



**Applicant Information:**

- **Agency Name:** The Gathering House
- **Agency Mission:** The Gathering House is a Church committed to using its resources of space, time, and assets to create an environment where lives can be changed under the purposes and leadership of Jesus Christ. We desire to create a place where people can gather to . . .
- Explore personal and spiritual questions of compassion and social justice
  - Find Biblical and practical answers to personal character development
  - Have opportunities for broken or wounded hearts to build and strengthen relationships
  - Climb out of poverty by receiving opportunities for job training or money management
  - Develop personal responsibility and integrity
  - Heal addictions or abuse issues
  - Practice principles of healthy family dynamics, whether young our old, perhaps for the first time
  - Gain a regional and global focus on healthy answers to many of the destructive forces that plague modern times
  - Steward our resources of time, income, property and assets to align with this vision

➤ **Describe how this proposal aligns with the above Mission Statement:**

This is a proposal to increase meeting room space used for local non-profit charities, supportive service agencies, community events, business and leadership groups, and neighborhood meetings. The Gathering House is a job training café during the week with a focus on helping people coming out of addiction, poverty, or the department of corrections. On Sundays the café is closed and the space is used for church worship services. Currently the Gathering House is turning away numerous meetings due to a shortage of rooms.

➤ **Describe the role of your organizations Board/Governing Body:**

The authority of the government of this church is vested in its membership acting through duly called congregational meetings. The management, administration and oversight of business and spiritual affairs are delegated by the congregation to appropriate leadership who are elected to two year terms. All elected leadership are members of the church and serve in a volunteer capacity except for the pastor who serves ex-officio. The elected leadership team functions as trustees of the organization.

**TIN/EIN #:** 916-6000748      **UBI#:** 601-792-899      **DUNS #:** 018942992

➤ **SAM Registration (please attach a screenshot):** ☒ Yes ☐ No      **Expiration Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

➤ **Experience managing public funds/grants:** ☒ Yes ☐ No

**Explain:** We are First Covenant Church, DBA The Gathering House. Twice in the past at our previous location we received HUD grants through the city for our meals to the downtown homeless community. In 2015 we were also awarded a Community Capital Facilities Reimbursement Grant from the state of Washington. In addition, we have received and managed professional business and foundation grants in the past.

➤ **Policies and procedures for the following (please attach copies of all identified P&P's):**

☐ Yes ☒ No – Procurement

☐ Yes ☒ No – Drug Free Workplace

☐ Yes ☒ No – Conflict of Interest :

☒ Yes ☐ No – **Financial Management :**

**Bylaws Article II Section 10.4 of the bylaws. Financial Officer.** The financial officer shall ensure proper policies, processes, reporting, and reviewing of all matters related to the finances of the church, including the submission of monthly financial reports to the Leadership Team. The financial officer shall also oversee the Treasurer and Financial Secretary.

**Bylaws Article II Section 11.e Responsibilities of the Leadership Team.** be responsible for overseeing the preparation and submission of a proposed budget for each fiscal year to the membership for approval. Upon approval of the budget by the membership, the Leadership Team shall be responsible for seeing that the budget is carried out as approved. The Leadership Team shall have the authority to appropriately adjust budget items and amounts where ministry objectives necessitate but in no event shall total expenditures exceed the total authorized budget without reasonable notification of the membership.

**Bylaws Article II Section 11.f Responsibilities of the Leadership Team.** The Leadership Team shall appoint a member of the church as financial secretary (not necessarily a Leadership Team member) who shall be authorized to receive monies on behalf of the church and shall appoint a treasurer (not necessarily a Leadership Team member) to disburse funds for church purposes in accordance with standard accounting procedures for non-profit organizations. The Leadership Team shall annually appoint an independent review of the financial records of the church and report such findings to the congregation.

☒ Yes ☐ No – **Property/Equipment Management and Disposition**

**Bylaws ARTICLE IX - Assets of the Church**

1. The congregation shall hold title to its own assets.
2. In the event of schism within the church, in which there are competing claims to the assets by various factions of the membership, the title of all church property, real or personal, shall remain with the group which abides by the constitution and bylaws, as determined by the executive board of the Pacific Northwest Conference (PNC).
3. In the event that active church membership falls below 20 members present at the meeting No action for the sale or transfer of assets may be taken when the closure of the church is under consideration without the prior approval of the Pacific Northwest Conference (PNC) executive board. In the event the congregation votes to cease, the property and all assets of the church shall become and be the property of The Evangelical Covenant Church (ECC) and the Pacific Northwest Conference (PNC), shared equally for the furtherance of the mission of both in that region, primarily through church planting.

☒ Yes ☐ No – **Record Retention**

**Article II Section 10.3 of the bylaws. Board Secretary.** The secretary shall keep or cause to keep and preserve the minutes of all business meetings of the church and of the Leadership Team, conduct and preserve all official correspondence as shall be delegated, and be responsible for the official seal and documents of the church, and keep or cause to keep the official membership rolls.

☐ Yes ☒ No – **Equal/Civil Rights**

- **Organization/agency expended >\$750,000.00 in federal grants funds over the past 12 months:** ☐ Yes ☒ No
- **Has your organization/agency had an audit in the past 12 months:** ☐ Yes ☒ No – Findings? ☐ Yes ☒ No
- **Does your agency have a system for tracking employee time and effort distributions specifically by cost objective/activity:** ☐ Yes ☒ No
- **Has your agency been awarded other grants, loans, or other types of financial assistance during the past 12 months:** ☐ Yes ☒ No

Project Scope (work to be performed):

- **Project Name:** The Gathering House Building Improvement
- **Project Location(s):** 733 West Garland Avenue, Spokane WA. 99205
- **Who holds the title for this property:** First Covenant Church DBA The Gathering House

- **What actions have been taken to secure site control:** The Gathering House Church owns and site and location free of any bank loans or debts. The staff and leadership currently occupy the building and use it weekly. Management of the café is subcontracted to Street Wise and its employees.
- **Requested Amount (\$):** \$26,000
- **Scope of Work to be performed:** This project is being undertaken because The Gathering House hosts many meetings every month as a community hub location. Our church, with its job training café has attracted numerous groups and agencies that need additional meeting space for their organization to be successful. We are inundated with requests for meeting rooms and times. Our second largest conference room has the potential to be subdivided with a movable partition wall which would allow us to keep the large space available as needed but also give us the flexibility to subdivide it into two rooms in order to hold simultaneous meetings.

**This division will require two main structural changes.** 1) The purchase and installation of a flat panel folding wall partition that runs along a ceiling track which can be pulled out or pushed back flat against the wall when not needed. The partition will need to be somewhat sound proof, aesthetically pleasing and easy to use. It will also require some minor additional structural support above the ceiling in order to bear the weight. Initial bids for a Commercial partition of this kind range from \$15,000 - \$16,000. 2) The subdivision of the large conference room will require changes in lighting, outlets, switches, and additional light fixtures. Additional lighting fixtures are projected to be installed and some of the scope of this work will require additional breakers in the main electrical panel. Electrician bids are between \$,8000, - \$10,00.

#### Consolidated Plan (local) Needs and Goals:

##### 1.) Safe Affordable Housing Choice

- ☐ Preserve and expand quality, safe, affordable housing choices

##### 2.) Need to reduce homelessness and provide for basic needs

- ☐ Prevent and reduce homelessness
- ☒ Provide opportunities to improve quality of life

##### 3.) Need for Community Development, Infrastructure and Economic Opportunities

- ☒ Support vibrant neighborhoods
- ☒ Expand economic opportunities

#### Neighborhood Funding Priorities:

Please identify which of the neighborhood funding priorities are addressed through this proposal.

- ☒ Improved Quality of Life
- ☐ Public Safety
- ☒ Job Creation
- ☐ Safe and Decent Housing
- ☒ Community Centers
- ☒ Equal Access
- ☐ Senior Programs
- ☒ Community Pride

➤ **Briefly describe how this proposal will achieve the above listed neighborhood priorities:**

It may be best to communicate this goal by simply listing some of the numerous groups and agencies that are vying for space in our location. It should be noted that all this participation helps our café trainees in their job skills and overall training to get their lives back from addiction, poverty or incarceration.

- The Spokane Homeless Coalition continues to hold monthly meetings here where the mayor, city council members, Salvation Army, DSHS, Providence Healthcare, and many other agencies present information on how Spokane groups are helping to change society with advocacy for the poor. Each month their meetings require additional breakout rooms for smaller group discussion.
- The Spokane Fatherhood Initiative meets here weekly as they plan strategies for strengthening families in Spokane by encouraging and training fathers.
- Spokane County's Supportive Living Program (SLP) as well as The ARC of Spokane both bring mentally and physically challenged people into the café monthly for training and personal growth.
- International Assistance Partners (IAP) a group of Christian business leaders whose ministry is to help create and sustain micro-business enterprises in the third world, held monthly board meetings here in addition to numerous other training and planning meetings.
- Garland Business District holds their monthly meetings here as well as most of their meetings planning and strategizing the Summer Neighborhood festival which drew a crowd of 8,000 people.
- The North Hill Neighborhood Council held their monthly meetings in our large room.
- Women Empowering Women, an organization consisting of women in leadership positions in their organizations, corporations, and chosen career fields came here several times for luncheon meetings.
- Young Life used our facility for leadership meetings for Rogers High school staff, and regular meetings of the Young Life expansion at the college level for Spokane Falls. Their major training event for new staff this last year was hosted here at the Gathering House.
- We Did The Time – an organization of ex-cons with felony's who are now major movers and shakers in shaping political strategies to help former felons get their lives back, meet here weekly.
- Health Market Training – where Health Insurance brokers were taught how to negotiate the Washington State laws and the Federal Affordable Care Act on behalf of under privileged people was hosted here.
- Union Gospel Mission, books some staff training events here.
- Scrap and Stamp Creations used one of our back rooms to host a training workshop on their craft skills.
- Trades of Hope hosted an event which sold clothing, jewelry, and clothing items made by third world women escaping sex trafficking.
- Spokane county's Walk-Bike-Ride program used our space for training meetings and to be a distribution center for information on getting healthy while also helping to make Spokane "green".
- TALEM a Tuesday night exercise and relationship building class meets to continue physically and emotionally strengthen women.
- Wisdom Keepers, met monthly last year - uniting twenty-something young people with older established folks to glean insights and pass on the wisdom of older generations.
- Family Promise of Spokane, which helps homeless families in Spokane will often meet in our café for consultations or business meetings
- Safe Families, a temporary rescue agency that helps women who need emergency short term childcare from a few days to several weeks before CPS gets involved, are using our site for interviews and meetings.
- Every week a group of cancer surviving women gather here weekly to play mahjong and support each other through their life journeys.
- A group of wheelchair bound men who are connected with the Center for Independent Living hold weekly meetings.
- Several Baby Showers are booked here at our space
- Be Open Mic Nights are often booked twice a month with Michael Bethely Production Company
- First Friday Vintage Swing hosted Lindy hop dances with live music.
- The Path Workshop held and eight week session where participants developed a life direction and personal life mission statement
- Mayor Condon has held a business training workshops in our café
- Breean Beggs also hosted a community forum on ban the box in our coffee shop
- In addition to all these groups, the church uses space to help people build relationships, strengthen marriages, train people in social justice endeavors, and raise global awareness on conditions of injustice, poverty, and aid.

Community Development Block Grant: National Objective and Eligible Activity

Matrix Code	Activity	National Objective				
		LMA	LMC	LMH	LMJ	SBS
01	Acquisition of Real Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03A	Senior Centers		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03B	Handicapped Centers		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03C	Homeless Facilities (not operating costs)		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03D	Neighborhood Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
03E	Youth Centers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03F	Parks, Recreational Facilities	<input type="checkbox"/>	<input type="checkbox"/>			
03I	Flood Drainage Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03J	Water/Sewer Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03K	Street Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03L	Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03M	Child Care Centers		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03P	Health Facilities	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03Q	Facilities for Abused and Neglected Children		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03S	Facilities for AIDS Patients (not operating costs)		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
03	Other Public Facilities and Improvements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04	Clearance and Demolition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14A	Rehab: Single-Unit Residential			<input type="checkbox"/>		<input type="checkbox"/>
14B	Rehab: Multi-Unit Residential			<input type="checkbox"/>		<input type="checkbox"/>

**National Objective Key:** Low and Moderate Income Area Benefit (**LMA**): 24 CFR 570.208(a)(1), Low and Moderate Income Limited Clientele (**LMC**): 24 CFR 570.208(a)(2), Low and Moderate Income Housing (**LMH**): 24 CFR 570.208(a)(3), Low and Moderate Income Job Creation or Retention (**LMJ**): 24 CFR 570.208(a)(4), Slum and Blight Spot (**SBS**): 24 CFR 570.208(b)(2)

HUD (federal) Goal Outcome Indicators:

Goal Outcome Indicator	Unit of Measure	Total
Public Facility or Infrastructure Activities other than Low/Mod Income Housing Benefit	# of Persons Assisted	100
Public Facility or Infrastructure Activities for Low/Mod Income Housing Benefit	# of Households Assisted	
Rental Units Rehabilitated	# of Household Housing Units	
Homeowner Housing Rehabilitated	# of Household Housing Units	
Homeless Person Overnight Shelter	# of Persons Assisted	
Overnight/Emergency Shelter/Transitional Housing Beds Added	# of Beds	
Jobs Created/Retained	# of Jobs	7
Housing for Homeless Added	# of Household Housing Units	
Housing for People with HIV/AIDS Added	# of Household Housing Units	
Buildings Demolished	# of Buildings	

- **Describe the method that will be used to track (unduplicated) project performance based on the appropriate unit of measure identified above:**

Room reservations forms are filled out in advance and kept in a binder. Our Café Director books all rooms and keeps records of hours of use, attendance, who is using the space, and the purpose for the meeting. All this information is recorded on the form. We will be able to track how many times the room is booked, by how many people, and which groups are using the newly created space most often. The Spokane Homeless Coalition meetings alone have between 100-115 people attending. They are in desperate need of more breakout space. The addition of more people using the building more frequently due to increased available rooms will allow us to keep more people employed in the cafe. This data too is recorded in our labor analysis which uses the clover point of sales system.

#### **Project Timeline:**

- **Anticipate Completion Date** (attach copy of project timeline):  
Design and fixture choices for the remodel will be finalized by March 30, 2018. Bids for the electrical work and for the partition wall installation will be finalized by May 31, 2018. Upon awarding of the CBDG in July of 2018 construction will begin and the job should be completed by September 1 2018.
- **Identify lead staff person(s) and their experience managing a project of this scope:**  
Rob Bryceson the Pastor of the Gathering House Church and Café is integral to the completion of this project. Design and décor issues in our setting require team coordination. The need for a person who can speak for the church leadership, identify and work with key lay leaders of influence, act on behalf of the café personnel as President of Street Wise, and be on sight to oversee and work with the contractors makes Rob the correct choice. He has the experience with both the key church leaders and with contractors from the build out of our current location. He is also the person most familiar with the underlying design of the structure at the current site as well knowledgeable about the initial design intentions of the space.

#### **Project Budget Narrative:**

- **How was the project budget developed? Identify individuals (by title) Involved in the budget development:**  
Rob Bryceson, Pastor, Bill Davis Gathering House Board Treasurer, and Sheena Smith, church administrator; are the key people who are working on this particular project. Electrical design consultation has been given by Doug Gintz owner/operator of Wheatland Electric. Wall partition sales and service analysis and initial cost data have been supplied by Rick DeVleming Direct Sales Associate of Dupree Building Specialists and also by Nick Rogers of Barclay Dean Architectural Products quoting an alternative product from Hufcor.
- **What contingencies have been built into this budget:**  
This project has some flexibility in the lighting design area. If there is a need to cut costs there is a plan to scale back the number of lighting fixtures. Local design and construction of the partition has been considered but the lack of experience and expertise has pushed us toward relying on the more expensive but tried and proven professional companies for the wall partition.
- **Identify other funding sources that will be used as leverage to support this project:**  
The Church has used most of its funding to purchase the current location at 733 West Garland for almost \$400,000 less than two years ago. We then spent around \$250,000 more to build out the present sight and open it to the public. That investment is our major support of leverage for this project. The site is a great benefit to the community but all operating costs and utilities are fully funded by the church members already. Any shortage of funds will require additional fund raising efforts through our support network.
- **What arrangements have been made to sustain/maintain this project once complete:**  
This project requires no additional revenue of support. Once purchased and installed it is completed. All current bills of utilities, building maintenance and such are already covered by the existing church and café.

- **What arrangements have been made to address costs that exceed the proposed budget:**  
Since this is a small project which can be greatly examined during the bidding process, there should not be a huge change from the bids to completion. Any increase in costs would most likely be in materials purchased. We plan to have options in this area to reduce materials costs. Never-the- less a 10% product cost is built into the proposal request. The church has the option of using savings to complete the work or to raise additional funds through outside efforts of people who have greatly supported us in the past.
- **Funds are awarded on a reimbursement basis, how will this proposal address potential delays in the reimbursement process:**  
The current church bank accounts can be used to cover all costs associated with this project in the short run. There are no plans to begin this work until after the grant is awarded.
- **Describe your agencies financial plan if this application is funded in part, or not at all:**
- If this project fails to receive a grant at all then we will place the project on indefinite hold until we can find another solution to our situation. That would be a great loss for the wider community. If this project is funded only in part then the church leadership team will value engineer the designs and see if it can still be accomplished on a smaller scale. We would also assess how much additional funding would be needed and decide at that point to either put this project on indefinite hold if the amount is great or to raise the additional funds through our support network and fundraising strategies if we feel it's attainable.

**Line Item Budget:**

Project Activity	CDBG Funds (request)	Matching Funds/Leverage	Total
Capital Improvements	\$18,400.00	\$ .00	\$18,400.00
Public Facilities	\$ .00	\$ .00	\$ .00
Demolition	\$ .00	\$ .00	\$ .00
<b>Total Project Activity</b>	\$18,400.00	\$ .00	\$18,400.00

Project Delivery	CDBG Funds (request)	Matching Funds/Leverage	Total
Salaries	\$ .00	\$ .00	\$ .00
<i>Project manager - Staff A</i>	\$2,000.00	\$ .00	\$2,000.00
<i>Staff B</i>	\$ .00	\$ .00	\$ .00
<i>Staff C</i>	\$ .00	\$ .00	\$ .00
Other:	\$ .00	\$ .00	\$ .00
<b>Total Project Delivery</b>	\$2,000.00	\$ .00	\$2,000.00

Professional Services	CDBG Funds (request)	Matching Funds/Leverage	Total
Architectural	\$ .00	\$ .00	\$ .00
Engineering	\$2,000.00	\$ .00	\$2,000.00
Legal	\$ .00	\$ .00	\$ .00
Accounting	\$ .00	\$ .00	\$ .00
Construction Management	\$ .00	\$ .00	\$ .00
Other: electrical	\$3,600.00	\$ .00	\$3,000.00
<b>Total Professional Services</b>	\$5,600.00	\$ .00	\$5,600.00
<b>Total Project Budget</b> (Project Activity + Project Delivery + Professional Services)	\$26,000.00	\$ .00	\$26,000.00

\*Professional services are subject to federal procurement standards 2 CFR 200 (Subpart D)

**Required Attachments:**

- ☒ Project Budget
- ☒ Project Timeline
- ☐ Organization Policies and Procedures
- ☒ Current Board of Directors listing (include affiliations with other agencies or organizations)
- ☐ Copy of most recent organization audit
- ☒ Copy of most recently approved (Board) agency budget
- ☐ Organization Chart
- ☒ Articles of Incorporation/Bylaws
- ☒ IRS Tax Exemption Determination Letter
- ☒ Washington Secretary of State letter certifying charitable organization status
- ☐ Federal Tax Form 990
- ☐ Conflict of Interest Certification
- ☐ Copy of lease agreement (if applicable), or plan to obtain site control