



**AGENDA
CLALLAM COUNTY
HOUSING SOLUTIONS
COMMITTEE**

**223 East 4th Street, Room 160
Port Angeles, Washington**

May 3, 2024 – 9 a.m.

Housing Solutions Committee meetings will also be available virtually at:

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

APPROVAL OF MINUTES

1. April 5, 2024

PUBLIC COMMENT – Please limit comments to three minutes

OLD BUSINESS

1. Affordable Housing 1406/1590 Request
 - a. PBH 5th and Fir, Sequim - 1406
 - b. PBH 2nd and Oak, Port Angeles 1406/1590
3. Open Committee Positions

NEW BUSINESS

1. Affordable Housing 1406/1590 Request
 - a. Peninsula Housing Authority - Eklund at Gales
2. July HSC Meeting

REPORTS

1. Community Update

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – June 7, 2024 at 9 a.m.

ADJOURNMENT 10:00 AM

Housing Solutions Committee

Draft Minutes

April 5, 2024



CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE MINUTES of April 5, 2024

MEETING OF THE HOUSING SOLUTIONS COMMITTEE (HSC)

Chair Christy Smith called the meeting to order at 9 a.m.

Present were Christy Smith, Randy Johnson, Bruce Emery, Collen McAleer, Caleb McMahon, Sharon Maggard, Greg McCarry, Sarah Martinez, Cheri Tinker, Rod Fleck, Glenn Ellis, Wendy Sisk.

Excused: Nathan West, Colleen Robinson, Shawn Washburn, Shawn McCourt, Kathy Morgan, Leslie Bond.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Christy Smith Addition of Committee Resignation to new business. Colleen McAleer moved to approve the agenda, Commissioner Johnson Seconded, motion passed.

PUBLIC COMMENT – no first public comment

APPROVAL OF MINUTES

- Minutes – March 1, 2024

ACTION TAKEN One Correction Cheri Tinker was listed as both present/absent, she was absent, Commissioner Johnson moved to approve the minutes with the correction, Colleen McAleer seconded motion; motion passed unanimously.

OLD BUSINESS

1. **Affordable Housing Registry** – Staff presented an update on the Affordable Housing Registry with the additions of the locations added to project names. Staff asked if the committee was more interested in project total development cost or total development value, the committee felt total development cost with funding needed to complete the project.

NEW BUSINESS

1. **Affordable Housing 1406/1590 Request** – Staff received two complete applications from Peninsula Behavioral Health. The HSC subcommittee met on March 15th, reviewed the following project and is bringing forward their recommendations. Wendy Sisk outlined the projects:
 - a. PBH 5th and Fir, Sequim – a 5-bedroom group home which was a house the PBH owns a house which had been used office space, but with the new office space located across the street, they are looking to rehabilitate the house into transitional 2yr supportive housing. PBH is requesting \$250k in 1406 funding which is the only fund eligible for rehabilitation. Discussion was held concerning aspects of the project. Staff outlined a resolution, Rod Fleck provided additional language with for clarity. Colleen McAleer moved to approval the Resolution with funding request of \$250,000, Sharon Maggard seconded the motion, motion passed unanimously, with Wendy Sisk abstaining from the vote.
 - b. PBH 2nd and Oak, Port Angeles 1406/1590 – this is 36-unit permanent supportive housing, this project is a multi-funding source project including private, and public funding including local, state and federal funding requests. Wendy Sisk outlined all steps making this project shovel ready. Sharon Maggard so moved a motion to approve the Authorizes an expenditure from the Affordable Housing Sales Tax (1406/1590) Fund to be allocated as follows:

HOUSING SOLUTIONS COMMITTEE

MINUTES of April 5, 2024

Page 2

1. Expenditure FY 2024 amount \$1,250,000 with the following allocation
 - a. \$ 1,100,000 – 1590 Funding
 - b. \$ 150,000 – 1406 funding
2. Commitment FY 2025
 - a. \$ 750,000 - 1590 funding with a review with the Housing Solutions Committee and BOCC in January of 2024 to ensure development is on track.

Commissioner Johnson seconded the motion, motion passed unanimously with Wendy Sisk abstaining from the vote.

2. **USDA Multi-Family Apartment Complexes** – Staff with the assistance from Commissioner Ozias was able to contact USDA and establish an additional registry with Rural Development Apartment within Clallam County. There was discussion concerning restrictive-use convent.
3. **Committee Member Resignation** – Christy Smith and Commissioner Johnson received notice from Mike Sivja that he was resigning from the committee. Mike Sivja was a member at large. Bruce Emery made motion to accept his resignation, Commissioner Johnson seconded, passed unanimously.

REPORTS

1. **Committee Updates**
 - a. **Clallam EDC** – Colleen McAleer talked about new legislative requirements for projects over \$2 million dollars utilize 15% apprentices the problem is for rural counties like ours that do not have registered programs, Rebecca Millers understands the waiver process.
 - b. **Department of Community Development** – Bruce Emery talked about park model permit last month.
 - c. **Peninsula Behavioral Health** – Wendy Sisk has received a variety of interest in their house on 2nd and Oak, she said there are some challenges with moving house.
 - d. **Peninsula Housing Authority** – Sarah Martinez said with the grant for Oxbow has allowed them to move forward with the Eklund at Gales 24-unit Multi-Family Apartment, they submitted an application for 1406/1590 funding and will be seeking Opportunity Funds. The PHA will also have RFP late in the year for project-based vouchers.

PUBLIC COMMENT –

1. Kenneth Reanduex, Port Angeles, spoke on 2nd Street and methods to access the downtown via the Zig-Zag and the need for maintenance.
2. Ethan Walker, Housing Administer for City of Port Angeles – staff is going to recommend \$500k or up to 40% of the county's allocation. The City of PA is also looking at \$100k in infrastructure and waiving building permits.

NEXT MEETING DATE

- Next meeting is scheduled for May 3, 2024, at 9 a.m.

ADJOURNMENT

- The meeting concluded at 10:07 am

Housing Solutions Committee

Affordable Housing Subcommittee for 1406/1590 Funding Application

Eklund at Gales

**2024 CLALLAM COUNTY AFFORDABLE AND SUPPORTIVE
HOUSING GRANT SUMMARY PAGE FUNDING REQUEST**

Project Name: Eklund at Gales

Project Organization: Peninsula Housing Authority

Application for: ☐ Permanent Supportive Housing
 ☒ Affordable Housing
 ☐ Operations and Maintenance – New Units

Requested Funds Amount: \$ 1,500,000

Matching/In-kind Funds Amount: \$ 5,116,590

Project Contact: Annie O'Rourke

Street Address: 2603 S Francis Street

City: Port Angeles

State: WA

Zip: 98362

This agency is: (please select one of the following)

☐ Non-profit organization defined by Section 501(c)(3) of the Internal Revenue Code

☐ For-profit entity

☒ Public Housing Authority

☐ Tribal Government

Federal Tax ID Number: 91-6000971

CERTIFICATION by Authorized Agency Representative (Board President, CEO or another person authorized to bind the agency in a contract)

Sarah T. Martinez

Executive Director

Print Name

Title

- Applicant certifies that these funds will be used as described in this application unless a change has been mutually agreed upon between Contractor and Clallam County Board of County Commissioners. Substantive amendment request will also require the approval of the Clallam County Housing Solutions Committee.
- Applicant certifies that the information in this application is true and correct.
- Applicant certifies that it has no outstanding obligations to the County with respect to housing funds.

Signature

Date

4/4/24

APPLICATION TIMELINE

Date	Activity
10 th of every month	Applications due
3 rd week of every month	Selection Committee will review and make recommendation
1 st Friday of every month	Housing Solution Committee will review projects on Agenda for Approval
First Available	Housing and Grant Resource Director will present approved projects BOCC Work Session for Commissioners consideration

Funding Available

Note – funding levels are subject to change with allocations, please contact Housing and Grant Resource Director for updates in available funding levels.

2024 Allocation levels

1406	\$ 400,000
1590	<u>\$1,100,000</u>
Total Funding for 2024	\$1,500,000

**Please send an electronic pdf application to:
Housing and Grant Resource Director at
Timothy.dalton@clallamcountywa.gov**

For additional information contact
Timothy Dalton
Phone: 360.417.2478
Email: timothy.dalton@clallamcountywa.gov.

**2024 CLALLAM COUNTY
AFFORDABLE AND SUPPORTIVE PERMITTED USES
FOR HOUSING FUNDING REQUEST**

Permitted Uses of Funding under RCW 82.14.530 (1590):

A minimum of sixty percent of the moneys collected under this section must be used for the following purposes:

1. Constructing or acquiring affordable housing, which may include emergency, transitional, and supportive housing, and new units of affordable housing within an existing structure, and facilities providing housing-related services, or acquiring land for these purposes; or
2. Constructing or acquiring behavioral health-related facilities, or acquiring land for these purposes; or
3. Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.

The affordable housing and facilities providing housing-related programs in (a)(i) of this subsection may only be provided to persons within any of the following population groups whose income is at or below sixty percent of the median income of the county imposing the tax:

1. Persons with behavioral health disabilities.
2. Veterans.
3. Senior citizens.
4. Persons who are homeless or at-risk of being homeless, including families with children.
5. Unaccompanied homeless youth or young adults.
6. Persons with disabilities.
7. Domestic violence survivors.

The remainder of the money collected under this section must be used for the operation, delivery, or evaluation of behavioral health treatment programs and services or housing-related services.

Permitted Uses of Funding under RCW 82.14.540(1406 Funding)

The moneys collected or bonds issued under this section may only be used for the following purposes:

1. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385 (Behavioral health administrative services and managed care organizations—Mental health and substance use disorder treatment programs—Development and design requirements).
2. Funding the operations and maintenance costs of new units of affordable or supportive housing; or
3. For providing rental assistance to tenants.
4. The housing and services provided pursuant to subsection (6) of this section may only be provided to persons whose income is at or below sixty percent of the median income of the county or city imposing the tax.

**2024 CLALLAM COUNTY
AFFORDABLE AND SUPPORTIVE NARRATIVE FOR GRANT PROPOSALS
HOUSING FUNDING REQUEST
Limited Narrative to five (5) pages**

Project Name: **Eklund at Gales**

Amount requested: **\$1,500,000**

Funding Sources

1406 Funding X

1590 Funding X

1. 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.

The project includes the construction of a 24-unit apartment building at the SW corner of 7th and Gales Street in the east UGA of Port Angeles. We hope to secure commitments for the bulk of needed funding by the end of the year. The drawings are in progress with Construction Documents to be finalized by December of 2024. Construction would begin May of 2025. We anticipate 12 months of construction allowing for units to be available for occupancy by May 2026.

The location of this project (in the east UGA of Port Angeles) capitalizes on the existing infrastructure and utilities, the lower cost of construction due to minimal stormwater requirements and no design standards. Adding 24 rental units to the county housing stock is critical.

2. Threshold Requirement

- 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?

Eklund at Gales will serve veterans, disabled and seniors all meeting the income requirements of bills 1590 and 1406. It will be designed to accommodate 24-30 residents. The unit mix will include (22) 1-BR units and (2) 2-BR units. There are currently 1,919 people on the 1-Bedroom wait-lists for our 6 properties in Port Angeles with 294 on the 2-Bedroom wait-lists locally. While there are duplicate applicants, the numbers are astonishingly high, accentuating the housing need locally.

- B. Is the project ready to use the funding now or are there actions to be taken before the project can begin? If so, what are those actions?

Yes, the project is ready to use funding now. Currently, the project is in the pre-development phase. The design team is the primary expense at this point. As design development continues so do the funding requests which require schematic design drawings, third party cost estimates, market studies and CNAs. Funds will soon be needed for permitting, the bidding process, financing costs, etc. As we come to closing, there are insurance, title and legal fees as well. Construction will start in May 2025.

- C. Is the project located in the city limits of Port Angeles? If so, have you applied for or been awarded Affordable Housing Sales and Use Tax funding from the City of Port Angeles?

No, the project is located in the east UGA of Port Angeles. It has been confirmed with the city that the COPA funding options mentioned above are not available in the UGA.

- D. Could the project be split into phases if it cannot be fully funded?

No, it is a single phased project. All the utilities and off-site infrastructure are complete. We won't focus on constructing a foundation and then securing further funding to complete the project at a later date.

- E. Is this funding being used to leverage additional funding and when will those funds be applied for and/or receive notice of award? Identify the sources for those requests and the status of the requests.

Yes, we will be applying for public funding over the next several months where leverage is critical.

Funding Sources:

Source	Amount	Application Date	Award Date	Status
HTF	\$3,000,000	September 2024	Dec 2024	Awaiting NOFA release
Opportunity Funds	\$2,000,000	August 2024		Working on application
1590/1406 Fund	\$1,500,000	April 2024		Submitted
First Fed Foundation	\$50,000	September 2024	Nov 2024	Awaiting grant period
County 2060 Funds	\$40,000	March 2025	Jul 2025	Awaiting RFP release
COPA CDBG	\$26,590			Committed
Total	\$6,616,590			

3. Impact of Funds

- A. Provide a **Budget Narrative** that is as comprehensive as possible outlining all proposed expenditures including labor and materials

See attached Development Budget

- B. Does the project's budget incorporate all relevant Prevailing Wage requirements? Discuss how the applicability of state or federal prevailing wage rates were determined be explicit about what assumptions were made when determining wage rates.

Yes. As a governmental agency, all our projects are subject to State Prevailing Wage or Federal Davis-Bacon, if federally funded in part. The size and use of this building dictate that it be classified as "Residential" therefore we will follow the residential wage rates for the many scopes of work that will be involved in this project. All work outside the building will be classified as "Commercial" as per standards.

- C. If the Washington State Department of Labor & Industries provided a determination of wage rates for this project, include documentation of the determination as an attachment.

No determination can be made yet. Once the project is ready for bidding, the wage rates will be established and published.

- D. Describe the process used to solicit bids and select construction contractors (general and subcontractors), consultants, and other professional services to secure competitive fees.

Be sure that this process complies with the bidding and selection requirements of the project's proposed funding sources.

The Request For Qualification (RFQ) process was used for solicitation of the Architect and design team. Several sub-consultants have been secured by the architect by their internal processes. The contractor will be selected through an Invitation to Bid (ITB).

4. Organizational Capacity

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

The Peninsula Housing Authority is a public body corporate and politic of the State of Washington. As such, we function under RCW 35.82. We have an Executive Director who reports to the Board of Commissioners. There are department directors which report to the Executive Director.

- 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.

Our agency has a management structure that includes an Executive Director with three director positions for the departments of Finance, Housing and Development. We have a total of 32 full-time positions and one part-time staff attorney.

We have sound internal controls in place as evidenced by our audit history. In this most recent audit for the fiscal year ending June 30, 2023, the audit report clearly stated that there were no significant weaknesses in the Financial Statements of the authority including Federal Awards.

As a "material weakness", at our most recent audit ending June 30, 2023, the auditor did issue a finding related to the authority's interpretation of an asset entry. This was a result of complex accounting and the transfer of public housing assets. It was a book entry with no cash transaction. The correction was a net of zero with no effect to the net position of the financial statements. The correction was made at audit.

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.

A copy of the most recent audit is attached. In addition, a copy of the corrective action plan is also attached.

- 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.

Project Examples:

Project Name	Address	# of Units	On Time	% O/U Budget	Met Funding Req'ts	Project Type	Target Population
Sea Ridge	Lopez & Francis St Port Angeles, WA	63	Yes	Over 1.5%	Yes	LIHTC	homeless, disabled, general
Public Plaza	Scattered sites Port Angeles, WA	218	Yes	Under <1%	Yes	LIHTC	disabled, senior, general
Eklund Heights	2341 7 th Ave Port Angeles, WA	13	Yes	Under 1.5%	Yes	HOME	general
Burke Place	287 Founders Way Forks, WA	14	Yes	Under 1%	Yes	811	disabled

- D. Provide a complete list of staff positions for the project, including the project manager and other key personnel, showing the role of each and their level of effort and qualifications:

Staffing:

Name	Role	Years in Role/ Years at Agency
Sarah Martinez	Executive Director	4/18
Annette Crawford	Comptroller	13/13
Debbi Tesch	Director of Housing	15/15
Annie O'Rourke	Director of Development	10/10
Amy Riggins	Property Manager	4/8

- 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*.

N/A

Selection Criteria

We will rank all, responses according to the criteria and weights described below:

Evaluation	Max Points
A. Approach – Completeness of Proposal and Readiness	5
B. Impact	10
C. Budget – Feasible Financial Plan	5
TOTAL	20

Submission Requirements

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

A. Approach – Completeness of Proposal and Readiness (5 Points)

Your application should describe how you will approach this assignment and complete the purpose of the proposal.

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.

The proposal should describe:

- The timeline for the project and immediacy of the need for the funds.
- The components still require to be secured before the project is shovel ready.
- The plan for any unfunded components.

- If funds are awarded, the construction start date.
- Whether the Project could be scaled (include the per unit cost of the Project).

B. Impact (10 Points)

- Is this project in the Housing Solutions Committee's current Project Pipeline, if not how does it contribute to positive movement in County's Housing Continuum.

Yes

- What other funds, donors, or community support are involved with the project? Will these funds be used to leverage other funds? Identify other sources of funds that would be leveraged.

See 2E for a table with all funding sources.

- How many new units will be brought online. How many existing units will be preserved?

24 new units, none preserved

- How many individuals will be served by these funds?
24-30

- Will these funds serve any special populations such as seniors or domestic violence survivors?

Yes, seniors, veterans and disabled households

C. Budget - A Feasible Financial Plan (5 Points)

Please provide the following if applicable:

- Program or Project Budget which includes a complete breakdown of all funding sources already received or committed for this project.

See attached budget with all Sources and Uses detailed.

- Current operating budget for the organization requesting funding.
 - Operating Pro Forma for ten years.

See attached 15-year Operating Proforma.

Peninsula Housing Authority
EKLUND AT GALES

[illegible]

Project Budget: Eklund at Gales

Date of Budget 4/5/2024

% Total Project Cost	Total Project Cost	Residential total	RESIDENTIAL					
			Source Name:	Source Name:	Source Name:	Source Name:	Source Name:	Source Name:
			County 1590	County 2060	Opportunity Funds	COPA CDBG	First Fed Foundation	HTF Dep't of Commerce
			Amount	Amount	Amount	Amount	Amount	Amount
			\$1,500,000	\$40,000	\$2,000,000	\$26,590	\$50,000	\$3,000,000

Acquisition Costs:

Land	3%	\$ 200,000	\$ 200,000						\$ 200,000
Existing Structures			\$ -						
Liens	0%		\$ -						
Closing, Title & Recording Costs	0%	\$ 15,000	\$ 15,000						\$ 15,000
Extension payment	0%		\$ -						
Other:	0%		\$ -						
SUBTOTAL	3%	\$ 215,000	\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,000

Construction:

Demolition	0%	\$ -	\$ -						
New Building	68%	\$ 4,500,000	\$ 4,500,000	\$ 171,410	\$ 2,000,000	\$ 26,590			\$ 2,302,000
Rehabilitation	0%		\$ -						
Contractor Profit			\$ -						
Contractor Overhead			\$ -						
New Construction Contingency	0%	\$ 500,000	\$ 500,000	\$ 450,000			\$ 50,000		
Rehab Contingency	0%	\$ -	\$ -						
Accessory Building	0%	\$ -	\$ -						
Site Work / Infrastructure	0%		\$ -						
Off-Site Infrastructure	0%		\$ -						
Bond Premium	0%		\$ -						
Equipment and Furnishings	0%	\$ 10,000	\$ 10,000	\$ 10,000					
Other:	0%		\$ -						
SUBTOTAL	76%	\$ 5,010,000	\$ 5,010,000	\$ 631,410	\$ -	\$ 2,000,000	\$ 26,590	\$ 50,000	\$ 2,302,000

Soft Costs:

Buyer's Appraisal	0%	\$ 5,000	\$ 5,000	\$ 5,000					
Market Study	0%	\$ -	\$ -						
Architect	6%	\$ 400,500	\$ 400,500	\$ 360,500	\$ 40,000				
Engineering	0%		\$ -						
Environmental Assessment	0%	\$ -	\$ -						
Geotechnical Study			\$ -						
Boundary & Topographic Survey	0%	\$ -	\$ -						
Legal - Real Estate			\$ -						
Developer Fee	8%	\$ 500,000	\$ 500,000	\$ 25,000					\$ 475,000
Project Management / Dev. Consultant Fees	0%		\$ -						
Other Consultants	0%	\$ 5,000	\$ 5,000	\$ 5,000					
Soft Cost Contingency	0%	\$ 26,690	\$ 26,690	\$ 18,690					\$ 8,000
Other: Cost Estimating	0%	\$ 3,000	\$ 3,000	\$ 3,000					
SUBTOTAL	14%	\$ 940,190	\$ 940,190	\$ 417,190	\$ 40,000	\$ -	\$ -	\$ -	\$ 483,000

Notes

LAP

Construction Financing:

Construction Loan Fees	0%	\$ 30,000	\$ 30,000	\$ 30,000						
Construction Loan Expenses	0%	\$ -	\$ -							
Construction Loan Legal	0%	\$ -	\$ -							
Construction Period Interest	4%	\$ 240,000	\$ 240,000	\$ 240,000						
Lease-up Period Interest	0%	\$ -	\$ -							
SUBTOTAL	4%	\$ 270,000	\$ 270,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Capitalized Reserves:

Operating Reserves	0%	\$ 30,000	\$ 30,000	\$ 30,000				
Replacement Reserves	0%	\$ 12,000	\$ 12,000	\$ 12,000				
Other:	0%	\$ -	\$ -	\$ -				
SUBTOTAL	1%	\$ 42,000	\$ 42,000	\$ 42,000	\$ -	\$ -	\$ -	\$ -

Other Development Costs:

Real Estate Tax	0%	\$ -	\$ -	\$ -					
Insurance	0%	\$ 7,500	\$ 7,500	\$ 7,500					
Relocation	0%	\$ -	\$ -	\$ -					
Bidding Costs	0%	\$ 2,000	\$ 2,000	\$ 2,000					
Permits, Fees & Hookups	1%	\$ 50,000	\$ 50,000	\$ 50,000					
Impact/Mitigation Fees	1%	\$ 62,400	\$ 62,400	\$ 62,400					
Development Period Utilities	0%	\$ -	\$ -	\$ -					
Nonprofit Donation	0%	\$ -	\$ -	\$ -					
Accounting/Audit	0%	\$ 10,000	\$ 10,000	\$ 10,000					
3 rd Party Certification of final development cost		\$ 7,500	\$ 7,500	\$ 7,500					
Marketing/Leasing Expenses	0%	\$ -	\$ -	\$ -					
Carrying Costs at Rent up/Lease Up Reserve	0%	\$ -	\$ -	\$ -					
SUBTOTAL	2%	\$ 139,400	\$ 139,400	\$ 139,400	\$ -	\$ -	\$ -	\$ -	\$ -

[illegible]

Operating Pro Forma

DATE 4/1/2024

REVENUES

		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Residential Income	Escalator															
Gross Tenant Paid Rental Income	2.5%	\$ 153,711	\$ 157,554	\$ 161,493	\$ 165,530	\$ 169,668	\$ 173,910	\$ 178,258	\$ 182,714	\$ 187,282	\$ 191,964	\$ 196,763	\$ 201,682	\$ 206,724	\$ 211,892	\$ 217,190
Gross Rental Subsidy Income	2.5%	\$ 43,089	\$ 44,166	\$ 45,270	\$ 46,402	\$ 47,562	\$ 48,751	\$ 49,970	\$ 51,219	\$ 52,500	\$ 53,812	\$ 55,158	\$ 56,537	\$ 57,950	\$ 59,399	\$ 60,884
Other Tenant Income	2.5%	\$ 1,569	\$ 1,608	\$ 1,648	\$ 1,690	\$ 1,732	\$ 1,775	\$ 1,820	\$ 1,865	\$ 1,912	\$ 1,959	\$ 2,008	\$ 2,059	\$ 2,110	\$ 2,163	\$ 2,217
Other Sources:																
Total Residential Income	=	\$ 198,369	\$ 203,328	\$ 208,411	\$ 213,622	\$ 218,962	\$ 224,436	\$ 230,047	\$ 235,798	\$ 241,693	\$ 247,736	\$ 253,929	\$ 260,277	\$ 266,784	\$ 273,454	\$ 280,290
TOTAL PROJECT INCOME	=	\$ 198,369	\$ 203,328	\$ 208,411	\$ 213,622	\$ 218,962	\$ 224,436	\$ 230,047	\$ 235,798	\$ 241,693	\$ 247,736	\$ 253,929	\$ 260,277	\$ 266,784	\$ 273,454	\$ 280,290
	Annual %															
Less Annual Residential Vacancy	5.0%	\$ (9,918)	\$ (10,166)	\$ (10,421)	\$ (10,681)	\$ (10,948)	\$ (11,222)	\$ (11,502)	\$ (11,790)	\$ (12,085)	\$ (12,387)	\$ (12,696)	\$ (13,014)	\$ (13,339)	\$ (13,673)	\$ (14,015)
EFFECTIVE GROSS INCOME (EGI)	=	\$ 188,451	\$ 193,162	\$ 197,991	\$ 202,941	\$ 208,014	\$ 213,214	\$ 218,545	\$ 224,008	\$ 229,609	\$ 235,349	\$ 241,233	\$ 247,263	\$ 253,445	\$ 259,781	\$ 266,276

OPERATING EXPENSES

		Expenses Per Unit (Y1)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Operating Expenses-	Escalator																
Management - On-site	3.0%	\$ 2,195	\$ 52,681	\$ 54,261	\$ 55,889	\$ 57,566	\$ 59,293	\$ 61,072	\$ 62,904	\$ 64,791	\$ 66,735	\$ 68,737	\$ 70,799	\$ 72,923	\$ 75,111	\$ 77,364	\$ 79,685
Management - Off-site	3.0%	\$ 562	\$ 13,486	\$ 13,891	\$ 14,307	\$ 14,737	\$ 15,179	\$ 15,634	\$ 16,103	\$ 16,586	\$ 17,084	\$ 17,596	\$ 18,124	\$ 18,668	\$ 19,228	\$ 19,805	\$ 20,399
Audit	3.0%	\$ 65	\$ 1,569	\$ 1,616	\$ 1,665	\$ 1,714	\$ 1,766	\$ 1,819	\$ 1,873	\$ 1,930	\$ 1,988	\$ 2,047	\$ 2,109	\$ 2,172	\$ 2,237	\$ 2,304	\$ 2,373
Legal Services	3.0%	\$ 104	\$ 2,500	\$ 2,575	\$ 2,652	\$ 2,732	\$ 2,814	\$ 2,898	\$ 2,985	\$ 3,075	\$ 3,167	\$ 3,262	\$ 3,360	\$ 3,461	\$ 3,564	\$ 3,671	\$ 3,781
Insurance	3.0%	\$ 396	\$ 9,500	\$ 9,785	\$ 10,079	\$ 10,381	\$ 10,692	\$ 11,013	\$ 11,343	\$ 11,684	\$ 12,034	\$ 12,395	\$ 12,767	\$ 13,150	\$ 13,545	\$ 13,951	\$ 14,370
Real Estate Taxes/Assess	3.0%	\$ 21	\$ 500	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580	\$ 597	\$ 615	\$ 633	\$ 652	\$ 672	\$ 692	\$ 713	\$ 734	\$ 756
Marketing	3.0%	\$ 21	\$ 500	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580	\$ 597	\$ 615	\$ 633	\$ 652	\$ 672	\$ 692	\$ 713	\$ 734	\$ 756
Security	3.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and janitorial	3.0%	\$ 150	\$ 3,600	\$ 3,708	\$ 3,819	\$ 3,934	\$ 4,052	\$ 4,173	\$ 4,299	\$ 4,428	\$ 4,560	\$ 4,697	\$ 4,838	\$ 4,983	\$ 5,133	\$ 5,287	\$ 5,445
Decorating/Turnover	3.0%	\$ 188	\$ 4,500	\$ 4,635	\$ 4,774	\$ 4,917	\$ 5,065	\$ 5,217	\$ 5,373	\$ 5,534	\$ 5,700	\$ 5,871	\$ 6,048	\$ 6,229	\$ 6,416	\$ 6,608	\$ 6,807
Contract Repairs	3.0%	\$ 327	\$ 7,846	\$ 8,081	\$ 8,324	\$ 8,574	\$ 8,831	\$ 9,096	\$ 9,369	\$ 9,650	\$ 9,939	\$ 10,237	\$ 10,544	\$ 10,861	\$ 11,187	\$ 11,522	\$ 11,868
Landscaping	3.0%	\$ 50	\$ 1,200	\$ 1,236	\$ 1,273	\$ 1,311	\$ 1,351	\$ 1,391	\$ 1,433	\$ 1,476	\$ 1,520	\$ 1,566	\$ 1,613	\$ 1,661	\$ 1,711	\$ 1,762	\$ 1,815
Pest Control	3.0%	\$ 21	\$ 500	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580	\$ 597	\$ 615	\$ 633	\$ 652	\$ 672	\$ 692	\$ 713	\$ 734	\$ 756
Fire Safety	3.0%	\$ 173	\$ 4,153	\$ 4,278	\$ 4,406	\$ 4,538	\$ 4,674	\$ 4,814	\$ 4,959	\$ 5,108	\$ 5,261	\$ 5,419	\$ 5,581	\$ 5,749	\$ 5,921	\$ 6,099	\$ 6,282
Elevator	3.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water & Sewer	3.0%	\$ 573	\$ 13,753	\$ 14,166	\$ 14,591	\$ 15,028	\$ 15,479	\$ 15,943	\$ 16,422	\$ 16,914	\$ 17,422	\$ 17,945	\$ 18,483	\$ 19,037	\$ 19,608	\$ 20,197	\$ 20,803
Garbage Removal	3.0%	\$ 296	\$ 7,101	\$ 7,314	\$ 7,533	\$ 7,759	\$ 7,992	\$ 8,232	\$ 8,479	\$ 8,733	\$ 8,995	\$ 9,265	\$ 9,543	\$ 9,829	\$ 10,124	\$ 10,428	\$ 10,741
Electric	3.0%	\$ 196	\$ 4,707	\$ 4,848	\$ 4,994	\$ 5,143	\$ 5,298	\$ 5,457	\$ 5,620	\$ 5,789	\$ 5,963	\$ 6,142	\$ 6,326	\$ 6,516	\$ 6,711	\$ 6,912	\$ 7,120
Oil/Gas/Other	3.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	3.0%	\$ 60	\$ 1,430	\$ 1,473	\$ 1,517	\$ 1,563	\$ 1,609	\$ 1,658	\$ 1,707	\$ 1,759	\$ 1,811	\$ 1,866	\$ 1,922	\$ 1,979	\$ 2,039	\$ 2,100	\$ 2,163
Other	3.0%	\$ 213	\$ 5,100	\$ 5,253	\$ 5,411	\$ 5,573	\$ 5,740	\$ 5,912	\$ 6,090	\$ 6,272	\$ 6,461	\$ 6,654	\$ 6,854	\$ 7,060	\$ 7,271	\$ 7,490	\$ 7,714

Total Residential Operating Expenses	\$ 5,609	\$ 134,626	\$ 138,665	\$ 142,825	\$ 147,109	\$ 151,523	\$ 156,068	\$ 160,750	\$ 165,573	\$ 170,540	\$ 175,656	\$ 180,926	\$ 186,354	\$ 191,944	\$ 197,703	\$ 203,634
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Operating Pro Forma, Page 2

OTHER EXPENSES

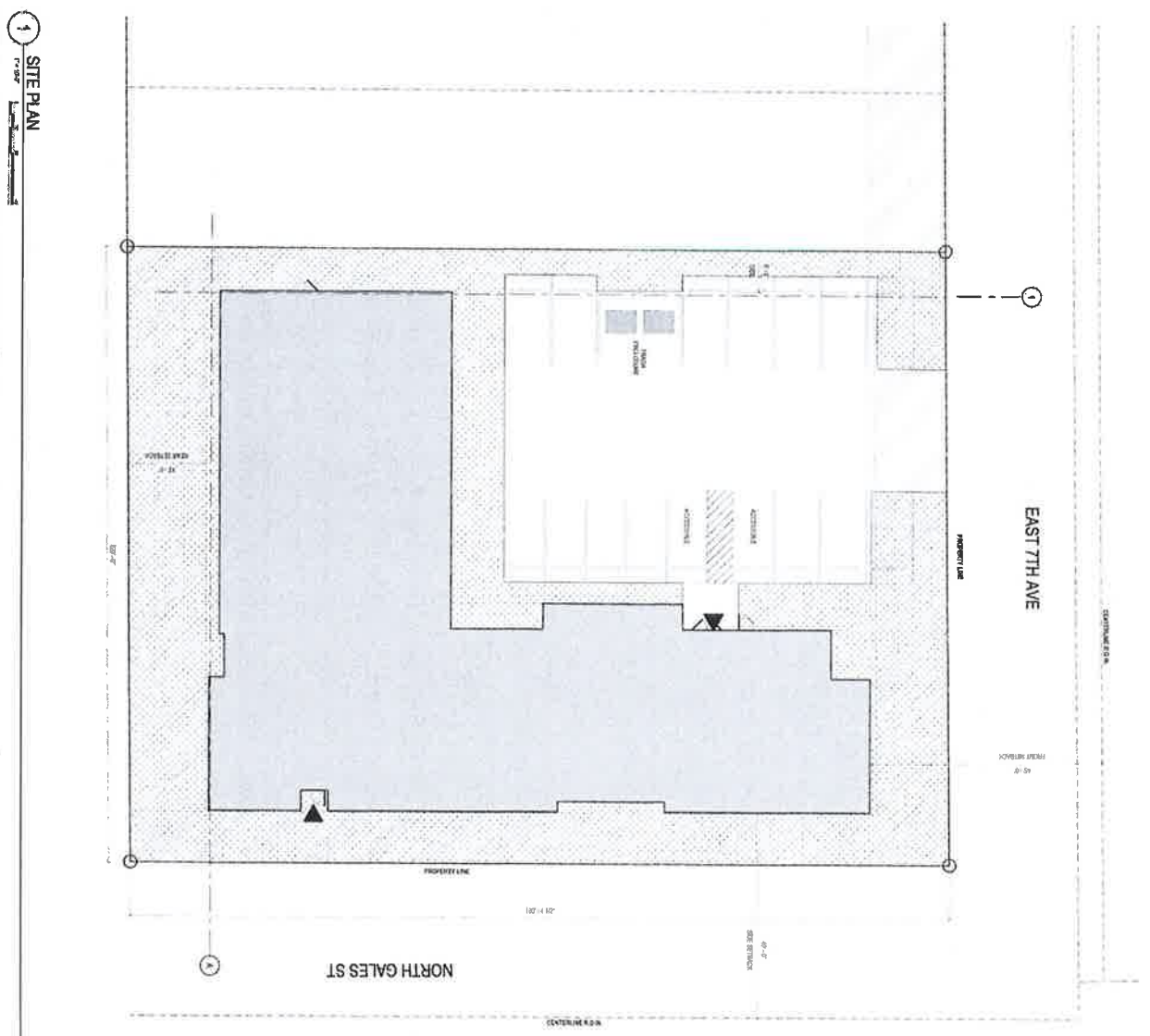
Replacement Reserve	3.0%	\$ 500	\$12,000.00	\$ 12,360	\$ 12,731	\$ 13,113	\$ 13,506	\$ 13,911	\$ 14,329	\$ 14,758	\$ 15,201	\$ 15,657	\$ 16,127	\$ 16,611	\$ 17,109	\$ 17,622	\$ 18,151
Operating Reserve	3.0%	\$ 500	\$ 12,000	\$ 12,360	\$ 12,731	\$ 13,113	\$ 13,506	\$ 13,911	\$ 14,329	\$ 14,758	\$ 15,201	\$ 15,657	\$ 16,127	\$ 16,611	\$ 17,109	\$ 17,622	\$ 18,151
Total Reserves			\$ 24,000	\$ 24,720	\$ 25,462	\$ 26,225	\$ 27,012	\$ 27,823	\$ 28,657	\$ 29,517	\$ 30,402	\$ 31,315	\$ 32,254	\$ 33,222	\$ 34,218	\$ 35,245	\$ 36,302

Non-Residential Expenses	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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TOTAL PROJECT EXPENSES	=		\$ 158,626	\$ 163,385	\$ 168,286	\$ 173,335	\$ 178,535	\$ 183,891	\$ 189,408	\$ 195,090	\$ 200,943	\$ 206,971	\$ 213,180	\$ 219,575	\$ 226,163	\$ 232,948	\$ 239,936
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NET OPERATING INCOME	=		\$ 29,825	\$ 29,777	\$ 29,705	\$ 29,606	\$ 29,479	\$ 29,323	\$ 29,137	\$ 28,919	\$ 28,666	\$ 28,378	\$ 28,053	\$ 27,688	\$ 27,282	\$ 26,834	\$ 26,340
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A11.00



NOTES & LEGEND - SITE PLAN

- [illegible]

KEY NOTES - SITE PLAN

PARKING COUNT:

STANDARD PARKING STALLS -	10
COMPACT PARKING STALLS -	4
ACCESSIBLE PARKING STALLS -	2
TOTAL STALLS -	16

UNIT COUNT:

ONE BEDROOM UNITS -	22
TWO BEDROOM UNITS -	2
TOTAL STALLS -	24

BUILDING AREA

LOWER LEVEL -	7,594 SF
UPPER LEVEL -	7,252 SF
TOTAL AREA -	14,846 SF

DRAFT
NOT FOR CONSTRUCTION

EKLUND AT GALES
PENINSULA HOUSING AUTHORITY
EAST 7TH AVE
PORT ANGELES, WA

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NOTES & LEGEND - FLOOR PLAN

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KEY NOTES - FLOOR PLAN

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EKLUND AT GALES
PENINSULA HOUSING AUTHORITY
EAST 7TH AVE
PORT ANGELES, WA

PROJECT # 2023093.01

PRE-DESIGN

ISSUE DATE MONTH DD, YYYY

REVISION SCHEDULE

FLOOR PLAN - LEVEL 2

SHEET NO.

A22.02

