



AGENDA

CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE

**223 East 4th Street, Room 160
Port Angeles, Washington
May 5, 2023 – 9 a.m.**

Housing Solutions Committee meetings will also be available virtually at:

Please Note this is a Zoom ID# and Passcode

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 731 249 7453 and passcode: 08816

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/7312497453> and passcode: 08816

This meeting can be viewed on a live stream at this link:

<https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

Public comment and questions can be directed to the Housing Director at 360-417-2478 or timothy.dalton@clallamcountywa.gov

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES

- April 7, 2023

REPORTS AND PRESENTATIONS

- 2023 Affordable and Supportive Housing RFP - Christy Smith/Timothy Dalton
 - General Obligation and Revenue Bonding with 1406 and 1590 funds
 - Notice of RFP
- Workforce and Market Rate Housing Committee Report
- Legislative update – Commissioner Ozias
- July Meeting – Timothy Dalton
- Director Report - Timothy Dalton
- Committee Roundtable – Update Opportunity

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – June 2, 2023 at 9 a.m.

ADJOURNMENT

Housing Solutions Committee

Draft

April 7, 2023 Minutes



CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE MINUTES of April 7, 2023

MEETING OF THE HOUSING SOLUTIONS COMMITTEE (HSC)

Chair Christy Smith called the meeting to order at 9 a.m., Friday, April 7. Also present were Randy Johnson, Colleen McAleer, Leslie Bond, Colleen Robinson, Caleb McMahon, Shawn Washburn, Rachel Anderson, Michael Sivia, Gregory McCarry, Wendy Sisk, Glenn Ellis, Sharon Maggard, and Rod Fleck. Sara Martinez, Cheri Tinker, Nathan West, Shawn McCourt and Kathy Morgan were excused.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: McCarry moved to approve the agenda as with modification, Maggard seconded; motion carried.

APPROVAL OF MINUTES

- Minutes – March 3, 2023

ACTION TAKEN Maggard moved to approve the minutes as presented, Emery seconded motion; motion carried.

REPORTS AND PRESENTATIONS

- **Request for Proposal Update**

Decision was held concerning changes to the RFP, edits made concerning one original copies with audit and eight copies without audit. The committee referred RFP back to the subcommittee to revise the construction budget and timeline construction.

- General Obligation and Revenue Bonding – Table until completion of RFP

- **Workforce and Marketing Rate Housing**

Colleen McAleer gave an update from the Workforce and Market regarding Innovation Cluster Accelerator Program ICAP and Recompete. The subcommittee on the Goal 1 Committee SWOT analysis for private sector housing within Clallam County.

- **Legislative Update**

Commissioner Ozias reported on status of housing bills in both House and Senate

- HB 1167 Concerning residential housing regulations – passed House, in Senate Committee
 - HB 1337 Expanding housing options by easing barriers to the construction and use of accessory dwelling units – passed both House and Senate
 - HB1046 Expanding housing supply by supporting the ability of public housing authorities to finance affordable housing developments by re-benchmarking area median income limits – passed House, in Senate Committee
 - HB 1628 Increasing the supply of affordable housing by modifying the state and local real estate excise tax – appears to stall in House Committee and is dead.
 - SB 5235 Concerning accessory dwelling units - passed Senate, in House Committee

- **Director Update**

Dalton informed the Housing Solutions Committee he is serving on a subcommittee with the Department of Commerce's Affordable Housing Advisory Board 5-Year Plan. He will be sending out a flyer from Washington Low Income Housing Alliance looking for input from those people within the affordable housing

HOUSING SOLUTIONS COMMITTEE
MINUTES of March 3, 2023
Page 2

arena. Dalton also reported a new listing on Zillow featuring 25.88 acres in Sequim on Brownfield which has preliminary plat application for one hundred homes. Dalton also reported on two presentations to Sequim Rotary and Port Angeles Association of Realtors.

NEXT MEETING DATE

- Next meeting is May 5, 2023, at 9 a.m.

ADJOURNMENT

- Meeting concluded at 9:58 a.m.

Housing Solutions Committee

Draft Final Version

Request for Proposals

2023 Affordable and Supportive Housing Grant

Draft Version



Affordable and Supportive Housing Funding in Clallam County

2023 Request for Proposals

DEADLINE: August 22, 2023

CLALLAM COUNTY Housing Solution Committee
2023 REQUEST FOR PROPOSALS (RFP)
Affordable and Supportive Housing Funding

TABLE OF CONTENTS

REQUEST FOR PROPOSAL SUMMARY.....	3
REQUEST FOR PROPOSAL TIMELINE.....	4
APPLICANT ELIGIBILITY.....	5
AVAILABLE FUNDING.....	5
PERIOD OF PERFORMANCE.....	5
MINIMUM TECHNICAL REQUIREMENTS.....	6
GRANT PROPOSAL.....	7
GRANT PROPOSAL CHECKLIST.....	9
REVIEW AND SELECTION CRITERIA.....	9
PROPOSAL EVALUATION AND SELECTION PROCESS.....	10
PROPOSAL TERMS AND CONDITIONS.....	10

ATTACHMENTS

- ATTACHMENT A – Grant Summary Page
- ATTACHMENT B – Narrative Template for Grant Proposal
- ATTACHMENT C – Capital Development Budget
- ATTACHMENT D – Operation and Maintenance Budget

SUMMARY OF CLALLAM COUNTY 2023
AFFORDABLE AND SUPPORTIVE HOUSING FUNDING
REQUEST FOR PROPOSAL (RFP)

The Clallam County Board of Commissioners recognizes the need to find innovative housing solutions in Clallam County. On March 15, 2022, the Board of County Commissioners established a Housing Solutions Committee under Resolution 32, 2022. The committee shall be responsible for developing programs to promote housing solutions in Clallam County. The committee will also make recommendations to the Board of Clallam County Commissioners for expenditures funding must be in accordance with RCW 82.14.530 and RCW 84.52.105. Clallam County Housing Solution Committee is requesting proposals for Affordable and Supportive Housing funding through the use of 1406 and 1590 funding. The following are permitted uses of these funds:

1. New structures and operations of housing-related facilities:
 - A. Acquiring, rehabilitating, and/or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services.
 - B. Constructing mental and behavioral health-related facilities or land for these purposes; where housing-related programs are provided, or newly constructed evaluation and treatment centers.
 - C. Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, newly constructed evaluation and treatment centers.
2. The operation, delivery or evaluation of mental and behavioral health treatment programs and services or housing- related services.

Applications must have one priority selected. Only one funding priority can be selected for each application. You must submit more than one application if you are proposing multiple projects.

REQUEST FOR PROPOSAL TIMELINE
CLALLAM COUNTY 2023 AFFORDABLE AND SUPPORTIVE HOUSING
FUNDING

Date	Activity
April 10, 2023	RFP sent to Legal for review
April 24, 2023	Sub Committee approves RFP
May 5, 2023	HSC Committee reviews and makes recommendation to move RFP to BOCC for review and approval to issue RFP and notice to call for RFP
May 15, 2023	BOCC Commissioner Work session reviews RFP and notice to call for RFP
May 23, 2023	BOCC Commissioner Regular Meeting approves RFP and notice to call for RFP
June 2, 2023	HSC appointed interview panel
June 26, 2023	2023 AFFORDABLE AND SUPPORTIVE HOUSING RFP opens
July 25, 2023	Deadline for any questions need to be sent to HSC for review and replies will be posted online
August 22, 2023	2023AFFORDABLE AND SUPPORTIVE HOUSING RFP closes
August 28, 2023	BOCC work session opens Affordable Housing RFP
September 11-15, 2023	MANDATORY virtual interviews with RFP Review Committee. Rating sheets completed/finalized. Preliminary recommendations made
October 6, 2023	Housing Solution Committee Meeting Recommended Project on Agenda for Approval
October 16, 2023	BOCC Work Session for funding recommendations
October 24, 2023	BOCC Commissioner Regular Meeting approval of funding recommendations
November 7, 2023	Contracts returned to HSC with signatures
November 13, 2023	BOCC Work Session for contract review
November 21, 2023	BOCC Commissioner Regular Meeting approval of contract
December 1, 2023	Contract period begins

Note – All dates are subject to change.

APPLICANT ELIGIBILITY

This RFP is seeking interested providers, both public and private, with applicable experience and infrastructure to provide Affordable and Supportive Housing within Clallam County.

Who is Eligible for Housing and Services under these Funds?

For purposes of this provision, “eligible households” means persons within any of the following population groups whose income is at or below 60% of median income:

- o Veterans
- o Senior citizens
- o Persons or Families with children who are homeless (or at-risk of being homeless)
- o Unaccompanied homeless youth or young adults
- o Persons with disabilities
- o Domestic violence survivors

AVAILABLE FUNDING

Revenue Source	Purpose/Use of Funds	2023 RFP –
1590	Local – affordable housing	\$1,147,500
1406	Local – affordable housing	\$ 127,500
Total		\$1,275,000

- Clallam County with guidance from the respective codes governing funding, designates at least 60% of the funds available for the construction of structures supporting affordable housing and operations of related facilities. Up to 40% of the funds may be used to fund the operation, delivery and evaluation of mental and behavioral health treatment programs and services. No more than 10% of the funds will be used to supplant existing local funds.
- All projects, both construction and maintenance, are required to comply with State Prevailing Wages Rates for all contractors and subcontractors.

PERIOD OF PERFORMANCE

The period of performance for housing solicited under this RFP begins December 1, 2023 and runs until completion of the approved projects. Projects will have an annual review with the Housing Solutions Committee until the project is complete.

MINIMUM TECHNICAL REQUIREMENTS

All responses to this Request for Proposals (RFP) must be complete and meet the following minimum technical requirements to be further reviewed. All proposals shall be on plain white bond paper (8.5 x 11 inches) using 12 font with 1 inch margins. Pages should be numbered, including all attachments. Pages may be double sided. Binder clips may be used to keep pages together.

PROPOSALS MUST BE RECEIVED IN THE CLALLAM COUNTY BOARD OF COMMISSIONERS' OFFICE NO LATER THAN 3:00 P.M. ON WEDNESDAY AUGUST 22, 2023, WHETHER HAND DELIVERED OR BY U.S. MAIL. NO LATE PROPOSALS WILL BE ACCEPTED.

EACH PROPOSAL MUST BE:

- 1. IN A SEPARATE ENVELOPE**
- 2. THREE RING HOLE PUNCHED**
- 3. NINE (9) COPIES APPLICATION INCLUDING THE ORIGINAL**
- 4. ONE COPY OF AUDIT**
- 5. THE OUTSIDE OF THE ENVELOPE SHALL BE MARKED "Affordable and Supportive Housing Program Funding Proposal 2023"**
- 6. AN ELECTRONIC PDF VERSION OF THE PROPOSAL MUST BE SENT TO Timothy Dalton at Timothy.dalton@clallamcountywa.gov**

Please clearly mark the mailing address on the sealed box or envelope. Proposals must be received by 3:00 p.m. Wednesday, August 22, 2023, at the physical address below.

MAILING ADDRESS:

Clallam County Board of Commissioners
Attn: Housing Solution Committee
223 East 4th Street; BOCC Office
Port Angeles, WA 98362

PHYSICAL ADDRESS:

Clallam County Board of Commissioners
Clallam County Courthouse
Attn: Housing Solution Committee
223 East 4th Street; BOCC Office
Port Angeles, WA 98362

If a proposal is mailed to a location or office that is not designated for receipt of the proposal and, as a result, the designated office does not receive the proposal by the deadline, the proposal will be considered late and ineligible for review.

This Request for Proposal is available on the Internet at
<https://www.clallamcountywa.gov/733/Housing-Solutions-Committee-HSC>
or by contacting Timothy Dalton
Phone: 360.417.2478
Email: timothy.dalton@clallamcountywa.gov.

GRANT PROPOSAL

All grant proposals will be screened and rated based on the following Narrative information.

Instructions for Completing the Grant Proposal Project Narrative:

Using Attachment B: Narrative Template for Grant Proposals, please provide the following information. The Narrative is limited to 5 pages (excluding attachments).

NARRATIVE INFORMATION

1. Organizational Capacity

A. Organizational Governance

Provide a brief description of your internal governance and leadership structure.

B. History of Project Management

Provide evidence and examples of similar housing projects implemented and managed which demonstrates the ability of the organization to successfully implement and manage publicly funded projects in a timely manner, within budget, and consistent with funding requirements.

C. Staffing Capacity

Provide a complete list of staff positions for the project, including the Project Director and other key personnel, showing the role of each and their level of effort and qualifications. Discuss how key staff have demonstrated experience working with and understanding the service needs of people experiencing homelessness.

D. Partner Agencies

If this is a collaborative project, identify the other partners involved, their role, and your role. If you are partnering with another agency/agencies, *attach their letter of commitment*.

2. Project Description

A. Project Design

Describe your project. Include what type of housing you will provide, and where will housing will be located within Clallam County. Provide a timeline for implementation. Discuss how the goals of this project will affect affordable or supportive housing in Clallam County.

3. Community Needs and Benefit

A. Needs Assessment and Target Population

What is the target population you intend to serve, and what is that populations' unmet need or gap in housing you propose to address? How many people in Clallam County are in need of the housing you propose, and what method did you use to estimate that number? How many individuals within this target population will you serve during the grant period?

B. Outreach

Describe your outreach plan for your target population and how it ensures that eligible people learn about and have access to your program.

C. Link between Community Need and Gaps in Housing

Describe the Affordable and Supportive Housing priority your project addresses. Describe which goal(s) of the Clallam County Affordable and Supportive Housing Clallam County Gaps and Needs Analysis your project addresses.

4. Impact of Funds

A. Budget Narrative

Provide a narrative that is descriptive or helpful to explain proposed expenditures in (Attachment C and/or D) If your project includes salaries and benefits, please list position(s) and FTE to be paid by these funds.

B. Additional Resources and Sustainability

Are you using any matching funds? If yes, what is the source? Discuss if appropriate how this project will be sustained after these funds are exhausted. Describe the impact of receiving only a portion of the requested funds. If you did not receive full funding, what percentage of requested funds would be required in order to fulfill your project, and what would be the source of remaining funds?

GRANT PROPOSALS CHECKLIST

***ONE (1) ORIGINAL PROPOSAL AND EIGHT (8) COMPLETE COPIES ARE REQUIRED (all three-ring hole punched).**

Grant Proposals must include the following required components in the following order:

- ☐ **Attachment A – Grant Summary Page**
Directions – Complete Attachment A. Limited up to one page.
- ☐ **Attachment B – Narrative Template for Grant Proposals**
Directions – Using Attachment B: Narrative Template for Grant Proposal, provide responses to all Narrative questions including Organizational Capacity, Community Needs and Benefit, Project Description and Project Financial Feasibility. Limited to 5 pages. Attach copy of your most recent financial audit. Include any responses to any findings, etc.
- ☐ **Attachment C – Capital Development Budget Form**
Directions – Capital Development budget must include all expenses, in detail, for the proposed development. All funds being requested need to be identified and any match or in-kind going towards the project.
- ☐ **Attachment D – Operation and Maintenance Budget Form**
Directions – Operation and Maintenance budget must include all expenses, in detail, for the proposed budget. All funds being requested need to be identified and any match or in-kind going towards the project.

No other attachments are to be submitted and will not be reviewed.

REVIEW AND SELECTION CRITERIA

The Clallam County Housing Solution Committee will convene a review committee and evaluate eligible proposals and make recommendations to the Clallam County Board of Commissioners. Only individuals who do not have a conflict of interest will participate on the review committee.

Grant Proposals will be evaluated as per section GRANT PROPOSAL of this RFP packet. The review committee will convene to develop written questions they have regarding each proposal. Applicants will be notified of the date and time to appear before the committee for a question-and-answer session. Applicants will give a 5–10-minute summary of their proposed project and then have time to address the questions from the committee. The sessions are used to further the evaluation process and clarify questions raised by the written proposals. Be prepared to respond to questions about the proposal related to project design, community collaboration and the budget. Please bring the people within the organization that can provide a response to such questions.

All applicants will be notified in writing of the acceptance or rejection of their proposals. If a proposal is not selected for funding, the organization may resubmit a proposal at the next grant cycle.

1. Important factors include:

- a. To a degree the proposal addresses gaps in housing.
- b. Effectiveness of proposed housing demonstrated by strategies to obtain realistic projected measurable outcomes.
- c. Proposal cost versus housing provided.
- d. Efficacy of program design and the degree to which the agency demonstrates an understanding of the program/project requested by the RFP.
- e. Compliance of proposal with the requirements contained within the RFP.
- f. Evidence of successful collaboration with other organizations in the community that provide similar or complementary services that will assist in making the project a success.
- g. The program must provide services only within Clallam County boundaries.

In evaluating each proposal, the County reserves the right to consider past County contract performance if the provider has had a contract for services in the past.

2. Unacceptable Proposals

Some examples of what would constitute an unacceptable proposal are those which meet at least one of the following criteria:

- a. Does not address the essential requirements as part of the *Project Narrative Questions* in the RFP.
- b. Does not address the essential requirements of the RFP.
- c. Demonstrates that the applicant does not understand the requirements of the RFP.
- d. Deficient in approach.
- e. Contains inappropriate or unreasonable costs.
- f. Does not meet the deadline for submittal.
- g. Does not meet the prescribed number of copies for submittal.

PROPOSAL EVALUATION AND SELECTION PROCESS

Selection Process

1) General

The following procedure will be used to evaluate the proposals and select finalists. All complete eligible proposals received within the established deadline will be evaluated by the RFP Screening Panel.

2) RFP Screening Panel

The Housing Solutions Committee will establish a panel made up of members.

3) **Proposal Evaluation**

Applicants whose proposal is being considered for an award shall be required to make an oral presentation of their proposal to the Housing Solutions Committee. The HSC reserves the right to recommend funding for multiple contracts under this RFP or recommend funding for a portion of the requested amount at their discretion.

Submission Requirements and scoring

All proposals must include the following elements. We reserve the right to disqualify any incomplete proposals.

- 1) Alignment with Priorities - (25 points) The proposal should describe outreach efforts and the level of community support, how the project aligns with the priorities of the Housing Solutions Committee and the principals of housing first.
- 2) Project Design – (15 points) The proposal should clearly describe the project design in detail and how it aligns with the priorities.
- 3) Budget – (15 points) Proposal must include Program or Project Budget which includes a complete breakdown of all funding sources already received or committed for this Program or Project, current operating budget for the project requesting the funding OR if a new project is proposed an operating Pro Forma for fifteen years.
- 4) Supports Vulnerable and Disadvantaged populations – (15 points) Proposal must provide evidence of populations to be served.
- 5) Management and Financial Capacity – (15 points) – Proposal should include narrative about management capacity, including past projects as examples, include prior year's tax return or audited financial statements and the annual report for the previous year.
- 6) Timeliness – (15 points) Please provide a well-developed and thoughtful plan describing how you will approach this assignment and complete the purpose of the proposal. The proposal should describe the timeline for the project and immediacy of the need for funds, the remaining components to be secured before shovel ready, the plan for unfunded components, projected construction start date.

The proposal will be evaluated based on the clarity of proposal, completeness of the submission including required certifications and documentation and readiness to begin the Program or Project if funding is awarded.

PROPOSAL TERMS AND CONDITIONS

A. Rejection of Proposal

No applications (Proposals) submitted under this Request for Proposals (RFP) will be returned for correction or clarification. If the application is incomplete, it will be rejected. Verbal, alternative, and late proposals will not be considered for selection. Clallam County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part, or in its entirety, if it is in the best interest of Clallam County to do so.

B. Appeal Process

Any agency may appeal the selection of proposals by filing a complaint, in writing, to the Clallam County Housing Solution Committee (HSC). The HSC members will meet to review all complaints and render a decision of how to proceed. If a decision is rendered that is not agreeable to the agency, they may file a complaint with the Clallam County Board of Commissioners.

C. Cancellation of Award

Clallam County reserves the right to cancel an award immediately if new State Laws or policy determinations make it necessary to substantially change the project purpose or content, or prohibit such a project, or if the funds became unavailable.

D. Waivers

The right is reserved by Clallam County to waive specific terms and conditions contained in this Request for Proposals (RFP). It shall be understood that any proposal is predicated upon the acceptance of all terms and conditions in the RFP unless the proposer has obtained such a waiver.

J. Limitation

This Request for Proposals does not commit Clallam County to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request.

K. Signature

The proposal shall be signed by an official authorized to bind the bidder and shall provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the bidder, and who may be contacted during the period of proposal evaluation.

L. Contract Award

Clallam County may award a contract based on proposals received; therefore, each proposal should be submitted in the most favorable terms from a budgetary, technical, and programmatic standpoint. Clallam County reserves the right to request additional data, discussion, or presentation in support of written proposals.

ATTACHMENTS

(Attachments available in Word and Excel format)

ATTACHMENT A – Grant Summary Page

ATTACHMENT B – Narrative Template for Grant Proposals

ATTACHMENT C – Capital Development Budget Form

ATTACHMENT D – Operations and Maintenance Budget Form

Application for: ☐ Permanent Supportive Housing
☐ Affordable Housing
☐ Housing Operations/Maintenance

**2023 NARRATIVE TEMPLATE FOR GRANT PROPOSALS
AFFORDABLE AND SUPPORTIVE HOUSING FUNDING RFP
CLALLAM COUNTY
Limited Narrative to five (5) pages**

Name of Project:

Amount requested: \$

1. Organizational Capacity

- A. Provide a brief description of your internal governance and leadership structure.
- B. Provide a description of your basic managerial and fiscal structure including housing management, accounting, and internal controls. Summarize the results of your Agency's (or your unit of financial independence) most recent audit and/or administrative inspection. Include description of any disallowed costs, questioned costs and administrative findings. Explain your plan or response to any findings.

Applicants must submit one **copy of their most recent audit report**, including any “Management Letter” and/or all other correspondence referred to in the audit report, along with the applicant’s response to the audit and corrective action plan, if any. If an applicant has not been audited within the last two (2) years, a certified “Current Financial Statement” must be submitted in lieu of an audit report.

- C. Provide evidence and examples of similar projects implemented and managed which demonstrates the ability of the organization to successfully implement and manage publicly funded projects in a timely manner, within budget, and consistent with funding requirements.
- D. Provide a complete list of staff positions for the project, including the Project Director and other key personnel, showing the role of each and their level of effort and qualifications.
- E. If this is a collaborative project, identify the other partners involved, their role, and your role. If you are partnering with another agency/agencies, *attach their letter of commitment*.

2. Project Description

- A. Describe your project. Include what housing you will provide, and where housing will be delivered. Provide a timeline for implementation. Discuss how the goals of this project will affect housing in Clallam County.

3. Community Needs and Benefit

- A. What is the target population you intend to serve, and what is that populations' unmet need or gap in housing you propose to address? How many people in Clallam County need the housing you propose, and what method did you use to estimate that number? How many individuals within this target population will you house during the grant period?

- B. Describe your outreach plan for your target population and how it ensures that eligible people learn about and have access to your program.
- C. Describe the Housing Solution Committee priority your project addresses. Describe which goal(s) of your project addresses.

4. Impact of Funds

- A. Provide a **Budget Narrative** that is descriptive or helpful to explain proposed expenditures in (**Attachment C or D**). If your project includes salaries and benefits, please list position(s) and FTE to be paid by these funds.
- B. Are you using any matching funds? If yes, what is the source? Discuss if appropriate how this project will be sustained after these funds are exhausted. Describe the impact of receiving only a portion of the requested funds. If you did not receive full funding, what percentage of requested funds would be required in order to fulfill your project, and what would be the source of remaining fund

Organization Name _____

Project Name _____

Capital Development Budgets

<i>Acquisition Costs:</i>	<i>Cost</i>	<i>Funding Source</i>	<i>Estimated Start Date</i>	<i>Estimated Completion</i>
Land				
Existing Structures				
Other:				
Subtotal				

<i>Construction:</i>	<i>Cost</i>	<i>Funding Source</i>	<i>Estimated Start Date</i>	<i>Estimated Completion</i>
Demolition				
New Building				
Rehabilitation				
Environmental Abatement - Building				
Environmental Abatement - Land				
Subtotal				

<i>Soft Costs:</i>	<i>Cost</i>	<i>Funding Source</i>	<i>Estimated Start Date</i>	<i>Estimated Completion</i>
Buyer's Appraisal				
Market Study				
Architect				
Engineering				
Environmental Assessment				
Geotechnical Study				
Boundary & Topographic Survey				
Legal - Real Estate				
Developer Fee				
Project Management / Dev. Consultant Fees				
Other Consultants				
Soft Cost Contingency				
Other:				
SUBTOTAL				

Total

OPERATIONS and MAINTENANCE Request

Organization Name: _____

Project Name: _____

	Projected Annual Budget	
<u>Supportive Services</u>	Total Project Budget	Housing Request for O&M
On Site Case Manager Salaries & Benefits		
On Site Contractor Case Management Salaries & Benefits		
Off Site Case Manager Salaries & Benefits		
Off Site Contractor Case Management Salaries & Benefits		
Other Supportive Services		
SUBTOTAL		
Utilities		
Electric		
Water and Sewer		
Garbage Removal		
Oil/Gas/Other		
Phone		
Other (describe):		
SUBTOTAL		
Maintenance		
Janitorial Supplies		
Landscaping		
Maintenance Materials & Service		
Pest Control		
Fire Safety		
Elevator		
Other (describe): equipment lease,		
SUBTOTAL		
Project Administration		
Security		
Legal Services		
Marketing/Advertising		
Capital Needs Assessment (CNA)		
SUBTOTAL		
TOTALS		

Housing Solutions Committee

Draft Final Version

Request for Proposals

Legal Notice Requesting Proposals

REQUEST FOR PROPOSALS

The Clallam County Housing Solutions Committee is soliciting proposals from interested parties to provide Affordable and Supportive Housing services throughout Clallam County.

Sealed proposals must be clearly marked on the outside of the envelope **“2023 Affordable and Supportive Housing Funding”**. The mailing address for the proposal is: Board of Clallam County Commissioners, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362, or hand-delivered to 223 East 4th Street, Room 150 (County Commissioner’s Office), Port Angeles, Washington. **Proposals MUST be received by 3:00 p.m., Tuesday August 22, 2023**, whether by mail or by hand delivered. Submittals made in an incorrect format will not be considered. Proposals will be opened publicly and acknowledged at the Board of Clallam County Commissioners’ work session on Monday, August 28, 2023.

An RFP application and information packet is available on the Clallam County website at www.clallamcountywa.gov/HSC or a hardcopy may be obtained Monday through Friday, 9:00 a.m. – 4:00 p.m., in the Health and Human Services Department, 111 East 3rd Street (upper floor), Port Angeles, Washington. Telephone 360.417.2478 or email Timothy.dalton@clallamcountywa.gov for packets.

Clallam County hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

PASSED THIS _____ day of _____, 2023.

ATTEST:

BOARD OF CLALLAM COUNTY COMMISSIONERS

Loni Gores, Clerk of the Board

Mark Ozias, Chair

c: Department

Publish:

Bill: BOCC