Buxbaum MAYOR PRO TEM: Nathaniel Jones CITY MANAGER: Steven R. Hall
COUNCILMEMBERS: Jim Cooper, Julie Hankins, Steve Langer, Jeannine Roe, Karen Rogers

PROJECT DESCRIPTION:

SafePlace proposes to renovate the Smith building for a new 12,000 SF community service center for victims of domestic and sexual violence. The facility will include rooms for individual and group counseling; an office for a 24 hour crisis line; large classrooms/meeting rooms for workshops and community events; a children's room with adjacent staff space; a large lobby for community engagement and seating area for the economic incubator restaurant that will provide job training and kitchen space for survivors interested in forming small businesses; and administrative office space.

LOCATION:

SafePlace proposes to develop the New Community Service Center at the Smith Building, 837 7th Street SE in Olympia.

PROJECT/PROGRAM REVENUE BUDGET:

Source of Program Revenue	% of Program Budget	Amount of Funding (\$)	Start/End Dates of Funding Cycle	Status (Approved or Pending)
Washington State Building Communities Fund	30.3%	\$778,000	Must be expended by 6/30/13	Approved
Sterling Savings Bank	22.2%	\$570,000	N/A	Approved
City CDBG 2012	21.5%	\$551,500	Must be expended by 6/30/13	Pending
Thurston County	7.0%	\$180,000	N/A	Approved
City CDBG 2010	3.1%	\$80,000	N/A	Approved
Private Contributions	15.8%	\$404,713	N/A	\$378,000 In-Hand or Pledged, \$26,713 to Raise
City CDBG Operating*	3.3%	\$40,000	Jan - June 2013	Pending
TOTAL:	100%	\$2,564,213		\$1,986,000, 77.5%, Approved

CDBG Operating Funds are shown as a portion of the agencies 2013 operating budget of \$1.2M. Operating Funds are not shown in project totals.

IDENTIFY AND DESCRIBE THE DEVELOPER'S EXPERIENCE:

In 2007 SafePlace completed the development of its confidential emergency shelter which was financed with state and federal funds. SafePlace has engaged Community Frameworks to develop their New Community Service Center. In the last five years, CF has completed the development of 473 units of affordable housing in 15 projects. Six of these projects have included community facilities including Dove House in Port Townsend (State CDBG and State Building Communities Fund) and the Spokane Salvation Army's SAFE Center (Spokane CDBG and State Building Communities Fund). CF has a good track record of completing projects on-time within budget.

IDENTIFY AND DESCRIBE ROLE(S) OF DEVELOPMENT PARTNERS:

Community Frameworks will serve as the full service developer from completing a feasibility study through project management during to construction to project close-out. The local firm of Swalling/Walk Architects was selected for design through an open RFQ/RFP process. Swalling/Walk has experience with building to the LEED Silver

standard, complying with Davis Bacon and/or state prevailing wage requirements, and complying with Section 3 of the Housing and Urban Development Act. Donna Doerer has been providing assistance with private fundraising. SafePlace will supervise these experienced development partners.

SMITH BUILDING - IDENTIFY TERMS OF PURCHASE, IF APPLICABLE:

SafePlace proposes to purchase the Smith Building for \$1 and SafePlace will cover all transaction costs. SafePlace commits to using the building for community benefit for the long-term.

IDENTIFY ANY OTHER DESIRED PARTICIPATION FROM THE CITY OF OLYMPIA, IF ANY, AND JUSTIFY THE NEED:

The City of Olympia provided \$80,000 of CDBG funding for preliminary design when SafePlace was planning to build new at the corner of Adams and Legion. Those funds covered the costs for the architectural programming that resulted in the design of the renovations of the Smith building.

In addition to the capital request, SafePlace is requesting \$40,000 in CDBG funding for after-construction cleanup, start up service for security improvements, maintenance agreements for the elevator, heating/cooling system/kitchen equipment, facilities maintenance and insurance needs, back-up generator purchase and installation, phone, technology and equipment installation/servicing and improvements, furniture moving and expansion of the outreach and public engagement to prevent sexual and domestic violence.

DESCRIBE THE DEVELOPER'S EXPERIENCE IN BUILDING "SUSTAINABLE" PROJECTS , i.e., LEED (Leadership in Energy and Environmental Design) Green Building Rating System™, BUILT GREEN™:

Community Frameworks has completed six projects that have met the state's Evergreen Sustainable Development Standards and has three others in construction or preparing for construction. Both Kara Walk and Sheila Swalling, the principals of Swalling Walk Architects, are LEED certified and have completed two LEED Silver projects in Olympia. The state Building Communities Fund requires that this project be built to the LEED Silver standard.

CERTIFICATION:

As the applicant, I certify that all the information submitted is true and accurate, and that this agency is a federally designated tax-exempt organization with an active State non-profit corporation status. Further certification of insurance, standing Board of Director's roster and organizational chart will be submitted upon request.

Signature

Title

Date

[Handwritten Signature] *Executive Director* *5/12/2012*

Attachments required:

1. Site Plan
2. Elevations
3. Conceptual Design
4. Drawing(s)
5. Proposed Agency Annual Budget
6. Last year Actual Agency Budget
7. Agency Brochure

Application Narrative

Project Need

Domestic violence continues to be the single most common source of injury for women in the United States (FBI). According to the National Centers for Disease Control, emergency room personnel treat more women for battering injuries than for non-marital rapes, muggings and traffic accidents combined (1994). In 2010, 37,393 incidents of domestic violence were reported in Washington State (crime in Washington 2010, Washington Association of Sheriffs and Police Chiefs). According to the same report Thurston County had 1,345 reported domestic violence offenses. Because of the stigma attached to domestic violence, we know that instances of such violence are drastically underreported.

At SafePlace, we see the impact of domestic violence on families in our community on a daily basis. In 2011, we sheltered 322 people in our 28 bed shelter for 8,664 bednights. Overall, SafePlace provided 8,850 hours of service to 1,467 survivors in 2011. This includes those we sheltered, the 278 people who attended one of our five community support groups, the 218 people who utilized our walk-in advocacy services, and the 432 people who attended the free legal clinics provided in conjunction with Thurston County Volunteer Legal Services. In addition, we responded to 4,500 crisis calls from survivors of sexual and domestic violence seeking information and referrals for other assistance related to this violence.

SafePlace's current 2,300 square foot Community Service Center located in our 1910 house is cramped and unworkable. Space constraints limit privacy and the ability to provide confidential conversations as well as no space that is solely for children. . The demand for advocacy, prevention and other related direct services has exceeded current capacity. There is virtually no room for support groups, the cornerstone of domestic violence and sexual assault services. There is no space for childcare; children are either in the hallways or they remain with their parent while he or she meets with an advocate to discuss family violence. There is no space for additional staff; currently two to three staff share offices, sometimes providing advocacy services in multiple languages in the same room.

To increase the urgency, SafePlace received one of only six federal grants (Sexual Assault Demonstration Initiative, acronym SADI) given to dual sexual and domestic violence agencies in the nation in 2011 to enhance comprehensive sexual assault services; this will certainly add to the number of clients accessing and receiving services.

SafePlace clients often have little or no income or earning potential as they may have previously relied on the income of the abusive partner or left their employment due to the abuse. Beginning in 2009, SafePlace has supported an economic development initiative of women in their Spanish speaking support group. These women formed a new group, MIJAS, which operates a small educational kitchen, caters events, and serves restaurant style meals a few evenings each month. SafePlace is including a teaching kitchen in the New Community Service Center to provide MIJAS with a long term location and to provide other clients of SafePlace a similar opportunity to learn job skills and grow new survivor owned businesses.

SafePlace New Community Service Center
 2012 City of Olympia CDBG Application
 May 7, 2012

SafePlace would like to enhance community engagement opportunities; moving beyond responding to domestic and sexual violence, by stepping up prevention activities so that fewer people are victimized in Thurston County. Our cramped quarters make sustaining our current programs complicated and new initiatives even more difficult to launch. The new building will allow us to increase awareness and public dialogue – key strategies of prevention. Every aspect of the capital campaign will include anti-violence messaging and education. From the construction workers who renovate the building, to the pedestrian and vehicular traffic that pass by, to those that come to the building to eat at MIJAS, SafePlace will seize every opportunity for public engagement.

Olympia Consolidated Plan

The Olympia Consolidated Plan Action Plan 2010 – 2012 prioritizes public services for victims of domestic violence as high need (page 16). SafePlace meets the following three of the five strategies outlined in the Plan (page 17):

- “Social service funding for local non-profits to support vulnerable populations....”
- “Public facilities with infrastructure and community center projects.”
- “Business training for low-income entrepreneurs to support economic development.”

The Plan goes on to identify priority needs and activities including social service funding particularly for the homeless, youth, and victims of domestic violence. “The need for social service funding is highlighted by....demand for shelter and counseling for domestic violence victims that far outpaces current capacity.” (page 18)

Thurston County 10 Year Plan to Reduce Homelessness and 2011 Thurston County Homeless Census Report

There is a close tie between domestic violence and homelessness. The Census Report states:

“According to the National Law Center on Homelessness and Poverty, domestic violence is one of the leading causes of homelessness for women and children. A 2005 study commissioned by the US Conference of Cities found that domestic violence was the leading cause of homelessness for women and children in half of the cities reporting including Seattle.” (page 16)

This Census, which used data from the 2011 One Night Count, noted that 12% of homeless people in Thurston County self-reported domestic violence as the cause of their homelessness.

The 2010 Revisions to the 10 Year Homeless Housing Plan, which used data from the 2010 One Night County, found that 171 victims of domestic violence were homeless, either unsheltered, in emergency shelter or in transitional housing. The Plan goes on to identify domestic violence as a root cause of homelessness.

In addition to emergency shelter, SafePlace provides housing advocacy and emergency assistance to survivors at their current Community Service Center including rental assistance, utility assistance, hotel vouchers, and landlord-tenant support.

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 2012 City of Olympia CDBG Application
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We provide three twenty four hour emergency response programs which are: 24 hour confidentially located emergency shelter, 24 hour in person sexual assault survivor advocacy and accompaniment to forensic sexual assault medical exams, 24 hour crisis line assistance and information. We provide emergency food, clothing and personal care items, five weekly survivor community support groups (one in Spanish 4 in English), twice monthly legal clinics in partnership with Thurston County Volunteer Legal Services, emergency transportation, bus, cab, and gas cards, twice weekly advocacy at St. Pete's Sexual Assault Clinic/Monarch Child Justice Advocacy Center, Child and parenting services for shelter and community based support groups, twice monthly medical doctor care at our shelter, accompaniment to court for civil and criminal matters, bi-lingual in Spanish and English Legal advocacy at our shelter, in the court and in the Thurston County Jail.

We also provide three sexual assault and domestic violence community education trainings for volunteers and other professionals annually. Additionally we provide one sexual and domestic violence community education opportunity in Spanish. We partner with numerous agencies and organizations, via MOU's, to ensure an enhancement of services for survivors.

2012 City Council Goals

SafePlace is committed to investing in downtown Olympia as demonstrated by its dogged determination to locate the New Community Center downtown. In addition to substantially improving the Smith building by investing nearly \$2M in renovations, SafePlace plans to improve its current community service center building at the corner of Legion and Adams. Preliminary conversations regarding the use of this current building include incubator employment start up for survivors wishing to create their own small business.

SafePlace works with many partners. Three partners will operate their programs and/or continue to meet out of the New Community Service Center:

1. MIJAS will use the kitchen and lobby area for a restaurant during the lunch hours and the kitchen for catering at other times. The lobby and kitchen are designed to be large enough for a class room learning component for instruction on how to design menu and plan food purchase, budget, administer, and otherwise do the management for a small business.
2. Thurston County Volunteer Legal Services will host legal clinics twice a month (and more if volunteer attorney's can be found). TCVLS currently hosts these legal clinics for survivors of sexual and domestic violence in the current SafePlace community services building. Meeting space is so limited that attorneys have to find confidential space on porches and bathrooms for private meetings with survivors.
3. SafePlace holds monthly Perpetrator Treatment Professional meetings in our current community service building and these will be much more comfortable with adequate space.

Off site, SafePlace currently partners with Monarch Children's Justice and Advocacy Center providing support for families while their child is seen for sexual or domestic abuse issues and with the Hands On Children's Museum for group services.

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Organizational Capacity

SafePlace has been providing sexual and domestic violence survivor services and emergency shelter in Thurston County for over 30 years. The organization has grown to an annual budget of \$1.2M with 35 employees and 40 volunteers. We have owned and managed our community service center building for twelve years, and owned and operated emergency shelters since 1988.

SafePlace has an annual financial audit and detailed fiscal and personnel policies that guide the agency management team. It is managed by a four member director team led by Mary Pontarolo as Executive Director with 31 years of management experience, a mid-management team of four service area coordinators and a very active twelve member Board of Directors

SafePlace has engaged Community Frameworks (CF), a statewide non-profit developer, as the project developer. CF conducted a feasibility analysis, coordinates the property due diligence, facilitates the design process, secures public financing and any necessary predevelopment and permanent loans for the project, provides fiscal management during construction including preparing funding draws and reports to funders; and coordinating project close-out.

In the last five years, Community Frameworks has completed the development of 473 units of affordable housing in 15 projects. Six of these projects have included community facilities including Dove House in Port Townsend (State CDBG and State Building Communities Fund) and the Spokane Salvation Army's SAFE Center (Spokane CDBG and State Building Communities Fund). CF has a good track record of completing projects on-time within budget.

SafePlace has engaged Swalling Walk Architects for the design of the New Community Service Center. Swalling Walk has completed preliminary design, will prepare the plans and specifications, submit for any necessary permits, supervise the public bid process, and provide construction administration and contractor supervision. Sheila Swalling and Kara Walk have been in business together for 4 years, have been licensed architects for 20 years respectively, and both are Leed Accredited. A sampling of their Architectural projects include the Association of Washington Cities Building addition and remodel, South Puget Sound Community College Day Care Center and College Center for the Arts, the Renovation of Tumwater High School, Medical Clinic Addition at Panorama and New Business Center and Kitchen and Dining Remodel. Swalling/Walk is experienced with publically funded projects, complying with competitive bid procurement rules, meeting and monitoring prevailing wage requirements, and complying with Section 3 of the Housing and Urban Development Act.

SafePlace will provide guidance throughout the Community Service Center capital project on the program goals and preferred design options and take the lead on the private fundraising. SafePlace has raised \$476,000 for their entire capital expansion in private donations, \$378,000 of which is available for the renovation of the Smith building. The balance of the private funds has been spent to enhance the capacity of the current facility for incubator employment startup initiatives and other community engagement activities.

Each year SafePlace raises approximately \$600,000 from the community through grants, corporations, community groups, and individuals. In 2005 – 2006, SafePlace's Capital Campaign

SafePlace New Community Service Center
 2012 City of Olympia CDBG Application
 May 7, 2012

for its new 28 bed emergency shelter raised \$856,000 in private contributions. SafePlace has extensive expertise in private fundraising with broad private and public funding supporters.

Project Readiness

If awarded the Smith Building and \$551,500 in CDBG funds from the City of Olympia, SafePlace would move directly to final design, permitting and construction. CDBG funds would be used for design and construction. With a CDBG award all of the funding would be in place to proceed. Secured funding includes:

Washington State Building Communities Fund, \$778,000. These funds were in the supplemental Washington State Capital Budget that passed in April, 2012. SafePlace's New Community Service Center project was the only Building Communities Fund project funded in Washington State this year. These funds must be under contract by the next Legislative session or they may be recaptured. **If the City fails to fund this project, Thurston County may lose this State investment in construction jobs in Olympia.**

Sterling Bank Loan, \$570,000. The project is leveraging private investment. This loan has similar monthly payments to those SafePlace has had in the past for its mortgages on its site at Legion and Adams. One of these mortgages was paid off last year, and the remaining mortgage will be paid off by June, 2013, when the loan payments on the new center will begin.

Thurston County Homeless Programs, \$180,000. The HOME Consortium has committed this amount in document recording fee funds for the SafePlace new community service center project, recognizing the importance of domestic violence services in addressing homelessness.

Private Donations, \$378,000. SafePlace has secured all but \$26,713 of the amount needed for construction, in foundation grants, corporate donations, and individual gifts. SafePlace will continue to fundraise to fill the remaining gap, for furniture and equipment and to reduce the private loan amount.

Project Schedule

SafePlace can move straight to final design and construction upon the City CDBG funding award. (See the attached schedule). The City funds will be expended by June 30, 2013, leaving the state and private loan funds to finish up construction.

Leverage Involvement from Partners

A great many public and private partners have donated or raised funds for SafePlace's New Community Service Center including the Nisqually Indian Tribe, Olympia Federal Savings and Loan, South Sound Bank, Forest Foundation, Horizons Foundation, McEachern Charitable Trust, Stars Foundation, Twin Star Credit Union, Sterling Savings Bank, Sunrise Lions Club and the South Sound Rotary Club.

Our local partners include: MIJAS, the restaurant and catering educational start up, will have an opportunity to grow as a non-profit, teaching more survivors job skills, and grow as a business,

SafePlace New Community Service Center
 2012 City of Olympia CDBG Application
 May 7, 2012

serving more meals and employing more people. SafePlace will have a graduated rent arrangement with MIJAS, with their contribution to the new space increasing overtime as their business grows.

Thurston County Volunteer Legal Services will have appropriate space for their legal clinics twice a month (and more if additional volunteer attorney's can be encouraged to participate) for dozens of attorneys to provide their services free of charge to very low income families. Thurston County Perpetrator treatment professionals will continue to regularly meet at the new community center.

Results

SafePlace strives to put an end to sexual and domestic violence and advocate for personal and societal change through crisis intervention and education. SafePlace provides life-enhancing direct services to survivors of domestic and sexual violence. The New Community Service Center will allow us to achieve the following results:

- Enhance our current services by allowing for more confidential advocacy room space.
- Have a children's room allowing for walk-in clients to meet privately with an advocate while their children are safely supported.
- Host survivor community support groups on site.
- Have more space and opportunities for community engagement gatherings.
- Have sufficient space for the 24 hour crisis line. Currently our crisis line is located at our emergency shelter because of lack of space in our community service building, resulting in cramped quarters at the shelter.
- Allow for expansion of our federal Sexual Assault Demonstration Initiative. SADI will increase our sexual assault work and result in more people receiving services. Overall, SafePlace expects to increase the number of people served in the first year by 15% and another 5% in the second year, bringing the service totals to approximately 1,915 individuals per year by 2015.
- Increase community engagement leading to prevention of domestic and sexual violence. SafePlace plans to launch a new prevention campaign aimed at increasing public dialogue and engagement. The campaign will start with construction of the building, messaging on the outside of the building and adjacent pedestrian side walks, and educational activities inside the building.
- Support and facilitate job training and economic self-sufficiency training with the educational kitchen in the building. MIJAS plans to use the kitchen to serve lunch-time meals and prepare food for catering events. MIJAS and SafePlace plan to assist other groups of survivors develop food preparation and other skills necessary to start small businesses and secure restaurant jobs.

SafePlace will report to CDBG as often as requested during development. Key milestones of completing construction documents, obtaining permits, and start and progress on construction will be monitored closely by SafePlace leadership staff, Community Frameworks, and the SafePlace Board of Directors.

SafePlace reports quarterly into the Washington State Department of Social and Health Services and the Department of Commerce Office of Crime Victims Advocacy InfoNet system regarding the number of survivors served. SafePlace will provide this data to the City upon request.

SafePlace New Community Service Center
 2012 City of Olympia CDBG Application
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Project Timeline

Secure City of Olympia CDBG Funding for Planning	January, 2010
Complete Feasibility Study	April, 2010
Secure Thurston County Funding	April, 2010
Select Architect	April, 2010
Apply for State Building Communities Fund	June, 2010
Capital Campaign Private Fundraising – Secure \$400,000	June, 2010
From Individuals, Foundations, Corporations	May, 2012
Secure Building Communities Fund Grant	April, 2012
SafePlace Board Decision to Move to Smith Building Site	April, 2012
Loan Commitment from Sterling Savings Bank	May 4, 2012
Complete Schematic Design on Smith Building	May 4, 2012
City of Olympia Preliminary Project Selection	
for CDBG and Smith Building	May 22, 2012
Complete Design Development	August, 2012
Close on Permanent Financing	September, 2012
Complete Construction Documents	November, 2012
Secure Building Permit	January, 2013
Bid Opening/Contractor Selection	February, 2013
Construction Start	March 1, 2013
Construction 65%, spend down of CDBG funds	June 30, 2013
Construction Complete/Occupancy	September 1, 2013
Project Close Out	January, 2014

Form 6B Non-Residential Development Budget

ATTACHMENT 6

Sponsor Name: SafePlace
Project Name: New Community Service Center

Instructions:

- Enter Non-residential costs by source in Columns G, H, I, J, K, etc. The yellow total cells will autocalculate.
- The green cells contain costs that have been broken into secondary line items to provide further detail. Enter the total non-residential cost for each secondary line item in the designated box. Allocate sources to the main line items only, not to the secondary line items (e.g allocate sources to Total Purchase Price, but not to Land and Existing Structure costs).
- Add an extra page if more columns are needed. Please do not combine funding sources in a column or enter data into greyed out cells.

Acquisition Costs:

Total Purchase Price:
Land \$0
Existing Structure \$0
Liens \$0
Closing, Title & Recording Costs \$6,750
Extension payment \$0
Other: _____ \$0
SUBTOTAL \$6,750

Non-Residential Total	City CDBG 2012	State	Loan Sterling	Thurston County	City CDBG 2010	Capital Campaign
\$0						
\$0						
\$6,750	\$1,500	\$250	\$5,000			
\$0						
\$0						
\$6,750	\$1,500	\$250	\$5,000	\$0		\$0

Construction:

Demolition \$0
Total Construction Contract:
New Building \$0
Rehab \$0
Contractor Profit \$0
Contractor Overhead \$0
Total Contingency:
New Construction Contingency \$0 10%
Rehab Contingency \$0 10%
Accessory Building \$0
Site Work / Infrastructure \$0
Off site Infrastructure \$0
Environmental Abatement (Building) \$0
Environmental Abatement (Land) \$0
Sales Tax 8.70% \$147,168
Bond Premium \$0
Equipment and Furnishings \$0
Other Construction Costs: _____ \$0
Other Construction Costs: _____ \$0
SUBTOTAL \$1,838,751

\$0						
\$1,537,803	494,002	604,333	\$336,432	103,036		0
\$153,780			\$101,563			52,218
\$0						
\$0						
\$0						
\$0						
\$0						
\$147,168	42,978	52,577	38,106	8,964		4,543
\$0						
\$0						
\$0						
\$0						
\$1,838,751	\$536,980	\$656,910	\$476,100	\$112,000		\$56,760

Soft Costs:

Appraisal \$5,000
Market Study \$0
Architect \$255,103
Engineering \$0
Environmental Assessment \$0
Geotechnical Study \$0
Boundary & Topographic Survey \$0
Total Legal Fees:
Real Estate \$0
Organizational / Syndication \$0
Financing \$0
Developer Fee \$190,000
Project Management / Development Consultant Fees \$0
Other Consultants: LEED Certification \$32,500
Other: Fundraising \$35,000
SUBTOTAL \$517,603

\$5,000			\$5,000			
\$0						
\$255,103		80,000		50,000	78,400	46,703
\$0						
\$0						
\$0						
\$0						
\$0						
\$0						
\$190,000			\$40,000	18,000		132,000
\$0						
\$32,500			\$32,500			
\$35,000						35,000
\$517,603	\$0	\$80,000	\$77,500	\$68,000	\$78,400	\$213,703

Other Development:

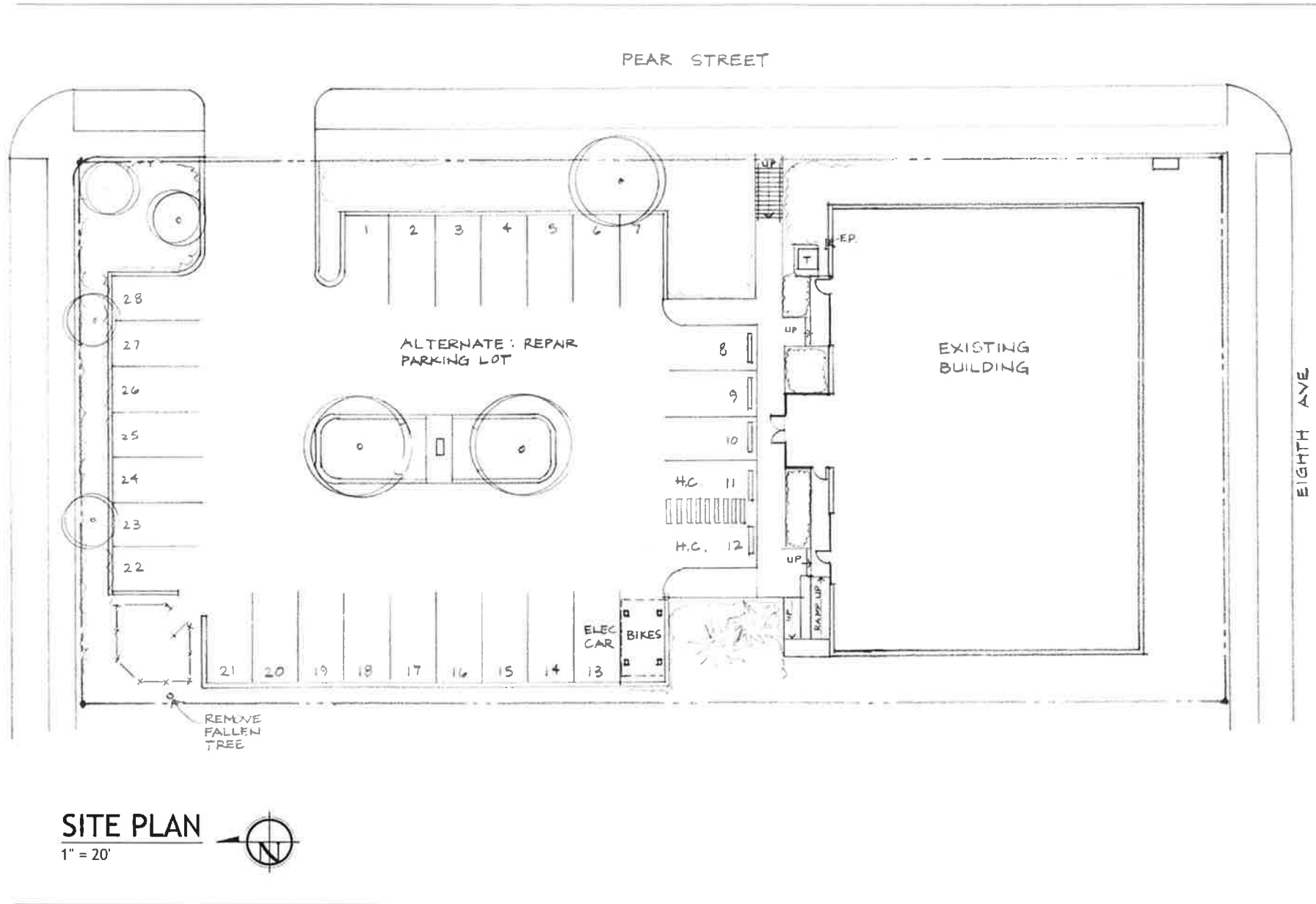
Real Estate Tax \$0
Insurance \$5,000
Relocation \$0
Bidding Costs \$2,000

\$0						
\$5,000		5,000				
\$0						
\$2,000	2,000					

**Form 6B
Non-Residential Development Budget**

ATTACHMENT 6

	Non-Residential Total						City CDBG	Capital
		City CDBG	State	Loan	Thurston	City CDBG		
Permits, Fees & Hookups	\$12,500		12,500					
Impact/Mitigation Fees	\$0							
Development Period Utilities	\$4,000						4,000	
Bridge Loan Fees	\$0							
Bridge Loan Interest	\$0							
Construction Loan Fees	\$0							
Construction Loan Interest	\$0							
Permanent Loan Fees	\$47,360	11,020	23,340	\$11,400		1,600		
Impact Capital Fee	\$2,250						2,250	
State HTF Fees	\$0							
LIHTC Fees	\$0							
LIHTC Nonprofit Donation	\$0							
Accounting/Audit	\$8,000						8,000	
Kitchen Equipment	\$0							
Furniture	\$20,000						20,000	
Operating Reserves	\$0							
Replacement Reserves	\$100,000						100,000	
SUBTOTAL	\$201,110	\$13,020	\$40,840	\$11,400	\$0	\$1,600	\$134,250	
Total Non-Residential Development Cost:		\$2,564,214						
Total Non-Residential Sources:		\$2,564,214	\$551,500	\$778,000	\$570,000	\$180,000	\$80,000	



**swalling
WALK**
ARCHITECTS

200 McCormick St NE
Olympia
Washington 98501

360.539.5175

www.swallingwalk.com

**SafePlace Tenant Improvement
Smith Building**
837 7th Avenue, SE
Olympia, Washington 98506

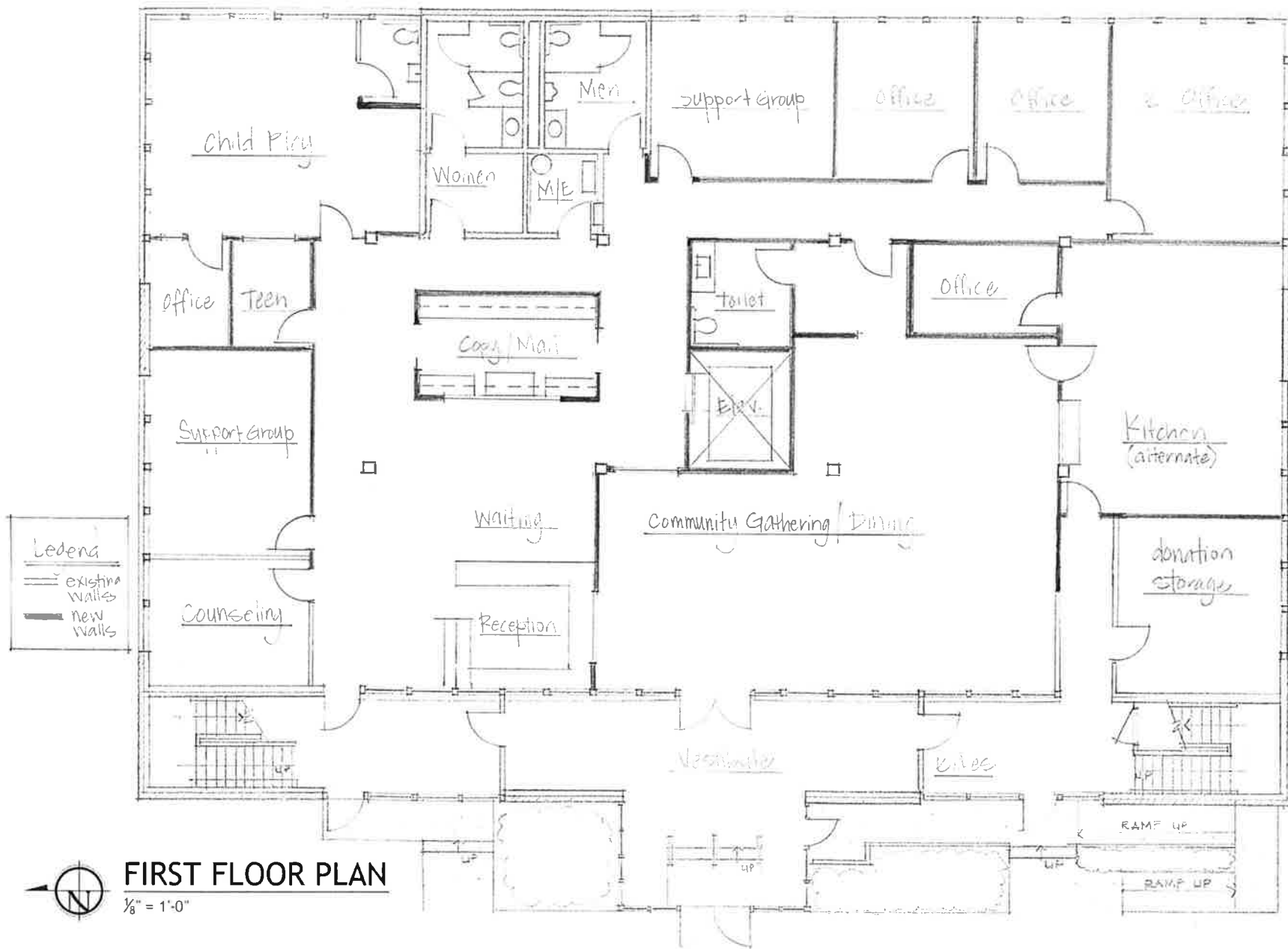
DATE
05-02-12

PROJECT NO.
21124

Schematic Design

SITE PLAN

AI



WALK
ARCHITECTS
525 Columbia Street NW
Suite 201
Olympia WA 98501
360.539.5175
www.swallingwalk.com

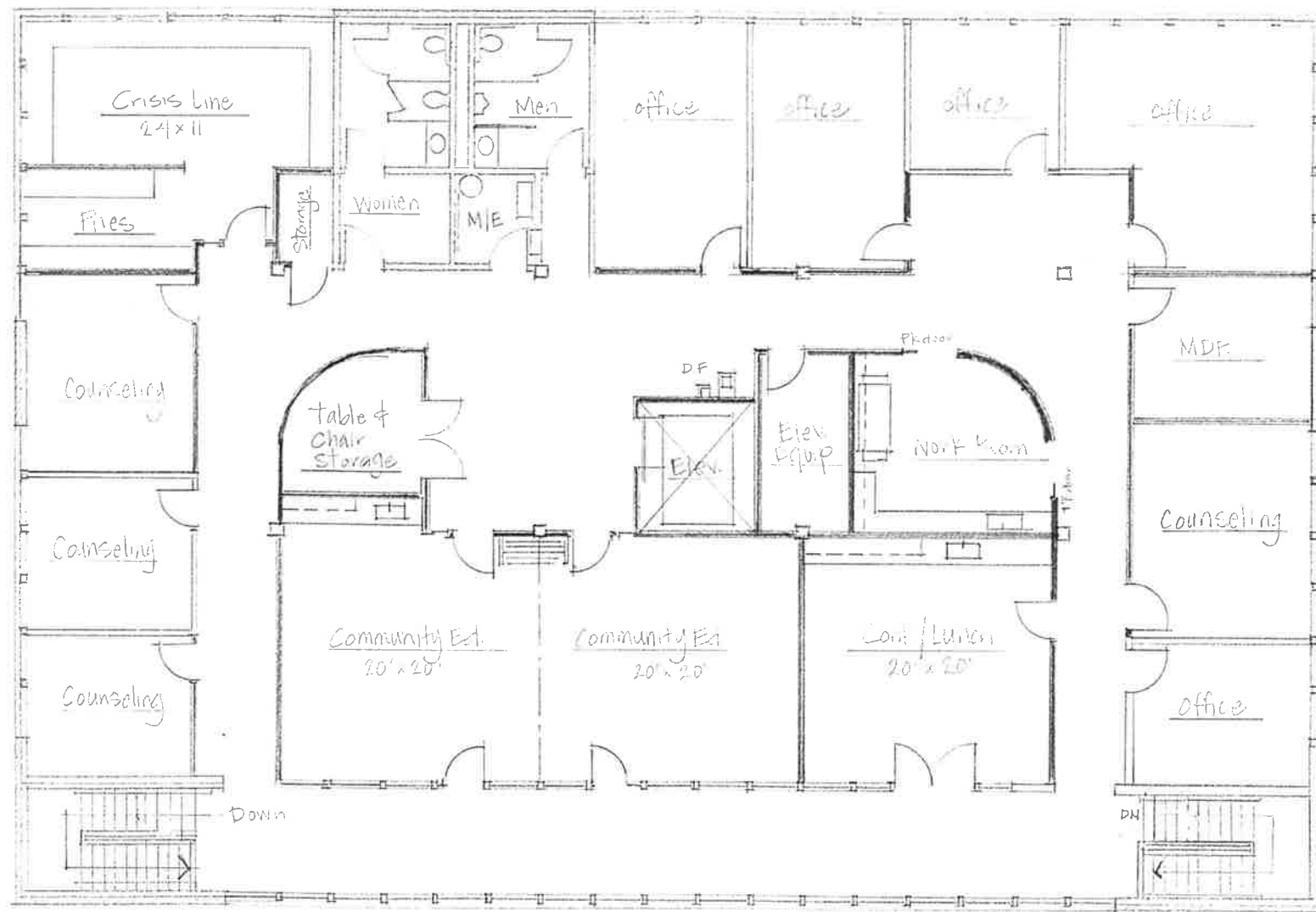
SafePlace Tenant Improvement
Smith Building
837 7th Avenue, SE
Olympia, Washington 98506

DATE
05-02-2012
REVISED
21124

Schematic Design

FIRST
FLOOR
PLAN

A2



SECOND FLOOR PLAN

1/8" = 1'-0"

swalling
WALK
 ARCHITECTS
 525 Columbia Street NW
 Suite 201
 Olympia WA 98501
 360.539.5175
 www.swallingwalk.com

SafePlace Tenant Improvement

Smith Building
 837 7th Avenue, SE
 Olympia, Washington 98506

DATE
 05-02-2012
 REVISED

Schematic Design

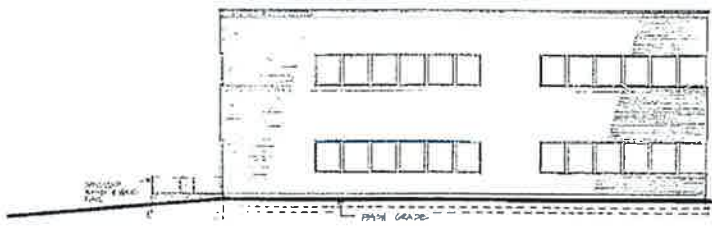
**SECOND
 FLOOR
 PLAN**

A3

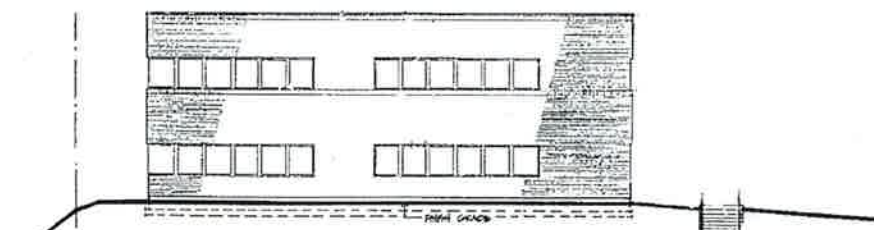
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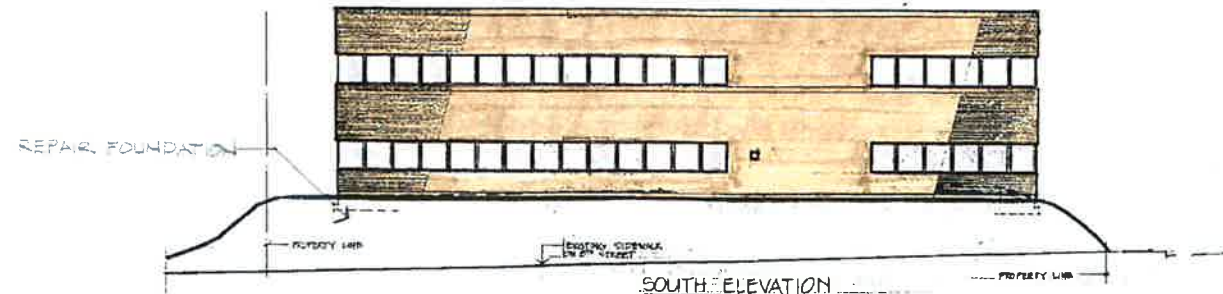
NORTH ELEVATION



WEST ELEVATION



EAST ELEVATION



SOUTH ELEVATION

**swalling
WALK**
ARCHITECTS

200 McCormick St NE
Olympia
Washington 98501

360.539.5175

www.swallingwalk.com

SafePlace Tenant Improvement
Smith Building
837 7th Avenue, SE
Olympia, Washington 98506

DATE
05-02-12

PROJECT NO.
21124

Schematic Design

EXTERIOR
ELEVATIONS

A4



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

May 3, 2012

www.commerce.wa.gov

Mary Pontarolo
Executive Director
SafePlace
PO Box 2002
Olympia, WA 98502

RE: 2012 Appropriation

Dear Ms. Pontarolo:

This is to confirm that SafePlace was awarded a Building Communities Fund grant in the 2012 Capital Budget 5127, Chapter 1, Section 308.

The grant award is in the amount of \$778,000, however, there will be a 3% administrative fee, leaving the net amount Commerce will contract for in the amount of \$754,660. The Building Communities Fund is a 25% matching program and will reimburse 25% for eligible costs for this project.

Once the Office of Financial Management has allocated the funds to the Department of Commerce, you will be sent an official award letter and instructions on the contracting process.

Please let me know if I can be of further assistance.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elizabeth Prihoda".

Elizabeth Prihoda
Grant Specialist
360-725-5001
Beth.prihoda@commerce.wa.gov



1019 Pacific Avenue, Suite 1300
Tacoma, WA 98402
253-564 0862

253-566-1710 F 866-927-1953
www.sterlingbank.com

May 4, 2012

Mary Pontarolo
Safeplace
314 Legion Way SE
Olympia, WA 98501

Dear Mary,

The following outlines the terms under which Sterling Savings Bank proposes meeting your financing needs. The proposed terms set out below are for discussion purpose only. They do not represent all the terms and conditions necessary to finalize the transaction, nor should they be considered the Bank's commitment to lend.

CONSTRUCTION LOAN:

<u>Borrower:</u>	Safeplace, a Washington nonprofit corporation
<u>Lender:</u>	Sterling Bank, Tacoma Commercial Banking
<u>Credit Facility:</u>	Construction loan
<u>Loan Amount:</u>	\$570,000
<u>Purpose:</u>	Complete improvements to commercial building
<u>Maturity Date:</u>	9 months
<u>Interest Rate:</u>	Prime plus 2.25% fully floating (currently 5.50%) Minimum rate subject to a floor of 5.50%
<u>Loan Fee:</u>	1.5% of the loan amount (\$8,550), payable at closing.
<u>Repayment Terms:</u>	Interest only monthly. Principal balance due in full at maturity.
<u>Collateral & Value:</u>	1 st Deed of Trust on property located at 837 7 th Ave SE, Olympia, WA

Comments:

1. Formal credit approval by Lender of proposed financing.

2. Related party debt to be subordinated and placed on standby to Bank financing. Monthly payments allowed as long as no default occurs on the Bank financing.
3. Washington State law to apply.
4. Borrower to provide annual updated FYE financial statements on all Borrowers within 90 days of FYE.
5. Borrower to provide annually Audited Financial Statements within 120 days of FYE.
6. Satisfactory review and acceptance by Lender of an appraisal meeting all FIREA standards and establishing an acceptable minimum value. Loan amount not to exceed 75% of the current as is value of the land and improvements.
7. Satisfactory review by Lender of all environmental issues including a review and acceptance of a Phase 1 environmental site assessment if need be.
8. Execution of credit agreements and other documents, including Resolutions, Deed of Trust, Security Agreement, Note and Environmental Indemnifications and other forms usual and customary and deemed necessary by Lender.
9. ALTA Title Insurance Policy showing clear title with no encumbrances on the property.
10. Borrower to provide complete information regarding the sources and uses for all project costs. All sources must be clearly and completely committed to satisfaction of the Bank and all uses must be verified and accepted by the Bank.
11. Borrower must allow and pay for independent evaluation of construction progress, validation of costs, comparison to budget and projected completion at the Bank's request and prior to advancing of any funds from the Bank.
12. Borrower to provide evidence of hazard and liability insurance in amounts and with a company acceptable to Lender showing Lender as additional insured and Loss Payable.
13. Borrower to establish and fund general depository account with Lender prior to funding and maintain this account for the term of the loan.
14. Completed Business Credit Application

REAL ESTATE TERM LOAN:

Borrower: Safeplace, a Washington nonprofit corporation.

Lender: Sterling Bank, Tacoma Commercial Banking

Credit Facility: Real estate term loan

Loan Amount: The lesser of \$570,000 or 75% of appraised value

Purpose: Term out of Construction loan

Maturity Date: 10 years

<u>Amortization:</u>	25 years
<u>Interest Rate:</u>	Option 1: Weekly Average 3-Yr. USD Swap Index plus 3.81% (currently 4.50% %), adjusted every 3 years. Minimum rate subject to a floor of 4.50%. Option 2: Prime plus 0.25% fully floating (currently 3.50%) Minimum rate subject to a floor of 3.50%
<u>Loan Fee:</u>	0.50% of the loan amount (\$2,850), payable at closing.
<u>Prepayment Penalty:</u>	NA
<u>Repayment Terms:</u>	Option 1: 119 equal monthly payments of principal and interest in the approximate amount of \$3,168.25 (estimate). One final payment of then-outstanding principal, accrued interest and fees due at loan maturity. Option 2: 119 equal monthly payments of principal and interest in the approximate amount of \$2,853.55 (estimate). One final payment of then-outstanding principal, accrued interest and fees due at loan maturity.
<u>Collateral & Value:</u>	1 st Decd of Trust position on commercial real estate located at 837 7 th Ave SE, Olympia, WA along with a UCC fixture filing.

Comments:

1. Formal credit approval by Lender of proposed financing.
2. Related party debt to be subordinated and placed on standby to Bank financing. Monthly payments allowed as long as no default occurs on the Bank financing.
3. Washington State law to apply.
4. Borrower to provide annual updated FYE financial statements on all Borrowers within 90 days of FYE.
5. Borrower to provide annually Audited Financial Statements within 120 days of FYE.
6. Borrower to maintain a minimum Debt Service Coverage of 1.30X. Debt Service Coverage to be defined as follows: Change in Net Assets from Operating Activities (from Unrestricted sources only) plus Depreciation and Interest divided by annual payments of all long term debt. This covenant to be measured annually based on Audited Statements.
7. Satisfactory review and acceptance by Lender of an appraisal meeting all FIREA standards and establishing an acceptable minimum value. Loan amount not to exceed 75% of the current as is value of the land and improvements.
8. Satisfactory review by Lender of all environmental issues including a review and acceptance of a Phase 1 environmental site assessment if need be.
9. Execution of credit agreements and other documents, including Resolutions, Deed of Trust, Security Agreement, Note and

- Environmental Indemnifications and other forms usual and customary and deemed necessary by Lender.
10. ALTA Title Insurance Policy showing clear title with no encumbrances on the property.
 11. Borrower to provide complete information regarding the sources and uses for all project costs. All sources must be clearly and completely committed to satisfaction of the Bank and all uses must be verified and accepted by the Bank.
 12. Borrower must allow and pay for independent evaluation of construction progress, validation of costs, comparison to budget and projected completion at the Bank's request and prior to advancing of any funds from the Bank.
 13. Borrower to provide evidence of hazard and liability insurance in amounts and with a company acceptable to Lender showing Lender as additional insured and Loss Payable.
 14. Borrower to establish and fund general depository account with Lender prior to funding and maintain this account for the term of the loan.
 15. Completed Business Credit Application

**Supplemental Information
 Required for Submittal
 Final Credit
 Approval:**

Prior to submissions for final credit approval, the following additional information must be submitted for review:

- [X] **Resumes or brief biographies** on all officers, directors, and key management personnel detailing current responsibilities, training and previous work experience.
- [X] **Organizational documents** such as articles of incorporation, by-laws, partnership agreements, articles of formation, certificate as to members of limited liability corporation, certificate as to managers of limited liability corporation, business licenses, franchise agreements, SEC prospectus, FTC disclosures, dealer/distributor agreements, etc.
- [X] **Copies of bank statements** for the previous 3 months including account analysis summaries if applicable.
- [X] **Project cost documents** such as purchase & sale agreements, purchase orders, sales proposals, construction contracts, detailed construction budgets, vendor quotes, etc.

Environmental questionnaire relating to real estate offered as collateral

THIS LETTER IS NOT A COMMITMENT TO LEND. Neither party is bound to make the loan or accept the loan on the terms and/or conditions contained in this letter until either a loan commitment letter or the final documents have been signed. If a loan is approved, it will be subject to all the terms, conditions, and documentation requirement as outlined in the formal commitment letter.

ORAL AGREEMENTS OR ORAL COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FOREBEAR FROM ENFORCING PAYMENT OF THE DEBT ARE NOT ENFORCEABLE UNDER WASHINGTON LAW R.C.W. 19.36.

I look forward to working with you on this transaction and encourage you to feel free to contact me at 253-566-8299 with any questions that you may have concerning this proposal and/or Sterling Business Banking.

Sincerely,



Matt Olsson
Vice President



COUNTY COMMISSIONERS
ATTACHMENT 6

Cathy Wolfe
District One
Sandra Romero
District Two
Karen Valenzuela
District Three

**PUBLIC HEALTH AND SOCIAL SERVICES DEPARTMENT
HOUSING AND COMMUNITY RENEWAL**

Creating Solutions for Our Future

April 21, 2010

Sherri McDonald, RN, MPA,
Director
Diana T. Yu, MD, MSPH
Health Officer

Ms. Mary Pontarolo, Executive Director
SafePlace
P.O. Box 2002
Olympia, WA 98507

Dear Ms. Pontarolo,

RE: Community Service Center and Housing Project

Thurston County is pleased to inform you that SafePlace was conditionally awarded \$180,000 in Affordable or Homeless Housing Funds for the Community Service Center Project. The award is conditional, pending SafePlace's receipt of all additional project funds. Costs may not be incurred against the project prior to the execution of a contract between your agency and the County. The contract process will also include approval of an acceptable scope of work and/or performance measures.

We look forward to working with you on this exciting project. If you have any questions or concerns, please feel free to contact me by phone (867-2531) or email edwardd@co.thurston.wa.us.

Sincerely,

Dwight Edwards
Community Housing Program Coordinator



COUNTY COMMISSIONERS
ATTACHMENT 6

Cathy Wolfe
District One
Sandra Romero
District Two
Karen Valenzuela
District Three

**PUBLIC HEALTH AND SOCIAL SERVICES DEPARTMENT
HOUSING AND COMMUNITY RENEWAL**

Creating Solutions for Our Future

April 21, 2010

Sherrri McDonald, RN, MPA,
Director
Diana T. Yu, MD, MSPH
Health Officer

Ms. Mary Pontarolo, Executive Director
SafePlace
P.O. Box 2002
Olympia, WA 98507

Dear Ms. Pontarolo,

RE: Community Service Center and Housing Project

Thurston County is pleased to inform you that SafePlace was conditionally awarded \$180,000 in Affordable or Homeless Housing Funds for the Community Service Center Project. The award is conditional, pending SafePlace's receipt of all additional project funds. Costs may not be incurred against the project prior to the execution of a contract between your agency and the County. The contract process will also include approval of an acceptable scope of work and/or performance measures.

We look forward to working with you on this exciting project. If you have any questions or concerns, please feel free to contact me by phone (867-2531) or email edwardd@co.thurston.wa.us.

Sincerely,

Dwight Edwards
Community Housing Program Coordinator

Thurston County Volunteer Legal Services

PO Box 405 Olympia, WA 98507
Phone: 360-705-8194
Fax: 360-705-0473
rlh@tcvls.comcastbiz.net



May 5, 2012

Mary Pontarolo
Executive Director
SafePlace
PO Box
Olympia, WA 99507

Dear Mary,

Thurston County Volunteer Legal Services is excited to continue to partner with SafePlace to provide volunteer legal services to victims of domestic and sexual violence in your New Community Service Center in Olympia. We plan on continuing to staff legal clinics with volunteer attorneys twice a month, serving 15 – 20 very low income people each month.

Having organized these clinics for several years, we know that your current space is seriously inadequate. Our volunteers have had to meet with clients in the kitchen, on the porch, and even in the restrooms, searching for private space to discuss confidential issues. We look forward to having access to multiple private rooms to meet with clients as our volunteers help them address legal strategies to protect them from abuse, and to address custody of children, housing situations, divorce, and the many other challenges they face.

Good luck! Please call me if we can be of any more assistance in your efforts to develop a New Community Center. This facility is really needed in our community!

Sincerely,


Rea Hagan
Executive Director

Thurston
Economic
Development
Council



EDC Board of Directors

Sandra Miller,
President

The Governor Hotel

Jace Munson,
President Elect
Berschauer Phillips
Construction Co.

Michael McGauly,
Treasurer
Strader Hallett & Co., P.S.

Kevin Ekar,
Secretary
Heritage Bank

Joseph Beaulieu,
Immediate Past President
Joseph Beaulieu &
Associates

Angelique Anderson
DOC (Distribution
Operations Center)

Reid Bates
Express Employment
Professionals

Jeanne Carras
Bonaventure

Joan Cathey
Council Member,
City of Tumwater

Casey Cochran
Puget Sound Energy

Jeff Davis
Commissioner,
Port of Olympia

Tim Dowling
West Coast Bank

Brian Fluetsch
Sunset Air, Inc.

Jim Geist
Capital Medical Center

Ron Harding
Mayor,
City of Yelm

Mike Kennedy
Pacific Mountain Workforce
Development Council

Denise Marroni
Providence Health Systems

Gerald Pumphrey
South Puget Sound
Community College

Rob Rice
Gemini Corporation

Karen Rogers
Council Member,
City of Olympia

Sandra Romero
Commissioner,
Thurston County

Andy Ryder
Council Member,
City of Lacey

John Setterstrom
Lucky Eagle Casino

Kirk Veis
Owens Davies Fristoe
Taylor & Schultz, PS

May 7, 2012

Mary Pontarolo
Executive Director
SafePlace
PO Box 2002
Olympia, WA 99507

Dear Mary,

I am pleased to offer this letter in support of your application to the City of Olympia for CDBG funds and the Smith Building. We were proud to be able to recognize SafePlace as the Non-Profit of the Year in 2010 and therefore are well aware of your services on behalf of survivors of sexual and domestic violence.

The Thurston Economic Development Council is particularly pleased with your desires to continue your work with MIJAS, Mujeres Improving Jobs Abilities and Skills. SafePlace is creating a powerful program in your new Community Service Center, an educational kitchen where MIJAS will continue their economic incubator to help survivors develop restaurant management and catering job skills, so that they can earn income to leave violence and poverty behind them.

We recognize the value of MIJAS as a job training program for survivors that are struggling with sexual or domestic violence in their lives. Through working and learning new job skills and abilities, MIJAS is a space where survivors can become empowered and increase their self-esteem in order to provide for their families and, in turn, become self-sufficient members of the community.

We are aware of the cramped quarters you have to provide lifesaving services to survivors and are pleased that this newly remodeled facility will offer an opportunity to expand your services, support the MIJAS program and allow community engagement aimed at ending sexual and domestic violence.

We believe this can only be good for our economy and our community and support you in your efforts.

Good luck! Please call me if we can be of any more assistance in your efforts to develop a New Community Center.

Sincerely,

Michael Cade
Thurston Economic Development Council



MONARCH
CHILDREN'S JUSTICE
& ADVOCACY CENTER

Where trauma stops and healing begins

A resource for sexually abused children
and their families

A Program of:



Partner Agencies

- DSHS/ Children & Family Services
- Lacey Police Department
- Olympia Police Department
- Providence St. Peter Hospital Sexual Assault Clinic
- Rainier Police Department.
- Safeplace
- Tenino Police Department
- Thurston County Prosecuting Attorney's Office - Special Victims Unit
- Thurston County Prosecuting Attorney's Office - Victim/Witness Advocates
- Thurston County Sheriff's Office
- Tumwater Police Department

A United Way Partner Agency

Full Member of the
National Children's Alliance

420 Golf Club Rd SE
Suite 203
Lacey, WA 98503
(360) 923-1884 (+)
(350) 438-0501 (f)
www.monarchcjac.org



National Children's Alliance

May 7, 2012

Mary Pontarolo
Executive Director
SafePlace
PO Box
Olympia, WA 99507

Dear Mary,

Please accept this letter in support of your application to the City of Olympia for CDBG funds and the Smith Building. We work directly with SafePlace to provide services to victims of sexual assault and domestic violence and I am well aware of Safeplace services and your need for an adequate community services space.

Your current community building has long outreached its capacity for the numbers of survivors seeking your advocacy services and we support SafePlace in its desire for the Smith Building that will allow you to enhance your space and service capability.

On a regular basis, we refer sexual assault and domestic violence survivors to your organization for the assistance and safety offered by SafePlace. I am pleased that we have a collaborative working relationship that allows us to enhance protections for survivors.

I am thankful for your services and prevention efforts afforded this community through your outreach programs. Being successful in expanding your services through the acquisition of the Smith Building will benefit our entire community.

Good luck in your application process and call me if we can be of any more assistance in your efforts to develop a New Community Center.

Sincerely,

Tandra Donohue, Ph.D.
Director
(360) 923-1884, ext. 1101

SAFEPLACE 2012
OPERATING BUDGET
Approved Nov. 20101

ATTACHMENT 6

Revenue

Private Funding

Foundations	\$125,000
Community Support	\$445,000
<i>Subtotal Private Funding</i>	<i>\$570,000</i>

Government Grants	\$616,711
--------------------------	------------------

Total Revenue	\$1,186,711
----------------------	--------------------

Expenses

Personnel	\$976,804
Facilities	\$69,192
Client Assistance	\$22,640
Printing/Copy	\$27,235
Professional Fees	\$19,550
Supplies/Postage	\$18,850
Meetings/Travel/Training/Events	\$19,853
Interest Expense	\$4,425
Equipment Expense	\$8,400
Insurance	\$11,774
Books/Publications/Miscellaneous	\$3,676
Taxes/Fees/Service Charges	\$4,296

Total Expenses	\$1,186,695
-----------------------	--------------------



MIJAS
360 951 9982
mijasrestaurant@gmail.com
mijasrestaurant.org

May 5, 2012

Mary Pontarolo
Executive Director
SafePlace
PO Box
Olympia, WA 99507

Dear Mary,

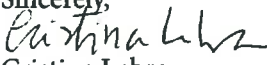
Mijas, Mujeres Improving Jobs Abilities and Skills, is excited to partner with SafePlace to expand our non-profit restaurant as an economic incubator to help women develop job skills and earn income to leave violence and poverty behind them.

MIJAS is a job training program for women that are struggling with domestic violence in their lives. Through working and learning new job skills and abilities, MIJAS is a space where women can become empowered and increase their self-esteem in order to provide for their families and, in turn, become self sufficient members of the community.

We have grown to become a stable organization, serving restaurant style meals at the Governor Hotel in Olympia once a week and doing 1 – 3 caterings per month. It is part of our agency's three year strategic plan and our sincere desire to be a partner in SafePlace's New Community Service Center where we will be able to serve lunch regularly and evening meals as we grow while additionally expanding our catering business. As a result we can offer job training positions to many more women.

The new facility also offers us the opportunity to expand our program to offer more training in the managerial components – marketing, budgeting, planning and ordering inventory, staff scheduling - of operating a restaurant or other small businesses.

Good luck! Please call me if we can be of any more assistance in your efforts to develop a New Community Center. This facility is really needed in our community!

Sincerely,

Cristina Labra
Executive Director
MIJAS

SafePlace

Financial Statements

For the Year Ended December 31, 2011

Aiken & Sanders, Inc PS

CERTIFIED PUBLIC ACCOUNTANTS
& MANAGEMENT CONSULTANTS

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CERTIFIED PUBLIC ACCOUNTANTS
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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
SafePlace
Olympia, WA

We have audited the accompanying statement of financial position of SafePlace (the Organization) as of December 31, 2011; the related statements of activities; functional expenses; and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year information has been derived from the Organization's 2010 financial statements. The summarized 2010 financial statements were audited by another auditor. The report was dated January 20, 2011 and an unqualified opinion was issued on those financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of December 31, 2011, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 29, 2012, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

A handwritten signature in cursive script that reads 'Aiken & Sanders'.

Aiken & Sanders, Inc., PS
Certified Public Accountants
& Management Consultants

February 29, 2012

SafePlace

STATEMENT OF FINANCIAL POSITION

December 31, 2011 <i>(With Comparative Totals for 2010)</i>	2011	2010
ASSETS		
<u>Current Assets</u>		
Cash and cash equivalents	\$ 126,786	\$ 149,034
Restricted cash	105,689	27,818
Short-term investments	3,351	3,313
Current portion of pledges receivable	37,112	102,575
Current portion of pledges receivable, restricted for the acquisition of long-term assets	100,352	-
Grants receivable	54,428	53,017
Current portion of contributed annuity	4,782	4,782
	432,500	340,539
<u>Property & Equipment</u>		
Land	174,600	174,600
Buildings	568,075	568,075
Shelter equipment	119,786	119,786
Office equipment	43,314	43,314
Shelter improvements	1,215,393	1,209,117
Project in progress	216,610	167,557
Accumulated depreciation	(432,100)	(350,864)
	1,905,678	1,931,585
<u>Other Assets</u>		
Cash held as reserves	243,005	246,545
Pledges receivable, net of current portion	-	17,680
Pledges receivable, restricted for the acquisition of long-term assets, net of current portion	80,466	57,682
Contributed annuity, net of current portion	10,293	14,055
Other assets	2,640	2,590
	336,404	338,552
Total Assets	\$ 2,674,582	\$ 2,610,676

The accompanying notes are an integral part of these financial statements.

SafePlace

STATEMENT OF FINANCIAL POSITION

December 31, 2011 <i>(With Comparative Totals for 2010)</i>	2011	2010
LIABILITIES AND NET ASSETS		
<u>Current Liabilities</u>		
Accounts payable	\$ 5,516	\$ 4,470
Capital projects payable	1,530	36,740
Accrued payroll and related expenses	47,416	50,238
Accrued compensated absences	34,848	28,896
Short-term debt with non-profit agency	50,000	50,000
Long term debt with banks, current portion	<u>18,507</u>	<u>20,190</u>
	<u>157,817</u>	<u>190,534</u>
<u>Long Term Liabilities</u>		
Long term debt with banks, net of current portion	55,436	166,462
Long term debt with government agencies	<u>192,049</u>	<u>139,255</u>
	<u>247,485</u>	<u>305,717</u>
<u>Net Assets</u>		
Unrestricted net assets	341,216	368,346
Temporarily restricted net assets	<u>1,928,064</u>	<u>1,746,079</u>
	<u>2,269,280</u>	<u>2,114,425</u>
Total Liabilities and Net Assets	<u>\$ 2,674,582</u>	<u>\$ 2,610,676</u>

The accompanying notes are an integral part of these financial statements.

SafePlace

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended December 31, 2011 <i>(With Comparative Totals for 2010)</i>	2011		2010	
	UNRESTRICTED	TEMPORARILY RESTRICTED	TOTAL	TOTAL
<u>Support and Revenue</u>				
Contributions	\$ 323,323	\$ 103,941	\$ 427,264	\$ 473,470
Special events	76,138	-	76,138	44,930
In-kind revenue	25,107	-	25,107	49,342
Satisfaction of program restrictions	141,441	(141,441)	-	-
Total Public Support and Revenue	566,009	(37,500)	528,509	567,742
<u>Government Grants</u>	647,456	-	647,456	651,336
<u>Other Revenue</u>				
Parking lot income	1,573	-	1,573	7,200
Miscellaneous income	3,925	-	3,925	-
Cash and investment returns	3,473	-	3,473	4,190
Total Other Revenue	8,971	-	8,971	11,390
Total Support and Revenue	1,222,436	(37,500)	1,184,936	1,230,468
<u>Expenses</u>				
Program Services	992,258	-	992,258	1,010,406
Supporting Services:				
Management and General	78,942	-	78,942	85,815
Fundraising	171,814	-	171,814	134,958
Total Expenses	1,243,014	-	1,243,014	1,231,179
<u>Other Revenue & Expenses</u>				
Capital campaign contributions	-	219,485	219,485	225,239
Capital project expense	(6,552)	-	(6,552)	(23,412)
Total Other Revenue & Expenses	(6,552)	219,485	212,933	201,827
Increase (Decrease) in Net Assets	(27,130)	181,985	154,855	201,116
Net Assets at Beginning of Year	368,346	1,746,079	2,114,425	1,913,309
Net Assets at End of Year	\$ 341,216	\$ 1,928,064	\$ 2,269,280	\$ 2,114,425

The accompanying notes are an integral part of these financial statements.

SafePlace

STATEMENT OF FUNCTIONAL EXPENSES

	2011				2010
	Program Services	Management & General	Fundraising	Capital Project	Total
Salaries and wages	\$ 600,194	\$ 61,172	\$ 106,477	\$ -	\$ 767,843
Employee benefits	81,457	4,427	11,948	-	97,832
Payroll taxes	56,643	5,306	9,520	-	71,469
Depreciation	78,146	1,139	1,952	-	81,237
Professional services	20,473	1,263	5,082	6,441	33,259
Facilities	43,337	1,382	2,097	-	46,816
In-kind	25,107	-	-	-	25,107
Client assistance	29,713	-	-	-	29,713
Printing	12,136	990	10,590	-	23,716
Supplies & postage	10,025	929	5,964	-	16,918
Insurance	10,742	323	636	-	11,701
Travel & training	5,568	94	12,714	16	18,392
Equipment	10,567	205	878	-	11,650
Interest	3,890	766	975	-	5,631
Property taxes and fees	1,966	930	2,616	95	5,607
Dues, books and publications	2,294	16	365	-	2,675
Total	\$ 992,258	\$ 78,942	\$ 171,814	\$ 6,552	\$ 1,249,566
					\$ 1,254,591

The accompanying notes are an integral part of these financial statements.

Safe Place

STATEMENT OF CASH FLOWS

Year Ended December 31, 2011 <i>(With Comparative Totals for 2010)</i>	2011	2010
<u>Cash Flows from Operating Activities</u>		
Increase (Decrease) in Net Assets	\$ 154,855	\$ 201,116
Adjustments to Reconcile Increase (Decrease) in Net Assets to Net Cash Provided (Used) by Operating Activities:		
Depreciation	81,237	78,854
Cash received restricted for the purchase of long-term assets	(91,986)	(87,035)
Donated software	-	(16,753)
Change in value of investments	(38)	158
(Increase) Decrease in pledges and grants receivable	(37,642)	(145,522)
(Increase) Decrease in other assets	(50)	-
Increase (Decrease) in accounts payable	1,046	(3,147)
Increase (Decrease) in accrued expenses	3,130	(8,529)
Total Adjustments	<u>(44,303)</u>	<u>(181,974)</u>
Net Cash Provided (Used) by Operating Activities	<u>110,552</u>	<u>19,142</u>
<u>Cash Flows from Investing Activities</u>		
Change in restricted cash deposits	(77,871)	(27,818)
Capital expenditures	(90,539)	(130,817)
Net Cash Provided (Used) by Investing Activities	<u>(168,410)</u>	<u>(158,635)</u>
<u>Cash Flows from Financing Activities</u>		
Proceeds from short-term and long-term borrowing	52,794	73,132
Payments on bank borrowings	(112,709)	(18,787)
Cash received restricted for the purchase of long-term assets	91,986	87,035
Net Cash Provided (Used) by Financing Activities	<u>32,071</u>	<u>141,380</u>
Net Increase (Decrease) in Cash & Cash Equivalents	(25,787)	1,887
Cash and Cash Equivalents at Beginning of Year	395,579	393,692
Cash and Cash Equivalents at End of Year	<u>\$ 369,792</u>	<u>\$ 395,579</u>
Supplemental Disclosures of Cash Flow Information:		
Cash Paid During the Fiscal Year for Interest	<u>\$ 5,631</u>	<u>\$ 6,757</u>

The accompanying notes are an integral part of these financial statements.

SafePlace

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2011

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Purpose - SafePlace (the Organization) is a nonprofit corporation organized under the laws of the State of Washington, which provides emergency shelter and related support services for victims of sexual and domestic violence and their children in Thurston County. The Organization also provides a 24 hour crisis phone line, support groups, and public education regarding the issues of domestic and sexual violence.

Basis of Presentation – Net assets and revenues, expenses, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are reported as follows:

Unrestricted Net Assets – Net assets that are not subject to donor-imposed stipulations. Includes public support and revenues which are unrestricted by the donor and currently available for the support of the Organization.

Temporarily Restricted Net Assets – Includes public support and revenues which are restricted by the donor through either purpose or time restrictions. Net assets are released from restriction when the purpose or time restrictions have been satisfied. The following represent temporarily restricted net assets at December 31:

	<u>2011</u>	<u>2010</u>
Time restrictions:		
Shelter building	1,411,151	\$ 1,466,330
Contributed annuity receivable	15,075	18,837
Capital campaign contributions	444,724	225,239
Program restrictions:		
Client assistance	618	5,986
Crisis intervention	27,077	12,668
Other	29,419	17,019
	<u>\$ 1,928,064</u>	<u>\$ 1,746,079</u>

The shelter building is restricted by a funder for 40 years, ending October 31, 2046. The shelter is also restricted by the donor for use as a shelter as long as is feasibly possible. It is the Organization's policy to release gifts for the acquisition of long-term assets over the life of the asset.

Net assets released from donor restrictions by incurring expenses satisfying the restricted purpose or the occurrence of other events specified by donors totaled \$86,262, and by the passage of time totaled \$55,179, for the year ended December 31, 2011.

SafePlace

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2011

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)

Permanently Restricted Net Assets -- Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. The Organization had no permanently restricted net assets at December 31, 2011.

Financial Statements - The Organization maintains its financial records on the accrual basis of accounting.

If the restrictions on grant funds are met in the same year the funds are awarded, it is the Organization's policy to report the grant funds as unrestricted on the statement of activities and changes in net assets.

Grants Receivable - Grants receivable are recorded to the extent of qualifying grant expenditures made during the current year, and are to be reimbursed after year-end.

Property, Equipment and Depreciation - Property and equipment purchased by the Organization is recorded at cost. Equipment donated to the Organization is capitalized at its estimated fair value. The Organization's policy is to expense the acquisition cost of equipment if it is less than \$5,000 in the year the equipment is purchased. Depreciation is computed on the straight-line basis over three, five, and seven year periods for furnishings and equipment, and over thirty years for buildings and improvements.

Maintenance and repairs are charged to expense as incurred; major renewals and improvements are capitalized. When items of equipment are sold or are otherwise disposed of, the appropriate cost and related accumulated depreciation amounts are removed from the accounts, and any gain or loss is included in income.

Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions affecting certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Recognition of Contribution Revenue - The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and are reported in the statement of activities as net assets released from restrictions.

The Organization reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions specifying how the assets are to be used and gifts of cash or other assets, which must be used to acquire long-lived assets, are reported as restricted support. Absent explicit donor stipulations about how those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

If the restrictions on restricted contributions are met in the same year the gift is received, it is the Organization's policy to report the contribution as unrestricted on the statement of activities and changes in net assets.

SafePlace

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2011

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.)

Advertising - The Organization expenses advertising costs as they are incurred.

Cash and Cash Equivalents - Cash and cash equivalents includes cash on hand, cash on deposit in financial institutions, and all highly liquid debt instruments available for current use purchased with a maturity of three months or less.

In-Kind Contributions - Volunteers contribute services toward the fulfillment of programs sponsored by the Organization. The contributed services that do not meet the requirements set out in FASB ASC 958 are not recorded in the financial statements. During the year ended December 31, 2011, donated goods of \$18,293 and donated interest of \$6,814 (Note 6) were included in revenues and expenses. These meet the requirements for recognition in the financial statements and were recorded at their fair value at the date of donation.

Federal Income Tax Status -- The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and is not classified as a private foundation.

Cash Held as Reserves – In 2006 the Organization received a grant from the State of Washington Housing Trust Fund for the remodel of its shelter. A condition of the grant was to maintain reserves for the maintenance and operations of the shelter.

NOTE 2 – CONTRIBUTED ANNUITY RECEIVABLE

The contributed annuity receivable of \$15,075 at December 31, 2011, represents an unconditional contribution from an estate, paid in monthly installments of \$398, with the final payment to be received in June 2015.

Annuity receivables due in future years ending December 31 are as follows:

2012	\$ 4,782
2013	4,782
2014	4,782
2015	<u>2,390</u>
Total annuity receivable	16,736
Less discount to present value (5.9%)	<u>(1,661)</u>
Net Contributed Annuity Receivable	<u>\$ 15,075</u>

SafePlace

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2011

NOTE 3 – PLEDGES RECEIVABLE

Pledges receivables are as follows at December 31:

Receivables to be collected in less than one year	\$ 137,464
Receivables to be collected in one to five years	80,763
	<u>218,227</u>
Less discount to present value (.25%)	<u>(297)</u>
Net Contributed Annuity Receivable	<u>\$ 217,930</u>

Included in pledges receivable are capital campaign contributions of \$180,818 (Note 13) which is restricted for the acquisition of long-term assets.

NOTE 4 – CONCENTRATIONS

The Organization receives a substantial amount of its support and revenue from grants. If a significant change or reduction in the level of this support and revenue occurred, it might have a significant effect on the Organization's programs and activities.

NOTE 5 – SHORT-TERM DEBT WITH NON-PROFIT AGENCY

In June 2010, the Organization entered into a loan in the amount of \$50,000 for pre-development costs associated with building the proposed SafePlace Community Service Building. The loan bears no interest unless unpaid by the maturity date, which would result in a 6% per annum interest rate. The loan is secured by a restricted deposit account. This account represents fifty percent of capital campaign funds received after the first \$15,000 up to fifty percent of the loan amount. The account had a cash balance of \$26,954 at December 31, 2011. The loan is to be repaid on the earlier of the close of financing from the first available construction, bridge, or permanent financing or June 1, 2012.

NOTE 6 – LONG-TERM DEBT WITH GOVERNMENT AGENCIES

At December 31, 2011 and 2010, the Organization had a loan balance of \$116,123 outstanding with the City of Olympia, Washington under its housing rehabilitation loan program. The loan is secured by the shelter and there is no interest due on balance. The principal is due and payable upon the sale or transfer of any interest in the real property which serves as security for the loan. In addition, if the shelter ceases to be used as a domestic violence shelter, then the interest rate on the principal balances outstanding will be 12% annually and the loans will be payable in 240 equal monthly payments. Imputed interest on the loan was \$6,814 at a rate of 6.68% for the year ended December 31, 2011. The imputed interest is recorded as an in-kind contribution on the statement of activities and interest expense on the statement of functional expenses.

SafePlace

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2011

NOTE 6 – LONG-TERM DEBT WITH GOVERNMENT AGENCIES (CONT.)

In September 2010, the Organization obtained an additional loan with the City of Olympia through the Community Development Block Grant program. The purpose of the loan is for predevelopment costs related to the proposed SafePlace Community Service Building (Note 13). The Organization can draw up to \$80,000 of interest free funding. The loan does not require principal or interest payments. The Organization had an outstanding balance of \$75,926 at December 31, 2011.

NOTE 7 – LONG-TERM DEBT WITH BANKS

Long-term debt with banks at December 31 consisted of the following:

	<u>2011</u>	<u>2010</u>
In December 2000, the Organization entered into a loan in the amount of \$200,000 for the purchase of its business office. The loan bears interest at a fixed rate of 6.75% and is secured by a deed of trust. The loan requires monthly payments of \$1,911 through December 2015.	\$ 73,943	\$ 91,245
In December 2008, the Organization entered into a loan in the amount of \$100,606 for the purchase of the lot adjoining the business office to be used for parking space. The loan bears interest at a fixed rate of 6.75% for the first five years followed by a variable rate and is secured by a deed of trust. The loan currently requires monthly payments of \$770 until December 2013, when the interest rate may change. The loan was paid off during 2011.	<u>-</u>	<u>95,407</u>
Total long-term debt with banks	73,943	186,652
Less portion due within one year	<u>(18,507)</u>	<u>(20,190)</u>
Long-Term Debt with Banks, Less Current Portion	<u>\$ 55,436</u>	<u>\$ 166,462</u>

SafePlace

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2011

NOTE 7 – LONG-TERM DEBT WITH BANKS (CONT.)

Future principal payments on all bank loans for the years ending December 31 are as follows:

2012	\$ 18,507
2013	19,796
2014	21,174
2015	14,466
2016	-
Thereafter	-
	\$ 73,943

NOTE 8 - CONTINGENCIES

Amounts received or receivable from federal and state government agencies are subject to audit and potential adjustment by the contracting agencies. Any disallowed claims, including amounts already collected, would become a liability of the Organization if so determined in the future. It is management's belief that no material amounts received or receivable will be required to be returned in the future.

NOTE 9 – RETIREMENT PLAN

The Organization has a defined contribution plan, which is a 403(b) salary reduction plan, for all eligible employees. Benefited agency-position employees may participate immediately and determine their contributions annually. There were no employer contributions for 2011 and 2010.

NOTE 10 – PARKING LOT INCOME

During December 2008, the Organization purchased a parking lot adjacent to the business office, which the Organization leases to third parties for day use. Rental income for the year ended December 31, 2011 was \$1573. The lease terminated January 31, 2011.

NOTE 11 - SUBSEQUENT EVENTS

The Organization did not have any subsequent events through February 29, 2012, which is the date the financial statements were available to be issued, for events requiring recording or disclosure in the financial statements for the year ended December 31, 2011.

NOTE 12 - UNCERTAIN TAX POSITIONS

The Organization files income tax returns in the U.S. federal jurisdiction. The Organization is no longer subject to U.S. federal income tax examinations by tax authorities for the years before December 31, 2008. Currently, there is no examination or pending examination with the Internal Revenue Service (IRS).

The Organization adopted the provisions of FASB ASC 740, Accounting for Uncertainty in Income Taxes, on January 1, 2009. As of December 31, 2011, there are no tax positions for which the deductibility is certain but for which there is uncertainty regarding the timing of such deductibility.

SafePlace

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2011

NOTE 13 – CAPITAL PROJECT

During 2010, the Organization began predevelopment on the SafePlace Community Office to be located at the site of the current administrative office and the adjacent parking lot. The total cost of the project is estimated at \$5.5 million and will be funded through a capital campaign which will include contributions, government grants, and other financing sources.

The Organization has entered into contracts for architect and project management services. As of December 31, 2011, services of \$216,610 have been incurred and recorded as project in progress, of which \$16,353 represents capitalized interest.

NOTE 14 – SPECIAL EVENTS

For the year ended December 31, 2011, the Organization sponsored the Gala for their 30th anniversary. The related special event revenue from this event was \$76,138 for the year ended December 31, 2011. The related expense for this event was \$36,630 for the year ended December 31, 2011. Special event expenses are included in fundraising expenses on the statement of activities and statement of functional expenses.

NOTE 15 – INVESTMENTS & FAIR VALUE MEASUREMENTS

The Organization carries all of its investments in marketable securities at fair market value. It classifies investments as short-term if they have original maturities of one year or less or if they are expected to be converted to cash or cash equivalents in the near future. Investment income consists of interest income from cash and investment accounts of \$3,435 and investment gain of \$38 for the year ended December 31, 2011. Investments consisted of stock at December 31, 2011 which has been valued based on quoted market prices in active markets for identical assets.

The Organization follows FASB ASC 820-10. FASB ASC 820-10, Fair Value Measurements, establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy under FASB ASC 820-10 are described as follows:

Level 1: Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Agency has the ability to access.

Level 2: Inputs to valuation methodology include:

- A. Quoted prices for similar assets or liabilities in active markets.
- B. Quoted prices for identical or similar assets or liabilities in inactive markets.
- C. Inputs other than quoted prices that are observable for the asset or liability.
- D. Inputs that are principally from or corroborated by observable market data by correlation or other means.

Level 3: Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

SafePlace

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2011

NOTE 15 – INVESTMENTS & FAIR VALUE MEASUREMENTS (CONT.)

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2011.

Pledges Receivable: Valued at stated value of the pledge to be collected with one year. Long-term pledges valued at present value using treasury bill rates.

Corporate Stocks: Valued at stock price per shares held by the Organization at year end.

Contributed Annuity: Valued at estimated present value of collections.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Agency believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following table sets forth by level, within the fair value hierarchy, the Agency's assets at fair value as of June 30, 2011 and 2010:

	Level 1	Level 2	Level 3	2011 Total	2010 Total
Pledges Receivable	\$ -	\$ -	\$ 217,930	\$ 217,930	\$ 177,937
Corporate Stocks	3,351	-	-	3,351	3,313
Contributed Annuity	-	-	15,075	15,075	18,837
Total Assets at Fair Value:	\$ <u>3,351</u>	\$ <u>-</u>	\$ <u>233,005</u>	\$ <u>236,356</u>	\$ <u>200,087</u>

The following table sets forth a summary of changes in the fair value of the Organization's level 3 assets for the year ended December 31, 2011:

SafePlace

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2011

NOTE 15 – INVESTMENTS & FAIR VALUE MEASUREMENTS (CONT.)

	Pledges Receivable	Contributed Annuity	Totals
Balance, January 1, 2011	\$ 177,937	\$ 18,837	\$ 196,774
Payments	(137,469)	(4,782)	(142,251)
Change in discount	131	1,020	1,151
New Pledges	<u>177,331</u>	<u>-</u>	<u>177,331</u>
Balance, December 31, 2011	<u>\$ 217,930</u>	<u>\$ 15,075</u>	<u>\$ 233,005</u>



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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING
STANDARDS***

To the Board of Directors
SafePlace
Olympia, WA

We have audited the financial statements of SafePlace (the Organization) as of and for the year ended December 31, 2011 and have issued our report thereon dated February 29, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Organization's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws,

regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Directors, management, federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.



Aiken & Sanders, Inc., PS
Certified Public Accountants
& Management Consultants

February 29, 2012

SafePlace

SCHEDULE OF PRIOR AUDIT FINDINGS

Year Ended December 31, 2011

Finding 2010-1 Year Ended December 31, 2010:

Finding:

The Organization received contributions for the capital campaign; however these contributions were not recorded as temporarily restricted contributions and net assets. Also, fundraising costs associated with the capital campaign were improperly capitalized instead of expensed. Also, draw downs on a loan were improperly recorded as a receivable and a note payable at year end.

Conclusion:

Corrective action was taken and the finding has been corrected.

You can help

VOLUNTEER

SafePlace offers many volunteer opportunities. Volunteers are the core of our agency and are vital to our services.

If you are interested in helping, please contact us at 360-786-8754.

EDUCATE YOURSELF

By learning about the effects of sexual and domestic violence, you will be in a stronger position to listen and help survivors.

To learn more, visit our website at www.SafePlaceOlympia.org, library of resources at 314 Legion Way, Olympia, or call our help line anytime at 360-754-6300.

DONATE

SafePlace needs your help in raising money to support our services. There is an opportunity to fit every budget and special interest.

For more information on getting involved, please contact our development director at 360-786-8754.



NEED HELP?

CALL OR EMAIL ANYTIME,
DAY OR NIGHT

360-754-6300

TTY 360-528-3980

HELP@

SAFEPLACEOLYMPIA.ORG

Business Office
314 Legion Way SE
PO Box 2002
Olympia, WA 98507-2002

Phone: 360-786-8754
TTY: 360-528-3980
Fax: 360-786-6377

Email: SafePlace@SafePlaceOlympia.org

WSECFD number 0316-227

SafePlace is committed to non-discriminatory employment practices and to non-discriminatory delivery of services. Specifically, SafePlace prohibits discrimination against applicants for employment, employees, and clients of SafePlace on the basis of race, color, ethnicity, national origin, ancestry, creed or religious conviction, age, gender, pregnancy or childbirth, sexual orientation, marital status, income, veteran status, the presence of a physical, sensory or mental disability or any other basis prohibited by federal, state or local law.

www.SafePlaceOlympia.org

ATTACHMENT 6

SafePlace

freedom from violence



Because violence affects us all



Domestic Violence &
Sexual Assault Services

About us

For nearly 30 years, SafePlace advocates have offered safety and support to survivors of both sexual and domestic violence. Their work makes it possible for thousands of individuals to begin the healing process.



SafePlace strives to put an end to sexual and domestic violence and advocate for personal and societal change through crisis intervention and education.

SafePlace, a feminist organization, is organized exclusively for the following charitable and educational purposes:

- to provide 24-hour crisis and support services, including shelter, to survivors of sexual and domestic violence; and
- to promote understanding and prevention of sexual and domestic violence.

The agency was established as a non-profit 501(c)(3) organization in October 1981.

In her voice

Thank you for being here. From over the phone safety planning to your visibility in the community, you have given me a sense of support. This support has been a powerful gift as a reminder that I am not alone while on the "front lines" of my personal battle to stand for good against the many wrongs under the huge umbrella of domestic violence. My experience with you has been nothing but good.

...from a recent client

Services for sexual & domestic violence survivors

SERVICES INCLUDE:

- 24-hour help line
- Emergency in-person crisis intervention
- Community education and outreach
- Community prevention
- Confidential shelter
- Parenting support and children's services
- Community support groups
- Drop-in advocacy
- Multi-lingual advocacy services
- Legal, medical and housing advocacy
- Emergency client assistance funds

In 2009, SafePlace:

- Provided 195 clients with sexual assault advocacy
- Sheltered 266 women and children
- Answered 3,301 hotline calls, 24 hours a day
- Provided legal advocacy to 510 people
- Offered a weekly Spanish-speaking domestic violence support group to 89 women



ATTACHMENT 6

Yes! I want to help create freedom from violence

Enclosed is my tax-deductible donation of:

\$50 \$100 \$250 \$ _____

NAME(S)

ADDRESS

CITY STATE ZIP CODE

EMAIL

PHONE

I prefer to donate by:

1. Check
2. Credit or Debit Card
 VISA
 MASTERCARD



CARD NUMBER EXPIRATION

SIGNATURE

Send me information about:

- Foundation Builders giving program
- Designating SafePlace in a will
- Volunteering at SafePlace
- Hosting a benefit event for SafePlace
- Receiving the SafePlace e-newsletter

If you are in an abusive relationship, SafePlace can help.

At SafePlace, advocates are available 24 hours a day on our crisis lines to provide you with support. Some of our services include:

- 24 hour emergency shelter
- 24 hour crisis line
- Legal advocacy
- Legal clinics
- Walk-in advocacy
- Spanish and Cambodian advocacy
- Support groups

SafePlace has educational information about domestic violence and sexual assault. Topics include: women, teens, friends/family members of someone in an abusive relationship, same sex abusive relationships and the impact on children. Call to get more information.



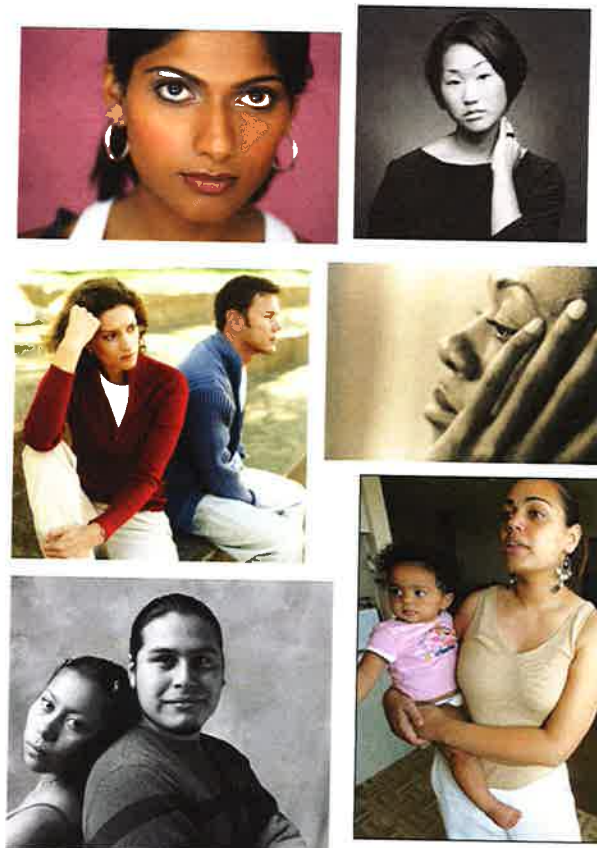
SAFEPLACE MISSION

We strive to stop sexual and domestic violence and advocate for personal and societal change through crisis intervention and education.

SafePlace provides services for survivors of domestic violence regardless of age, ethnicity, nationality, race, gender, sexuality, class, religion, veteran status, the presence of a physical, sensory or mental disability, marital status or pregnancy status.

24 Hour Crisis Line: 360-754-6300
24 Hour Crisis Line TTY: 360-943-6703

SafePlace Business Office
314 Legion Way SE
Olympia, WA 98501
Business Phone: 360-786-8754
Business TTY: 360-753-8700
Website: www.safeplaceolympia.org
Email: safeplace@safeplaceolympia.org



Are you safe in your relationship?

Information about Domestic Violence

What is Domestic Violence?

It Can Happen To Anyone...

Domestic violence can happen to anyone. It doesn't matter how much money you have, your race, religion, gender, sexual preference or age. It is a societal problem; not a personal one.

It's Not Just Physical...

Domestic violence is not just physical abuse. Although it can include hitting, punching, slapping and pushing, domestic violence also includes emotional, verbal, sexual and financial abuse as well.

Emotional abuse may be hard to recognize, but can include manipulation, isolation from friends and family, and threats. **Verbal** abuse includes name calling and insults. **Sexual** abuse is when your partner forces you to have unwanted sexual interaction. **Financial** abuse includes control of money you would need to escape the relationship.

It's Never Okay...

No one deserves to be abused - you have the right to be safe. Contact SafePlace for support and/or to discuss your options.



What can I do to stay safe?

Safety Planning in Brief

Safety planning is a way for you and your children to talk about and plan ways to be safe. Below is a cut-out of a few things to consider in safety planning. Consider cutting this out and keeping it with you or in a safe place for quick checking.



SafePlace has general safety plans available, and advocates can work with you on creating your own personalized safety plan for your circumstances.

During an abusive incident

- Avoid rooms with no exits or with weapons
- Know how to get out of your home safely
- Keep a suitcase packed and keep it in a secret place in case you have to leave quickly
- Devise a code word to use with your children, family, friends and neighbors when you need the police
- Decide and plan where you will go if you need to leave home (even if you don't think you will need to).
- Listen to your own instincts and judgment when you are afraid.

If you need to leave

- Open a savings account in your name. Have statements sent to a trusted friend or family member's house.
- Have money, an extra set of keys, copies of important documents, such as birth certificates, prescriptions, drivers' licenses, legal papers, medical records, insurance papers, and car registration ready so you can leave quickly.
- Determine who will let you stay with them or lend you some money.
- Keep the SafePlace telephone number, 360 754-6300 (TTY 360 943-6703) close at hand.
- Remember - leaving your abuser is the most dangerous time. Be prepared with a safety plan.

Signs/characteristics of an abusive relationship

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Signs of an abusive partner/relationship

- Jealousy
- Controlling behavior
- Rushes you to commit to the relationship
- Unrealistic expectations
- Isolation from your friends or family
- Blames you or others for their problems or feelings
- Hypersensitivity
- Cruelty to animals or children
- Using force in sex

Signs of a healthy partner/relationship

- Respectful of your friendships and family
- Does not try to control your life
- Does not push for any commitment or sexual activity when you aren't ready
- Takes equal responsibility for making the relationship work
- Is comfortable talking about problems or feelings
- Partners are equal

For a relationship to be an abusive one, there will be a recurring pattern of the above behaviors. One jealous instance or a miscommunication about feelings happens in healthy relationships and doesn't necessarily make the partnership a bad one. When these issues occur frequently and are resolved in abusive ways, there is reason for concern.

If you need to talk about your relationship or would like more information, call SafePlace at 360 754-6300.



If you have been sexually assaulted, SafePlace can help.

At SafePlace, advocates are available 24 hours a day on our crisis lines to provide you with support. Some of our services include:

- 24 hour crisis line
- Sexual assault advocacy at the hospital
- Legal advocacy for sexual assault protection orders
- Legal clinics
- 24 hour emergency shelter
- Walk-in advocacy
- Spanish and Cambodian advocacy
- Sexual assault support groups

All services are free of charge. SafePlace has educational information about sexual assault and domestic violence with topics in regard to women, teens, date rape drugs, male survivors, rape trauma syndrome. There is also educational information for friends and family of a survivor.

Call 360 754-6389 for more information.

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SafePlace provides services for survivors of sexual assault regardless of age, ethnicity, nationality, race, gender, sexuality, class, religion, veteran status, the presence of a physical, sensory or mental disability, marital status or pregnancy status.

24 hour Crisis Line:
360 754-6300
TTY 360 943-6703

Business Office:
314 Legion Way SE
Olympia, WA 98501
Phone: 360 786-8754
Business TTY: 360 753-8700
Website: www.safeplaceolympia.org
Email: safeplace@safeplaceolympia.org



Take time for healing



Find support



Your feelings are normal



Healing From Sexual Assault

Information about Sexual Assault and SafePlace

What is sexual assault?

Sexual assault is any sexual act forced upon an individual against their will. Sexual assault is one of the most underreported crimes in this country. Estimates are that one in four women and one in seven men will experience some form of sexual assault in their lifetime.

Why did this happen to me?

No one deserves or asks to be raped or assaulted. It is normal to ask yourself if you could have avoided the assault. No matter how it happened, it is not your fault. Blame for the assault belongs only to the person(s) who assaulted you.

What are some effects?

There are many ways sexual assault can affect you. Some examples of what you might feel include:

- Denial
- Flashbacks of the event
- Being easily startled
- Having memory gaps of the assault
- Unable to make decisions
- Suddenly crying
- Feeling out of control, helpless, crazy, overwhelmed
- Experiencing physical reactions like sweating and tremors, allergies, headaches, upset stomach
- Having trouble breathing, working or sleeping (including nightmares)
- Difficulty with intimacy/closeness of all types

"In the beginning, I was in shock."

All of these experiences are normal reactions to sexual assault. Some may be short term reactions, and others may stay with you for some time.

"Later, I was confused, afraid and angry."

What can I do about it?

Washington State has sexual assault protection orders which can provide survivors protection from their assailant, such as requiring the offender to stay away from you, places you work and/or places you frequent. A SafePlace advocate can offer you more information about this order. Call 754-6300.

If you were assaulted in the last 96 hours, you can contact St. Peter Hospital Sexual Assault Clinic or you can go to St. Peter Hospital emergency room to have a sexual assault exam. This exam collects forensic evidence from the assault should you choose to file charges. Having this exam does not mean you must file charges. There is no fee and no medical insurance required for the exam. SafePlace has advocates available to support you during this exam. Call 360 754-6300 or go to St. Peter Hospital emergency room to receive the service.



You may also consider contacting other community agencies that can offer services such as confidential AIDS testing and emergency contraception. SafePlace can offer referral information to other agencies. Call 360 754-6300 for more information.

What else should I know?

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It is important to take care of yourself and focus on healing. A few examples of ways you can do this include:

- Exercise - take walks
- Talk to friends, family, a counselor or an advocate
- Keep a journal, be aware of your thoughts and emotions
- Structure your time, make daily decisions which give you some feeling of control
- Give yourself permission to feel rotten. Some days will be better than others, and what you are feeling is normal

"I knew it wasn't my fault, but I felt like it was."

Frequent use of alcohol/drugs can complicate the situation. If you are finding it hard to cope with what happened to you, don't be afraid to seek help.

Other sexual assault resources

Monarch Children's Justice & Advocacy Center 360 923-1884

Offers free one on one counseling for teens and children who have experienced sexual assault, and free weekly teen support group.

Partners in Prevention Education (PIPE) 360 357-4472

Provide services for young people 12-24 who are homeless and who have experienced sexual or domestic violence.

St. Peter Hospital Sexual Assault Clinic 360 493-7469

Provide services and referral for child and adult sexual assault.