



**AGENDA
CLALLAM COUNTY
HOUSING SOLUTIONS
COMMITTEE**

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

April 5, 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. March 1, 2024

PUBLIC COMMENT – Please limit comments to three minutes

PRESENTATION

OLD BUSINESS

1. Affordable Housing Registry

NEW BUSINESS

1. Affordable Housing 1406/1590 Request
 - a. PBH 5th and Fir, Sequim - 1406
 - b. PBH 2nd and Oak, Port Angeles 1406/1590
2. USDA Multi Family Apartment Complexes

REPORTS

1. Community Update

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – May 3, 2024 at 9 a.m.

ADJOURNMENT 10:00 AM

Housing Solutions Committee

Draft Minutes
March 1, 2024



CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE MINUTES of March 1, 2024

MEETING OF THE HOUSING SOLUTIONS COMMITTEE (HSC)

Vice Chair Colleen McAleer called the meeting to order at 9 a.m.

Present were Collen McAleer, Colleen Robinson, Caleb McMahon, Sharon Maggard, Shawn Washburn, Sarah Martinez, Cheri Tinker, Rod Fleck, Randy Johnson, Nathan West, Bruce Emery, Mike Sivia.

Excused: Christy Smith, Greg McCarry, Shawn McCourt, Glenn Ellis, Wendy Sisk, Kathy Morgan, Leslie Bond, and Cheri Tinker were excused.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Staff requested to remove presentation due to the director didn't realize she had a preexisting dental appointment. Commissioner Johnson moved to approve the agenda, Sharon Maggard Seconded, motion passed.

PUBLIC COMMENT – no first public comment

APPROVAL OF MINUTES

- Minutes – February 2, 2024

ACTION TAKEN Nathan West moved to approve the minutes, Mike Sivia seconded motion; motion passed unanimously.

OLD BUSINESS

1. 2024 Affordable and Supportive Grant Application

- It was announced that the application was posted on the county website on the HSC page. Staff also thanked Wendy Sisk for assisting in converting the Word document to a fill and savable pdf. Colleen asked if anyone had any questions, hearing no questions moved on.

2. Affordable Housing Registry

- Staff shared the current state registry. Commissioner Ozias talked about recent meetings with other counties and hearing how things they were working on the same type of registry and while it may feel like we wish we were further down the road; we are moving in the right direction. Timothy outlined a dashboard Kitsap Affordable Housing Group is working on which is being led by Bremerton Housing which has its own webpage with a variety of projects put together by BHA Communication departments. Timothy spoke with Delaney Watkins, Grad student, people could add their own projects to the dash, and how they were tracking projects. These projects even had the logo of the organization. Commissioner Ozias talked about how other communities are working to stream various funding types to the projects like what we are trying to do. Colleen McAleer has about several timelines including Ox Bow, Sarah Martinez with PHA provided several updates:
 - Ox Bow Apartment in Forks, they were waiting to hear on Commerce Continuing Affordable Housing Grant for the project and if they do receive it could since take 6-12 month for USDA to transfer ownership as it is a very long and slow process. There was also discussion concerning Ox Bow being preserved or new housing, Timothy felt this did

HOUSING SOLUTIONS COMMITTEE

MINUTES of March 1, 2024

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fall into a new category with the fact that it is looking to go into an open market if PHA does not acquire. Sarah talked about the issue of the project that was built in 1988 and carried a Restrictive Use Covenant which has expired and now opens it up to market rate, the discussion was held concerning preservation versus new units and how it should be classified.

- Eklund Heights 4 is changing its name Eklund at Gales, this is to eliminate any confusion, this is the 24-unit multi-family development Sarah discussed this a project will take multiple funding sources. Sarah asked about bonding with challenges getting projects going in a timely fashion and the competitiveness of HTF. Commissioner Johnson outlined several areas with bonding and timeframe.

3. Coordinating Low-Income Housing Plan Grant

- Timothy and Sharon Maggard discussed the Coordinating Low-Income Housing Plan Grant and moving the Grant Application to HHS and the Homelessness Task force as they are the ones who will be revised the 5-year Homelessness Crisis Response and Housing Plan.

NEW BUSINESS

1. Growth Management Act – Comprehensive Plan: Bruce outlined DCD was finishing up the contract with the consultants. GMA requires not only growth allocations, but also employment allocations between the cities and the UGA's. It's new territory in terms of what the law requires. Over the past 10 years the growth has been 2-1 in the county over the cities. Housing needs bracket will be needed for all. There was discussion concerning Port Angeles Housing incentives and how they are playing in creating housing.

REPORTS

1. Legislative Update:

- Budgets – House and Senate capital budgets have new dollars for HTF with the House having more with \$50-100 million more in funding. The talk is about allowing previous unspent dollars to be allocated for a new project. Both house and senate looking increase for recording
- Today is final day for Bills to move forward.
 - HB 1892 workforce housing accelerator for low interest loans non-profit housing needs a floor vote.
 - SB 6059 notification requirement Mobile Homes Park resident to purchase, passes both chambers.
 - HB 2012 property tax exemptions for housing authority needs to be scheduled for floor vote.
 - SB 6173 use 1590 for income for owner occupancy up to 80%
 - SB 6140 Concerning Economic development in Lamird
 - SB 6290 Building Council
 - HB 1987 – Clarifies Opportunity Tax for Land Bank and NGO Workforce Housing
 - HB 2114 Rent Control appears stalled.
 - SB 6120 - WUI map revision that is it not likely to move forward.
 - SB 5334 – Short Term Rental looks to be failing to get out of committee.

HOUSING SOLUTIONS COMMITTEE

MINUTES of March 1, 2024

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2. **Minsky Place**, Jennifer with Sarge's Veterans Service reported they are getting close with the contractor installing appliances. They are working on a date for an open house but need to be careful with it located in a cul-d-sac.

PUBLIC COMMENT –

1. Ethan Walker, City of Port Angeles – want to clarify about it could be 4 units per lot, with it could consist of two duplexes in addition to a four plex.
2. James Taylor, Port Angeles, said he is looking for volunteer opportunities.

NEXT MEETING DATE

- Next meeting is scheduled for April 5, 2024, at 9 a.m.

ADJOURNMENT

- The meeting concluded at 10:06 a.m.

Housing Solutions Committee

Affordable Housing Registry

Project	# of Units	Type	Population Served	Total Dev. Value	Description of Project	Agency	Date Added Anticipated Start Date	Projected Completion Date	Type of Housing
Minsky Place, Sequim	6	Group Home	Veteran 30-80% AMI	\$890K	Remodel	Sarge's Veteran Support	Current Ongoing	Apr-24	New
Oxbow Apartments, Forks	20	Multifamily rental	Under 80% of AMI		Purchase and Rehabilitation	Peninsula Housing Authority	Current Ongoing	Oct-24	Preservation
2nd and Oak, Port Angeles	36	Multifamily rental	Individuals and Veterans engaged in behavioral health treatment with priority given to homeless, primarily 1 bedroom	\$12.1M	New Construction MFH	Peninsula Behavioral Health	Current Ongoing	Dec-25	New
Eklund Heights Self-Help Build, Port Angeles	12	Home Ownership	Under 80% of AMI	\$320K	New Construction SFR	Peninsula Housing Authority	Current Ongoing		New
Brownfield Rd Sequim	50	Home Ownership	Under 80% of AMI	\$4.24M	New Construction MFH	Habitat for Humanity	Current Ongoing		New
Fairmont & Hazel Port Angeles	4	Home Ownership	Veteran 30-80% AMI	\$500,000	New Construction MFH	Habitat for Humanity	Current Ongoing		New
5th & Fir Sequim	5	Group Home	Individuals and Veterans engaged in behavioral health treatment	200k	Rehabilitation	Peninsula Behavioral Health	Current Ongoing	Aug-24	New
123 9th St Port Angeles	2	Group Home	Individuals and Veterans engaged in behavioral health treatment		Rehabilitation	Peninsula Behavioral Health	Current Ongoing		New
Eklund at Gales, Port Angeles	24	Multifamily rental	1 bedroom units under 80% of AMI with set asides for Seniors/Vets/Singles	\$6.5 mil	New Construction MFH	Peninsula Housing Authority	Spring of 2025 depending on Financing		New
Shane Place Self Help Port Angeles	12	Home Ownership	Under 80% of AMI	\$150K	New Construction SFR	Peninsula Housing Authority	2024		New
Mt. Angeles View Senior Housing Port Angeles	33	Multifamily rental	Seniors	\$9M	New Construction MFH	Peninsula Housing Authority	2025		
Mt. Angeles View Family Phase II Port Angeles	60	Multifamily rental	Serving 60% or below of AMI Variety of 1, 2, 3 bed with set asides for Disabled/Vets/Homeless/Seniors	\$20M	New Construction MFH	Peninsula Housing Authority	2025-2026		
Mt. Angeles View Self-Help Port Angeles	17	Home Ownership	Under 80% of AMI	\$100K	New Construction SFR	Peninsula Housing Authority	2025-2026		

Project	# of Units	Type	Population Served	TDC	Description of Project	Agency	Date Added Anticipated Start Date	Projected Completion Date	Type of Housing
Mt. Angeles View Family Phase III Port Angeles	59	Multifamily rental	Serving 60% or below of AMI Variety of 1, 2, 3 bed with set asides for Disabled/Vets/Homeless/Seniors	\$20M	New Construction MFH	Peninsula Housing Authority	2026-2027		
Owen Crossing Self Help Port Angeles	24	Home Ownership	Under 80% of AMI	\$750,000	New Construction SFR	Peninsula Housing Authority	2026-2027		
Miller Rd. Sequim	40	Home Ownership	Under 80% of AMI	\$3.2M	New Construction MFH	Habitat for Humanity	Future Project		
8th St. & C, Port Angeles	2	Home Ownership	Veteran 30-80% AMI	\$550,000	New Construction MFH	Habitat for Humanity	Future Project		

Housing Solutions Committee

Affordable Housing Subcommittee for 1406/1590 Funding

Summary
March 15, 2024



CLALLAM COUNTY HSC 1406/1590 Application Review MINUTES of March 15, 2024

MEETING OF THE HSC Application Review Subcommittee

The meeting started at 10 am.

Present were Christy Smith, Colleen McAleer, Bruce Emery, Jenny Oppelt, Greg McCarry, and Mike Sivia.

Staff: Todd Mielke, County Administrator and Timothy Dalton, Housing and Grant Resource Director.

Applicant: Wendy Sisk.

Review Projects

1. PBH Sequim 5th and Fir – 5-bedroom group home rehabilitation (1406 Funding Request Amount \$250K)
 - This was a group home which was converted into office space and Peninsula Behavior Health is looking to convert back to supported transitional housing designed specifically for individuals with serious behavioral health needs.
2. PBH Port Angeles 2nd and Oak – 36-Unit Permanent Supported Housing Facility (requesting \$2 million aggregate with a combined 1406/1590 funding requesting \$1.25 million in 2024 with additional \$750K in 2025)
 - This project includes the removal of two existing structures at 136 and 138 W 2nd and the construction of 36-unit permanent supportive housing. Occupancy is anticipated by the end of 2025. Peninsula Behavioral is using the firm of SMR Architects who is very knowledgeable in the Affordable Housing arena with very successful project in Kitsap County. This project will involve a variety of funding sources including both private/public. This project is seeking \$1.1 million in 1590 and \$150K in 1406 for FY 2024 and combine allocation of 1406/1590 in the amount of \$750K for FY 2025.

Recommendation

1. PBH Sequim 5th and Fir – 5-bedroom group home rehabilitation (1406 Funding Request Amount \$250,000)
 - The committee reviewed this project, and it received a score of 20/20. Greg McCarry recommended full funding of 1406 funds in the amount \$250,000, Bruce Emery second the motion, motion carried unanimously.
2. PBH Port Angeles 2nd and Oak – 36-Unit Permanent Supported Housing Facility (combined 1406/1590 funding requesting \$1.25 million in 2024 with additional \$750K in 2025)
 - This project entailed extensive conversation concerning scope and funding of both construction and O&M proforma. This project received a score of 16/20. Bruce Emery made a motion to support the request as presented totaling \$2 million aggregate with \$1.25 million in FY 2024 and \$750K in FY 2025 with a caveat that funding for FY 2025 will be reviewed at the end of FY 2024, Greg McCarry seconded the motion, motion passed 5 yeas - 1 member abstaining.

Meeting adjourned 11:50

Housing Solutions Committee

Affordable Housing
1406/1590 Funding

Peninsula Behavioral Health

5th and Fir

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

Project Name: 490 N 5th

Project Organization: Peninsula Behavioral Health

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

Requested Funds Amount: \$250,000

Matching/In-kind Funds Amount: \$400,000 (Building)

Project Contact: Wendy Sisk

Street Address: 118 E 8th 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: 91-0869129

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

Wendy Sisk
Print Name

Chief Executive Officer
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.

Wendy Sisk
Signature

March 8, 2024
Date

APPLICATION TIMELINE
CLALLAM COUNTY 2024 AFFORDABLE AND SUPPORTIVE HOUSING
FUNDING

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
<u>1590</u>	<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: 490 N 5th

Amount requested: \$ 250,000

Funding Sources 1406

Funding ☒
1590 Funding ☒

1. Project Description

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

The project entails the transformation of an office space into supported transitional housing designed specifically for individuals with serious behavioral health needs. This rehabilitated home is earmarked to accommodate up to five single adults for a duration of up to two years, with a primary focus on enhancing their independent living skills. The overarching goal is to facilitate residents in securing suitable, long-term housing arrangements.

By re-purposing the office into a supportive living environment, the project aims to address the pressing issues of homelessness and inadequate housing within Clallam County. The proposed housing initiative serves as a vital intervention, offering a temporary but impactful residence to those currently experiencing homelessness or residing in substandard living conditions. The envisioned transitional housing will not only provide a secure haven but will also serve as a crucial steppingstone toward the residents' eventual attainment of sustainable, permanent housing solutions.

The timeline for implementation involves a comprehensive rehabilitation process, with a keen emphasis on creating a conducive living space. This will be executed with efficiency to ensure that the facility is ready to welcome residents within a specified timeframe.

The ultimate impact of this project on housing in Clallam County is profound. By offering supportive transitional housing, the initiative addresses immediate housing needs while strategically positioning participants for long-term success. The comprehensive approach not only alleviates the immediate challenges faced by those experiencing homelessness or inadequate housing but also empowers them with the tools and skills necessary for securing and maintaining permanent housing in the future. The project embodies a holistic solution, contributing positively to the broader goals of enhancing housing stability and fostering self-sufficiency in the community.

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?

The focus of our intervention is on individuals grappling with significant behavioral health needs, typically falling at or below 30% of the Area Median Income (AMI). Priority consideration is extended to those currently experiencing homelessness or residing in inadequate housing conditions. This targeted approach aims to bridge the unmet need or gap in housing specifically for individuals facing behavioral health challenges, ensuring that those most vulnerable in our community receive the crucial support necessary for stable and improved living situations.

How many people in Clallam County need the housing you propose, and what method did you use to estimate that number?

The estimated demand for the proposed housing in Clallam County exceeds 50 individuals, a figure derived from an analysis of Peninsula Behavioral Health's housing waitlists and comprehensive reports from our outreach staff.

Currently, PBH operates 15 beds for transitional housing, consistently at full capacity with a persistent waitlist. This data-driven estimate underscores the pressing need for expanded housing opportunities in the community, demonstrating a demand that consistently surpasses the current available resources.

How many individuals within this target population will you house during the grant period?

We will house 5 residents from the target population at any one time during the grant period.

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

Yes, the project is poised for immediate utilization of the funding. Presently, we are in the process of preparing our

building permit, with all requisite scale drawings finalized and the project scope distinctly identified. The necessary groundwork has been diligently laid, positioning us for a swift commencement once funding is secured.

C. If so, what are those actions?

The imminent actions for this project involve taking it to bid. In this phase, we will initiate the bidding process, allowing interested parties to submit proposals for consideration. This step is crucial in selecting a qualified contractor to execute the rehabilitation and transformation of the designated space into supported transitional housing. The bidding process will enable us to assess various proposals, evaluate cost considerations, and ultimately secure the most suitable contractor to commence the project.

D. Could the Project be split into phased if project cannot be fully funded?

☐ Yes ☒ No

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

Indeed, this funding is strategically leveraged as PBH is generously providing the building at no cost for this project. This substantial in-kind contribution enhances the overall project value and serves as a compelling factor when seeking additional funding. As we move forward, the timeline for applying for additional funds and receiving notice of award will be carefully coordinated to align with the project's progression and funding requirements.

Identify the sources for those requests and the status of the requests.

PBH is generously contributing the building in-kind for this initiative. Following the completion of the rehabilitation, our next step involves actively seeking donations to furnish the home. This collaborative approach underscores our commitment to creating a well-equipped and supportive living environment for the individuals we aim to serve.

3. Impact of Funds

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

Peninsula Behavioral Health is set to transform a former office space, once a residence, into a 5-bedroom supported living house. The comprehensive budget narrative for this project is based on the estimated costs associated with the scope of work, detailed in response to the community needs assessments, underscores a commitment to fostering an inclusive and supportive living space. From accessible bathrooms to modified kitchens and expanded bedrooms, each element of the project has been carefully considered to better meet the identified needs within the community. The resulting scope of work involves the following expenditures:

Bathrooms

- Convert one bathroom to full bath with walk tub shower combo.
- Convert second bathroom to ADA accessible bathroom
- Replace commercial sink in full bath with residential vanity.
- Will need to expand ADA bathroom footprint to accommodate – includes drywall etc
- Ensure appropriate venting, install new vents if needed

Kitchen

- Remove reception area walls to open up to living room area
- Contractor grade cabinets
- Contractor grade appliances
 - Stove, vent hood, dishwasher, fridge
 - Vent stove to outside
 - 34"+ Fridge
- Quartz counter tops for durability

Laundry

- Old kitchen becomes laundry
- Include sink if possible
- Vent dryer outside per code
- Contractor grade cabinets above washer dryer for storage
- New Washer/Dryer

Bedrooms

- Make Room 5 larger and add closet
- Add a closet to room 6
- Install missing closet doors

- Expand the bedroom doors to 36" for improved accessibility

Misc

- Replace all light fixtures with LED Residential fixtures
- Modify walls and the hall to transition to the second living space (designated as the group room on the drawing).
- Remove reception area walls, leave closet.
- Remove walls between rooms to create space for kitchen/dining.
- Install Forced Air Heat Pump or similar and remove baseboards
- New flooring throughout – durable 50 year LVP or similar. Would consider high quality, durable vinyl in bathrooms/kitchen.
- Disposal of all
- Paint interior – all

Exterior

- Replace exterior doors with aesthetically pleasing residential doors; expand doors to 36" for ADA accessibility.
- Replace windows in rear of house to remove cross hatched glass and install opening windows for egress.
- Add window to bedroom 5 for egress
- Install new key code locks for the two exterior doors.

The project, estimated to cost between \$200,000 and \$225,000 with a \$25,000 contingency, will be bid as a whole. Labor will be based on Residential Prevailing Wage. Specific allowances included in the bid are as follows:

Bid Allowances:

1.	(2) new entrance doors with hardware and key-pad lock systems -----	\$10,000
2.	Kitchen appliances -----	12,000
3.	LED light fixtures and lamps -----	6,000
4.	Plumbing fixtures -----	10,000

Other concrete costs include:

- Architect – Create ¼" scale drawings, assist in bid process
- Energy Calculations
- Building permit

B. Does the project's budget incorporate all relevant Prevailing Wage requirements?

☒ Yes ☐ No

Discuss how the applicability of state or federal prevailing wage rates were determined be explicit about what assumptions were made when determining wage rates.

The determination of wage rates for this project was meticulously guided by the prevailing wage rules established by Washington State for residential projects. Explicit details regarding the application of the Washington State Residential Prevailing Wage rules are thoroughly outlined in our comprehensive bid packet. Our adherence to these regulations ensures transparency and fairness in compensating labor, and any assumptions made align precisely with the stipulations outlined in the bid packet.

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.***

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 meticulous process of soliciting bids and selecting construction contractors, as well as consultants and other professional services, has been systematically orchestrated by PBH in collaboration with our architect. A comprehensive bid packet, expertly crafted to outline project specifications and deadlines, has been developed. Bids will be actively solicited for the entire project, emphasizing transparency and fair competition.

A diligent review committee, comprising qualified individuals, will rigorously assess the received bids to determine the General Contractor (GC). Notably, special consideration will be afforded to bids submitted by local contractors utilizing local subcontractors, aligning with our commitment to community engagement and support. This structured approach ensures compliance with the stringent bidding and selection requirements stipulated by the project's proposed funding sources, fostering a competitive environment while prioritizing the involvement of local entities in the construction process.

4. Organizational Capacity

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

Peninsula Behavioral Health operates under the guidance of a dedicated and volunteer-driven Board of Directors, responsible for shaping the organization's strategic direction. At the core of our corporate leadership is a dynamic

executive team comprising six key members:

- Chief Executive Officer (CEO): Spearheading the organization's vision and overarching goals.
- Chief Financial Officer (CFO): Steering financial strategies and ensuring fiscal responsibility.
- Chief Operations Officer: Overseeing and optimizing the day-to-day operational functions.
- Chief Medical Officer: Providing leadership in medical matters and ensuring high-quality care.
- Director of Human Resources: Focusing on the well-being and development of our valuable staff.
- Director of Quality and Compliance: Ensuring adherence to regulatory standards and maintaining high-quality services.

This robust governance and leadership structure reflects our commitment to effective decision-making, sound financial management, and the delivery of exceptional behavioral health services to our community.

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.

Within Peninsula Behavioral Health, the Chief Financial Officer (CFO) operates under the direct supervision of the Chief Executive Officer (CEO). In turn, the CEO reports to the esteemed Board of Directors. Establishing a seamless flow of financial communication, the CFO collaborates closely with the Board's Treasurer, ensuring that the Board is equipped with precise and timely fiscal information.

The Finance Committee, a crucial component of the organizational structure, convenes quarterly to delve into financial matters. This committee, comprised of adept financial minds, subsequently presents comprehensive reports to the entire Board of Directors. This intricate framework ensures a robust and transparent financial governance structure, reinforcing Peninsula Behavioral Health's commitment to accuracy, accountability, and strategic fiscal decision-making.

Peninsula Behavioral Health maintains robust financial controls to ensure the implementation of secure fiscal practices and strict adherence to established accounting standards. Our internal controls encompass a comprehensive set of measures, including but not limited to:

- **Mail Processing:** All incoming mail undergoes a meticulous process of being opened and date-stamped, ensuring the organization's awareness and timely handling of important financial documentation.
- **Cash Management:** Any cash amounts exceeding \$2,000 are diligently deposited into designated bank accounts, promoting the safe and efficient handling of funds.
- **Client Account Oversight:** A monthly aging process is systematically applied to all client accounts, fostering regular and thorough examination to maintain financial accuracy.
- **Payment Procedures:** Payments are meticulously processed through various channels such as check, ACH, or wire transfer only after receiving approval from the responsible party, reinforcing a stringent approval protocol.
- **Board Approval for High-Value Transactions:** Transactions involving checks, transfers, or other financial instruments exceeding \$100,000 necessitate formal approval from the Board, ensuring heightened scrutiny for large-scale financial decisions.
- **Budget Adherence:** Expenses beyond the parameters of the annual budget require explicit approval from either the Chief Financial Officer (CFO) or the Chief Executive Officer (CEO), emphasizing a disciplined approach to financial planning.
- **Dual Control for Transfers:** Initiating and releasing funds through ACH, wire, and cash transfers are subjected to a dual-control mechanism, fortifying the security of financial transactions by requiring multiple authorizations.

These carefully implemented financial controls underscore Peninsula Behavioral Health's commitment to maintaining the highest standards of fiscal integrity, safeguarding the organization's resources, and promoting responsible financial stewardship.

Peninsula Behavioral Health's housing operations are overseen by a dedicated Housing Manager, who directly reports to the Chief Financial Officer (CFO). This reporting structure is intentionally designed to establish a clear demarcation between clinical and housing responsibilities. The Housing Manager assumes a multifaceted role, which includes maintaining a comprehensive housing waitlist, conducting applicant screenings, and making informed placement decisions.

In addition to these pivotal responsibilities, the Housing Manager takes charge of coordinating rent-related matters and provides vigilant oversight of our onsite after-hours property attendant. This strategic coordination ensures a seamless integration of housing services within the organizational framework.

Peninsula Behavioral Health undergoes a rigorous annual audit conducted by the esteemed independent auditing firm, Moss Adams. In the most recent audit, PBH achieved an exemplary outcome, receiving a clean audit devoid of any findings or recommendations. This attests to the organization's steadfast commitment to financial transparency, accountability, and adherence to best practices.

The audited financials for the fiscal year 2023 underscore PBH's financial health and responsible management.

Key highlights from the audit include:

- **Total Revenue:** A substantial \$16,306,340, indicative of the organization's robust financial performance and revenue generation.
- **Excess Revenue over Expense:** Demonstrating financial prudence, PBH achieved \$520,964 in excess revenue

over expenses, reflecting sound fiscal management.

- **Total Net Assets:** PBH's total net assets amounted to a commendable \$13,820,610, once again underscoring the organization's solid financial foundation.

These financial metrics not only showcase PBH's fiscal strength but also affirm its dedication to delivering effective and sustainable behavioral health services. The clean audit result and the notable financial achievements further exemplify PBH's commitment to excellence and responsible stewardship of resources.

C. Include description of any disallowed costs, questioned costs and administrative findings.

Explain your plan or response to any findings.

There were no disallowed costs, questioned costs or administrative findings in our most recent 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.

D. 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.

For over two decades, Peninsula Behavioral Health (PBH) has been at the forefront of operating supported transitional living houses, fostering a legacy of commitment to community well-being. Currently, PBH manages three such homes in Port Angeles, exemplifying a sustained dedication to providing essential transitional living services.

PBH's impactful contributions extend beyond housing, as evidenced by notable construction projects in recent years. In 2014, the organization successfully completed the renovation of a segment of the historic St. Vincent de Paul building, transforming it into a 6-bed crisis stabilization program. This transformative endeavor was made possible through a judicious blend of local and state funding, symbolizing PBH's strategic financial acumen.

In 2017, PBH continued its mission by renovating the remaining portion of the St. Vincent de Paul building into the Youth Services Center. Despite encountering delays in permitting, the project was completed within budget, showcasing PBH's resilience and commitment to realizing critical community-focused initiatives.

The years 2022 and 2023 marked another significant milestone for PBH with the ambitious renovation of the All View Motel into 26 new affordable housing units. This multifaceted project, funded by a combination of local and state resources, faced substantial challenges, including water damage, cost overruns, and unforeseen issues arising from the water damage. PBH's proactive response, securing additional funding from Commerce to address cost overruns, exemplifies the organization's adept management and determination to surmount obstacles.

Despite setbacks, including price fluctuations in basic building materials and instances of theft, PBH successfully navigated these challenges, completing the All View Motel renovation in under a year. This accomplishment highlights PBH's ability to adapt, overcome hurdles, and, most importantly, deliver on its commitment to providing crucial community services.

E. 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.

The project team for the Affordable Housing facility comprises the following key personnel:

1. **Wendy Sisk, CEO – Project Manager:** As the CEO, Wendy Sisk will assume the role of Project Manager, providing overall leadership and strategic direction for the project. With extensive experience in organizational management, Wendy will ensure the successful execution of the project.
2. **Adam Smith, Facilities Supervisor – Construction Oversight:** Adam Smith, in his capacity as Facilities Supervisor, will be responsible for overseeing the construction phase of the project. With a background in facilities management, Adam will ensure that construction activities align with project specifications and industry standards.
3. **Dawn Brown, CFO – Budget and Financial Oversight:** Dawn Brown, as the Chief Financial Officer, will play a crucial role in budget management and financial oversight for the project. Leveraging her financial expertise, Dawn will ensure fiscal responsibility and adherence to budgetary guidelines.
4. **Andrew Reiners, Housing Manager:** Andrew Reiners will assume the role of Housing Manager, focusing on the operational aspects of the supported housing units. Andrew's experience in housing management will contribute to the effective functioning of the Supported Housing facility.

Each member of the project team brings a unique set of qualifications and expertise, collectively contributing to the success of the project. The roles and responsibilities are carefully aligned to their respective skills, ensuring a well-rounded and capable team to oversee the development of the Supported Housing facility.

F. 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.*

This is not a collaborative project, and such will not involve other partners or agencies.

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?

☒ Yes ☐ No

☐

If not, how does it contribute to positive movement in County's Housing Continuum.

N/A

- What other funds, donors, or community support are involved with the project?

In addition to PBH contributing the building in-kind, we are actively committed to securing community support through the solicitation of donations for furnishing the project. This collaborative effort underscores our commitment to leveraging various funding sources and engaging the community in ensuring the success and sustainability of the project.

Will these funds be used to leverage other funds? ☐ Yes ☒ No

Identify other sources of funds that would be leveraged.

N/A

- How many new units will be brought online 5 rooms
- How many existing units will be Preserved. 0
- How many individuals will be served by these funds 5 at any one time

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

☐ Yes ☒ No

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

Operating Pro Forma Details	
Project Name:	
<i>Operating Expense Estimates</i>	
<i>Operating Expenses- Yearly Estimates</i>	
Management - On-site	
Management - Off-site	
Accounting	
Legal Services	
Insurance	
Real Estate Taxes	
Marketing	
Security	
Maintenance and janitorial	
Decorating/Turnover	
Contract Repairs	
Landscaping	
Pest Control	
Fire Safety	
Elevator	
Water & Sewer	
Garbage Removal	
Electric	
Oil/Gas/Other	
Telephone	
Other (Identify and include cost estimate for each)	
<i>Reserves-</i>	
Replacement Reserve	
Operating Reserve	

490 N 5th Ave
Budget Date: March 7, 2024

<i>Construction</i>	<i>% Total Project Cost</i>	<i>Total Project Cost</i>
Architect	0%	\$ 1,200
Building Permit	1%	\$ 2,000
Doors/hardware/keypad locks	4%	\$ 10,000
Appliances	5%	\$ 12,000
LED Fixtures	2%	\$ 6,000
Plumbing Fixtures	4%	\$ 10,000
GC Labor and Building Supplies	74%	\$ 183,800
Construction Contingency	10%	\$ 25,000
Total Project Cost	100%	\$ 250,000

Sequim Supported Housing Operating Proforma

REVENUES

		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Residential Income	Escalator							
Gross Tenant Paid Rental Income	3.0%	\$ 27,000.00	\$ 27,810.00	\$ 28,644.30	\$ 29,503.63	\$ 30,388.74	\$ 31,300.40	\$ 32,239.41
Gross Rental PHA/HUD/USDA Subsidy	3.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Sources:								
Total Residential Income	=	\$ 27,000	\$ 27,810	\$ 28,644	\$ 29,504	\$ 30,389	\$ 31,300	\$ 32,239
Total Non-Residential Income		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROJECT INCOME	=	\$ 27,000.00	\$ 27,810.00	\$ 28,644.30	\$ 29,503.63	\$ 30,388.74	\$ 31,300.40	\$ 32,239.41
	Annual %							
Less Annual Residential Vacancy	1.0%	\$ (270.00)	\$ (278.10)	\$ (286.44)	\$ (295.04)	\$ (303.89)	\$ (313.00)	\$ (322.39)
EFFECTIVE GROSS INCOME (EGI)	=	\$ 26,730.00	\$ 27,531.90	\$ 28,357.86	\$ 29,208.59	\$ 30,084.85	\$ 30,987.40	\$ 31,917.02

OPERATING EXPENSES

[illegible]

Total Residential Operating Expenses	\$ 610.94	\$ 21,994.00	\$ 22,653.82	\$ 23,333.43	\$ 24,033.44	\$ 24,754.44	\$ 25,497.07	\$ 26,261.99

OTHER EXPENSES

Replacement Reserve	3.0%	138.89	\$ 2,500.00	\$ 2,575.00	\$ 2,652.25	\$ 2,731.82	\$ 2,813.77	\$ 2,898.19	\$ 2,985.13
Total Reserves			\$ 2,500.00	\$ 2,575.00	\$ 2,652.25	\$ 2,731.82	\$ 2,813.77	\$ 2,898.19	\$ 2,985.13

TOTAL PROJECT EXPENSES	=		\$ 24,494.00	\$ 25,228.82	\$ 25,985.68	\$ 26,765.26	\$ 27,568.21	\$ 28,395.26	\$ 29,247.12
NET OPERATING INCOME (EGI - Total Expenses)	=		\$ 2,236.00	\$ 2,303.08	\$ 2,372.17	\$ 2,443.34	\$ 2,516.64	\$ 2,592.14	\$ 2,669.90

Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
\$ 33,206.59	\$ 34,202.79	\$ 35,228.88	\$ 36,285.74	\$ 37,374.31	\$ 38,495.54	\$ 39,650.41	\$ 40,839.92
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 33,207	\$ 34,203	\$ 35,229	\$ 36,286	\$ 37,374	\$ 38,496	\$ 39,650	\$ 40,840
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 33,206.59	\$ 34,202.79	\$ 35,228.88	\$ 36,285.74	\$ 37,374.31	\$ 38,495.54	\$ 39,650.41	\$ 40,839.92
\$ (332.07)	\$ (342.03)	\$ (352.29)	\$ (362.86)	\$ (373.74)	\$ (384.96)	\$ (396.50)	\$ (408.40)
\$ 32,874.53	\$ 33,860.76	\$ 34,876.59	\$ 35,922.88	\$ 37,000.57	\$ 38,110.59	\$ 39,253.91	\$ 40,431.52

Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 6,149.37	\$ 6,333.85	\$ 6,523.87	\$ 6,719.58	\$ 6,921.17	\$ 7,128.80	\$ 7,342.67	\$ 7,562.95
\$ 614.94	\$ 633.39	\$ 652.39	\$ 671.96	\$ 692.12	\$ 712.88	\$ 734.27	\$ 756.29
\$ 122.99	\$ 126.68	\$ 130.48	\$ 134.39	\$ 138.42	\$ 142.58	\$ 146.85	\$ 151.26
\$ 6,149.37	\$ 6,333.85	\$ 6,523.87	\$ 6,719.58	\$ 6,921.17	\$ 7,128.80	\$ 7,342.67	\$ 7,562.95
\$ 491.95	\$ 506.71	\$ 521.91	\$ 537.57	\$ 553.69	\$ 570.30	\$ 587.41	\$ 605.04
\$ 368.96	\$ 380.03	\$ 391.43	\$ 403.17	\$ 415.27	\$ 427.73	\$ 440.56	\$ 453.78
\$ 3,074.68	\$ 3,166.93	\$ 3,261.93	\$ 3,359.79	\$ 3,460.58	\$ 3,564.40	\$ 3,671.33	\$ 3,781.47
\$ 2,582.74	\$ 2,660.22	\$ 2,740.02	\$ 2,822.22	\$ 2,906.89	\$ 2,994.10	\$ 3,083.92	\$ 3,176.44
\$ 2,582.74	\$ 2,660.22	\$ 2,740.02	\$ 2,822.22	\$ 2,906.89	\$ 2,994.10	\$ 3,083.92	\$ 3,176.44
\$ 4,304.56	\$ 4,433.70	\$ 4,566.71	\$ 4,703.71	\$ 4,844.82	\$ 4,990.16	\$ 5,139.87	\$ 5,294.06
\$ 607.56	\$ 625.78	\$ 644.56	\$ 663.89	\$ 683.81	\$ 704.33	\$ 725.46	\$ 747.22
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

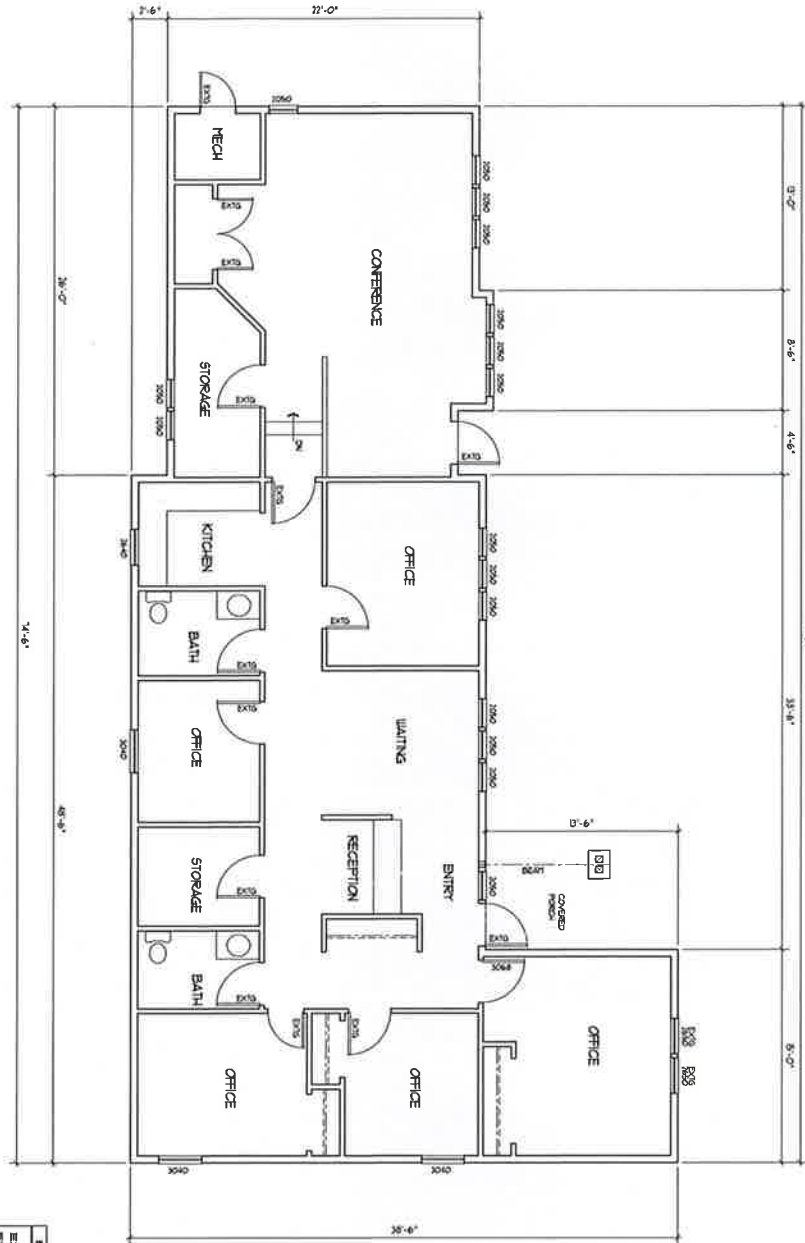
\$ 27,049.85	\$ 27,861.34	\$ 28,697.18	\$ 29,558.10	\$ 30,444.84	\$ 31,358.18	\$ 32,298.93	\$ 33,267.90
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\$ 3,074.68	\$ 3,166.93	\$ 3,261.93	\$ 3,359.79	\$ 3,460.58	\$ 3,564.40	\$ 3,671.33	\$ 3,781.47
\$ 3,074.68	\$ 3,166.93	\$ 3,261.93	\$ 3,359.79	\$ 3,460.58	\$ 3,564.40	\$ 3,671.33	\$ 3,781.47

\$ 30,124.53	\$ 31,028.27	\$ 31,959.11	\$ 32,917.89	\$ 33,905.42	\$ 34,922.59	\$ 35,970.26	\$ 37,049.37
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\$ 2,750.00	\$ 2,832.50	\$ 2,917.47	\$ 3,005.00	\$ 3,095.15	\$ 3,188.00	\$ 3,283.64	\$ 3,382.15
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EXISTING
FLOOR PLAN

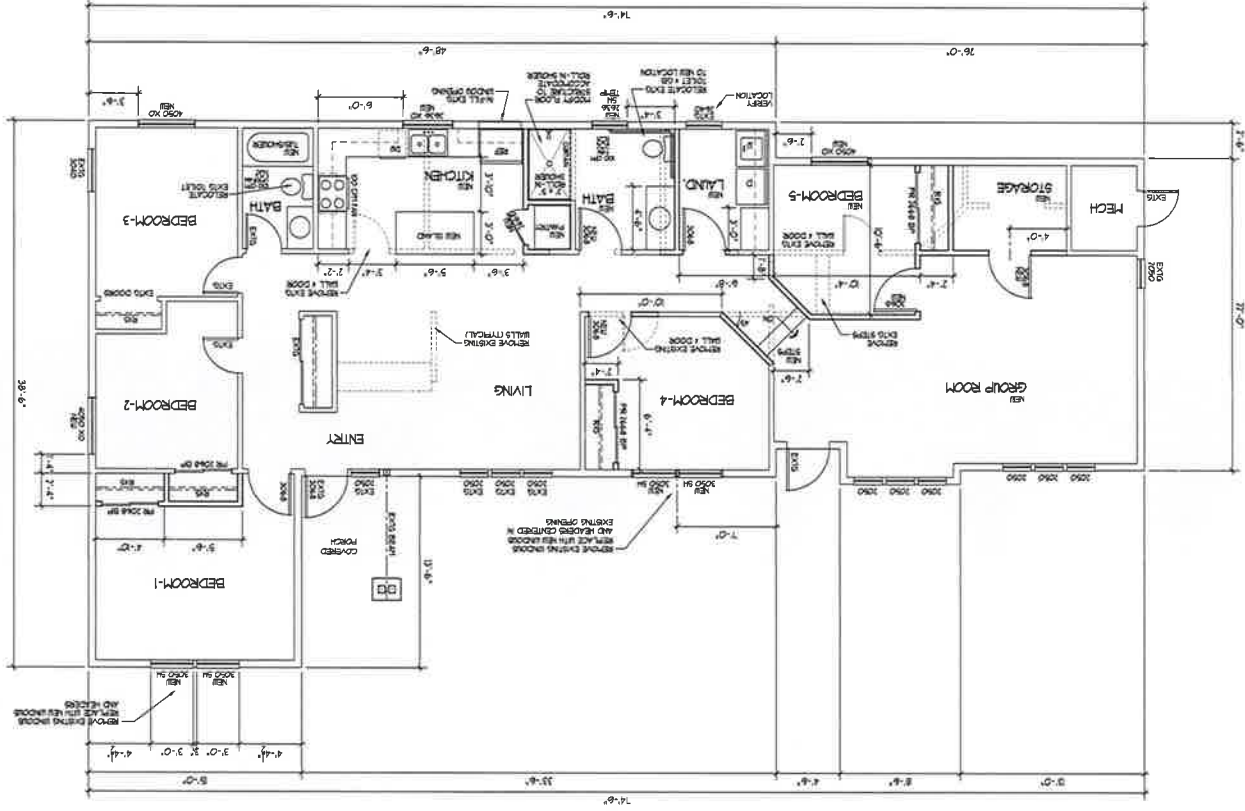
SCALE: 1/4" = 1'-0"

BUILDING AREAS	
EXISTING	1,992 SF
EXISTING MECHANICAL	37 SF
TOTAL	1,999 SF
COVERED PORCH	48 SF

BUILDING AREAS	
EXISTING	1,952 SF
EXTRA MECHANICAL	37 SF
TOTAL	1,989 SF
COVERED PORCH	48 SF

[illegible]

REMODEL
FLOOR PLAN
SCALE: 1/4" = 1'-0"



Housing Solutions Committee

Affordable Housing
1406/1590 Funding

Peninsula Behavioral Health

2nd and Oak

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

Project Name: 2nd & Oak

Project Organization: Peninsula Behavioral Health

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

Requested Funds Amount: \$1,250,000 + \$750k in 2025

Matching/In-kind Funds Amount: \$791,000 and seeking \$8M State & Federal funding

Project Contact: Wendy Sisk

Street Address: 118 E 8th 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: 91-0869129

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

Wendy Sisk CEO
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.

Wendy Sisk
Signature

3/7/2024
Date

APPLICATION TIMELINE
CLALLAM COUNTY 2024 AFFORDABLE AND SUPPORTIVE HOUSING
FUNDING

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
<u>1590</u>	<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: 2nd & Oak

Amount requested: \$ 1,250,000

Funding Sources

1406 Funding ☒

1590 Funding ☒

1. Project Description

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

The project involves the removal of existing structures at 136 and 138 W 2nd to facilitate the construction of a 36-unit Permanent Supported Housing facility. This initiative is designed to address the housing challenges faced by individuals currently unsheltered or residing in inadequate conditions, particularly those with serious behavioral health disorders. The majority of units will be designated for individuals below 50% Area Median Income (AMI), with a strong emphasis on those at or below 30% AMI.

The housing will be delivered at the project site, replacing the current structures with a purpose-built facility catering to the unique needs of individuals with behavioral health disorders. Peninsula Behavioral Health (PBH) is currently in the design phase, with expectations to complete the project's foundation by the end of 2024. Occupancy is anticipated by the end of 2025.

The goals of this project are instrumental in positively impacting housing dynamics in Clallam County. By providing stable and supportive housing for high-need individuals, we aim to reduce their interactions with emergency services and law enforcement.

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?

The target population for this project encompasses individuals with significant behavioral health needs, with a primary focus on those who are currently unsheltered or residing in substandard housing conditions. The proposed initiative seeks to address a critical gap in housing options for this demographic in our community. Presently, there is a shortage of permanent supported housing, intensifying the unmet need for safe and stable housing tailored to the challenges faced by individuals with behavioral health needs.

How many people in Clallam County need the housing you propose, and what method did you use to estimate that number?

Our waitlist of 120 applicants for permanent supported housing provides a tangible snapshot of the pressing demand within Clallam County. We recognize this figure likely represents only a fraction of the actual number of individuals who meet the eligibility criteria for such housing assistance.

The extensive waitlist highlights the depth of the unmet need for stable and supportive. The demand for permanent supported housing far exceeds the current capacity, underscoring the of our proposed project. To estimate the broader need, we consider various factors, including outreach efforts, community engagement, and input from local service providers and agencies.

Factors contributing to the high demand include the scarcity of affordable and supportive housing options, coupled with the complex challenges faced by individuals with significant behavioral health needs. The prevalence of homelessness, coupled with economic uncertainties and the enduring impacts of the COVID-19 pandemic, amplifies the urgency of our initiative.

Our method of estimating the need for housing involves continuous collaboration with community stakeholders, analysis of existing waitlists, and ongoing assessments of the local housing landscape. This multifaceted approach ensures that our project is responsive to the evolving needs of the community and aligns with our commitment to providing comprehensive support to those facing housing instability and behavioral health challenges in Clallam County.

How many individuals within this target population will you house during the grant period?

During the grant period, our goal is to provide stable and supportive housing for 50 or more individuals within the target population in the first year alone. This commitment reflects our dedication to making an immediate impact on the lives of those facing housing instability and significant behavioral health challenges.

Furthermore, it's crucial to emphasize that our commitment extends far beyond the grant period. We envision operating this program for a minimum of 40 years, ensuring long-term and sustained support for the individuals housed. By establishing a program with such longevity, we aim to address not only the immediate housing crisis but also contribute to the long-term stability and resilience of those we serve.

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

This project is ready to utilize the funding immediately. Our immediate plans include initiating the demolition of existing structures. Simultaneously, we are working to submit applications for the required building permits, ensuring a streamlined and efficient start to the project. Our team has diligently undertaken preliminary steps, including environmental and zoning reviews, to lay the groundwork for the subsequent phases. We aim to expedite the project's timeline and ensure that the funding is utilized efficiently.

C. If so, what are those actions?

We are currently focused on building design. Our team is actively engaged in this crucial phase, ensuring that the architectural plans align with the project's goals and meet the unique needs of the target population. Simultaneously, we are proactively planning to meet with the City of Port Angeles later this month to delve into further planning details, addressing any additional requirements and ensuring alignment with local regulations. This proactive engagement with relevant authorities underscores our commitment to transparency, compliance, and efficient project progression. Through these coordination efforts, we aim to pave the way for a smooth transition into the demolition phase.

D. Could the Project be split into phased if project cannot be fully funded?

☒ Yes ☐ No

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

Yes. We are actively preparing to apply for a Federal Appropriation in March 2024. In September 2024, we will apply for the Housing Trust Fund (HTF). We have applied with First Fed Foundation and Americas Foundation.

Identify the sources for those requests and the status of the requests.

We are making diverse funding requests including:

First Fed Foundation and Americas Foundation: We have submitted applications to both foundations and are eagerly awaiting notifications, with an expected notification date of 4/1.

Private Donation: A generous donor committed \$750,000.

Commerce HTF AHAH Grant: We will apply for \$5,000,000 in September 2024.

Capital Campaign: We will launch a comprehensive capital campaign this summer.

Federal Appropriation – Application due 3/18 for a federal appropriation for additional funds.

3. Impact of Funds

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

PBH is actively progressing in the transformation of two lots on 2nd and Oak Streets into a Permanent Supported Housing facility. In collaboration with SMR Architects, we have initiated the design phase for a 36-unit facility tailored to address the specific needs of individuals with serious behavioral health challenges. Building on our proven track record of successfully housing this cohort, PBH remains committed to creating supportive environments that foster well-being and stability.

PRE-DEVELOPMENT COSTS

- **Phase 1 Environmental Site Assessment**—PBH completed this Phase 1 ESA in July 2023. Phase 2 survey is not required. The survey was completed by A3 Environmental Consultants.
- **Geotechnical Survey** – The Geotechnical Survey and soil assessment assesses the land composition. The survey is underway currently with Krazan.
- **Architectural Pre-design and Project Management** –SMR Architects will provide building design and project management until completion of this project.
- **Land Survey** – The land survey will describe the boundaries of the property and include information about the powerlines and other infrastructure. NTI Surveying will complete this work this month.
- **Demolition** – Demolition of the existing structures on both lots is required for development. There is asbestos material on site that will require asbestos removal professionals. This cost is an estimate.

DEVELOPMENT COSTS

SMR Architects projects an estimated cost of \$400/sqft. This projection takes into account the necessity of meeting Evergreen Sustainable Development and new energy code. Additionally, adherence to Residential Prevailing Wage standards is integral.. We are dedication to creating a facility that not only meets the highest standards of quality but also aligns with principles of sustainability and ethical labor practices.

FUNDING

PBH anticipates the need for complex braiding of funding including:

- **Private Donation** – PBH has received a commitment for \$500,000 in June 2024 and \$250,000 in 2025.
- **Public Plaza LLLP** – PBH received a \$5,000 donation in the Fall of 2023 in anticipation of this project.
- **Enterprise** – PBH has received a commitment for a Pre-Development Grant from Enterprise for \$36,000.
- **Clallam County 1590/1406 Funding** – PBH is currently requesting this funding.
- **Behavioral Health Advisory Reserve Funding** – Up to \$2,000,000 to be requested
- **City of Port Angeles** – The City of Port Angeles will commit an estimated \$500,000+
- **Apple Health and Homes** – Will request \$5,000,000 from Department of Commerce program.
- **Federal Appropriations Request** - PBH is requesting a federal appropriation to support this project.
- **First Federal Community Foundation** – PBH has requested \$100,000.
- **Americas Foundation** – PBH applied for \$125,000. Notification by 4/1.
- **Capital Campaign** - PBH will launch a Capital Campaign this summer .
- **Other funding opportunities** - PBH continues to seek other opportunities for funding.

NOTE: If other funding sources exceed need, 1590/1406 funds will return to the County for other projects.

- B. Does the project's budget incorporate all relevant Prevailing Wage requirements?

☒ Yes ☐ No

Discuss how the applicability of state or federal prevailing wage rates were determined be explicit about what assumptions were made when determining wage rates.

The determination of prevailing wage rates for the project reflects a meticulous commitment to compliance and fairness in labor practices. In the event of successfully securing Federal funding, our project will adhere to the rigorous standards outlined by Federal Davis Bacon, ensuring that wages are in accordance with federal regulations. This commitment to compliance is essential for projects receiving federal support. In the absence of federal funding, the prevailing wage for the facility will align with 100% Residential Prevailing Wage. This approach emphasizes our dedication to fair compensation practices in accordance with state regulations. It ensures that workers involved in the construction of the Permanent Supported Housing facility receive wages that reflect the prevailing standards within the residential construction sector.

- 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.*

- 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 process employed to solicit bids and select construction contractors, consultants, and other professional services adheres to rigorous standards to ensure competitive fees and compliance with the project's proposed funding sources. SMR Architects will play a key role in crafting a comprehensive invitation to bid and will actively contribute to the selection of a general contractor. Our commitment to supporting the local community is reflected in our preference for local contractors, and emphasis will be placed on utilizing local subcontractors wherever possible.

Organizational Capacity

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

Peninsula Behavioral Health operates under the guidance of a dedicated and volunteer-driven Board of Directors, responsible for shaping the organization's strategic direction. At the core of our corporate leadership is a dynamic executive team comprising six key members:

- Chief Executive Officer (CEO): Spearheading the organization's vision and overarching goals.
- Chief Financial Officer (CFO): Steering financial strategies and ensuring fiscal responsibility.
- Chief Operations Officer: Overseeing and optimizing the day-to-day operational functions.
- Chief Medical Officer: Providing leadership in medical matters and ensuring high-quality care.
- Director of Human Resources: Focusing on the well-being and development of our valuable staff.
- Director of Quality and Compliance: Ensuring adherence to regulatory standards and maintaining high-quality services.

This robust governance and leadership structure reflects our commitment to effective decision-making, sound financial management, and the delivery of exceptional behavioral health services to our community.

- F. 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.

Within Peninsula Behavioral Health, the Chief Financial Officer (CFO) operates under the direct supervision of the Chief Executive Officer (CEO). In turn, the CEO reports to the esteemed Board of Directors. Establishing a seamless flow of financial communication, the CFO collaborates closely with the Board's Treasurer, ensuring that the Board is equipped with precise and timely fiscal information. The Finance Committee, a crucial component of the organizational structure, convenes quarterly to delve into financial matters. This committee reports to the entire Board of Directors. This framework ensures transparent financial governance, reinforcing PBH's commitment to strong fiscal decision-making.

Peninsula Behavioral Health maintains robust financial controls to ensure the implementation of secure fiscal practices and strict adherence to established accounting standards. Our internal controls encompass a comprehensive set of measures, including but not limited to:

- **Mail Processing:** All incoming mail is opened and date-stamped, ensuring the organization's awareness and timely handling of important financial documentation.
- **Cash Management:** Any cash amounts exceeding \$2,000 are diligently deposited into designated bank accounts, promoting the safe and efficient handling of funds.
- **Client Account Oversight:** A monthly aging process is systematically applied to all client accounts, fostering regular and thorough examination to maintain financial accuracy.
- **Payment Procedures:** Payments are processed through check, ACH, or wire transfer only after receiving approval from the responsible party, reinforcing a stringent approval protocol.
- **Board Approval for High-Value Transactions:** Transactions involving checks, transfers, or other financial instruments exceeding \$100,000 necessitate formal approval from the Board.
- **Budget Adherence:** Expenses beyond the annual budget require explicit approval from either the CFO or the CEO, emphasizing a disciplined approach to financial planning.

- **Dual Control for Transfers:** Initiating and releasing funds through ACH, wire, and cash transfers are subjected to a dual-control mechanism.

Peninsula Behavioral Health's housing is overseen by a Housing Manager, who reports to the CFO. This structure is designed to separate clinical and housing roles. The Housing Manager maintains a waitlist, screens applicants, and makes placement decisions while coordinating rent-related matters.

Peninsula Behavioral Health undergoes a rigorous annual audit conducted by Moss Adams. PBH received a clean audit devoid of any findings or recommendations in 2024. This attests to the organization's steadfast commitment to financial transparency, accountability, and adherence to best practices. The audited financials for the fiscal year 2023 underscore PBH's financial health and responsible management.

Key highlights from the audit include:

- **Total Revenue:** A substantial \$16,306,340.
- **Excess Revenue over Expense:** \$520,964, reflecting sound fiscal management.
- **Total Net Assets:** \$13,820,610, once again underscoring the organization's solid financial foundation.

G. Include description of any disallowed costs, questioned costs and administrative findings. Explain your plan or response to any findings.

There were no disallowed costs, questioned costs or administrative findings in our most recent 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.

H. 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.

Peninsula Behavioral Health (PBH) has operated three supported transitional living houses for decades. In 2014 and 2017 renovated St. Vincent de Paul into Crisis Stabilization and Youth Services facilities. In 2022 PBH took on the bold renovation of the All View Motel into 26 new affordable housing units. This project, funded by a combination of local and state resources, faced substantial challenges, including water damage, cost overruns, and unforeseen issues arising from the water damage. PBH successfully secured additional funding from Commerce to address cost overruns and completed the renovation in under a year.

I. 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.

The project team for the Permanent Supported Housing facility comprises the following key personnel:

1. **Wendy Sisk, CEO – Project Manager:** Leadership and strategic direction for the project. 8 yrs as CEO. Developed Dawn View Court Apartments and other commerce construction projects.
2. **Dawn Brown, CFO – Budget and Financial Oversight:** Budget management and financial oversight for the project. Leveraging her financial expertise, Dawn will ensure fiscal responsibility and adherence to budgetary guidelines. 7 years as CFO
3. **Andrew Reiniers, Housing Manager:** The Housing Manager will focus on the operational aspects of the supported housing units. Andrew manages all PBH Housing

J. 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*.

PBH will operate the program independently.

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?

☒ Yes ☐ No

If not, how does it contribute to positive movement in County's Housing Continuum.

N/A

- What other funds, donors, or community support are involved with the project?

Peninsula Behavioral Health's endeavor to establish a Permanent Supported Housing facility is buoyed by a diverse and robust network of financial support. The project anticipates contributions from various sources, showcasing a collaborative commitment to address critical housing needs in Clallam County.

Notably, the initiative seeks support from both the Clallam County Affordable Housing Tax dollars and the City of Port Angeles Affordable Housing Tax dollars, emphasizing the local community's involvement in addressing housing challenges. Anticipated contributions from the M.J. Murdock Charitable Trust and Americas Foundation are expected to play pivotal roles, with earmarked amounts of \$200,000 and \$125,000, respectively.

The Housing Trust Fund holds significant potential, projecting a substantial contribution of up to \$5,000,000 to fortify the initiative. A committed private donor has pledged a generous sum of at least

\$750,000, providing additional financial strength and underlining the community's dedication to the project's success.

Projections from various entities include \$100,000 from the First Fed Foundation, \$10,000 from Kitsap Community Connections, \$75,000 from the Empire Health Foundation, and \$10,000 from the Benjamin Phillips Memorial Trust, showcasing diverse support from foundations and organizations.

Furthermore, Peninsula Behavioral Health has demonstrated its commitment by allocating \$195,000 from its reserves to supplement overall project funding. This comprehensive funding landscape underscores a collaborative, community-supported approach towards the successful realization of the Permanent Supported Housing facility, with a particular emphasis on leveraging local Affordable Housing Tax dollars to address critical housing needs and foster a more resilient and supportive community.

Will these funds be used to leverage other funds? ☒ Yes ☐ No

Identify other sources of funds that would be leveraged.

The requested funds will serve as a catalyst for leveraging additional financial support from various sources, amplifying the overall impact of the Permanent Supported Housing facility project. By strategically allocating these funds, we aim to attract contributions from diverse stakeholders, including local businesses, community members, and potential corporate sponsors. This initial investment is instrumental in unlocking further funding opportunities, such as federal grants, philanthropic foundations, and state/regional programs, to fortify the project's financial foundation.

Moreover, the requested funds will play a key role in supporting a comprehensive capital campaign, rallying community support and fostering public-private partnerships. The success of this campaign will not only generate grassroots contributions but also attract the attention of impact investors interested in aligning their investments with positive social and community outcomes.

Furthermore, by showcasing our commitment to the project through the allocation of reserves and strategic use of these requested funds, we aim to inspire confidence in potential donors and partners. The collaborative and community-supported approach will not only enhance the project's financial sustainability but also amplify its influence in addressing critical housing needs and supporting individuals with behavioral health challenges.

- How many new units will be brought online. 36
How many existing units will be Preserved. 0
- How many individuals will be served by these funds? 50
- Will these funds serve any special populations such as seniors or domestic violence survivors? ☒ Yes ☐ No

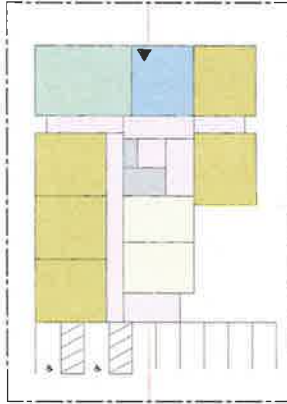
C. Budget - A Feasible Financial Plan (5 Points)

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



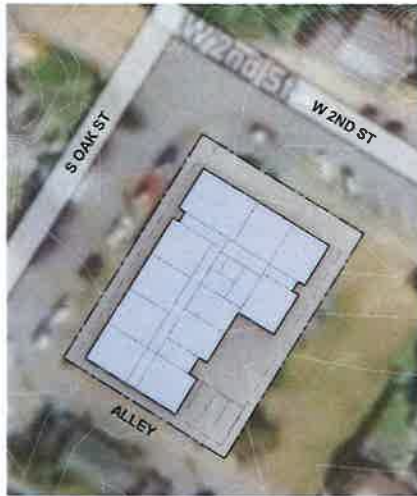
2 OPTION 4 - LEVEL 2
SCALE: 1" = 20'-0"



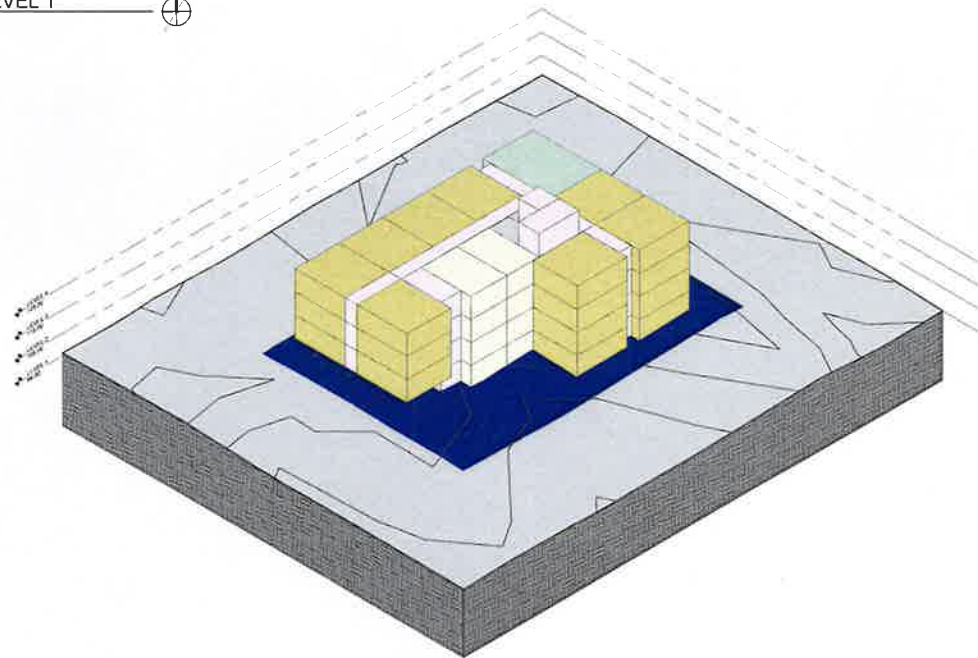
1 OPTION 4 - LEVEL 1
SCALE: 1" = 20'-0"

UNIT TYPE
STUDIO
BEDRM
BATH
CIRCULATION
MECH STORAGE
RESIDENTIAL COMMON

UNIT MIX - OPT 4							
UNIT TYPE	COUNT	UNIT MIX %	%	UNIT DEPTH	UNIT WIDTH	UNIT AREA	UNIT AREA TOTAL
DBR	8	1	20%	25' - 0"	<varies>	<varies>	3400 SF
1BR	29	1	71%	25' - 0"	22' - 0"	550 SF	15950 SF
2BR	4	1	10%	25' - 0"	34' - 0"	850 SF	3400 SF
TOTAL	41						22790 SF



5 OPTION 4 - SITE PLAN
SCALE: 1" = 20'-0"



3 OPTION 4 - AXON
SCALE



SMR Architects
117 S. Main St., Suite 400
Seattle, WA 98104
PH: 206.523.1104
FX: 206.523.5285

PBH PORT ANGELES

134 W 2ND ST
PORT ANGELES, WA
98362

NOT FOR CONSTRUCTION

ISSUED SETS
NO. DATE DESCRIPTION

REVISIONS / NOTES
NO. DATE DESCRIPTION

AHJ STAMP

TITLE
OPTION 4

DEMO #
MUP #
SDOT #
PERMIT #
DRAWN Author
CHECKED Checker
ISSUE DATE 02/25/24
PROJECT # 23060
SHEET #

OPT4

2nd & Oak Project
Budget Date: March 7, 2024

Construction		% Total Project Cost	Total Project Cost
Demolition		3%	\$ 350,000
Predevelopment		0%	\$ 35,274
New Building; 26,000	\$400/sq foot	86%	\$ 10,400,000
New Construction Contingency	10%	9%	\$ 1,040,000
Off site Infrastructure		1%	\$ 150,000
Equipment and Furnishings		1%	\$ 150,000
Other:		0%	
Total Project Cost		100%	\$ 12,125,274

Anticipated Funding	Status	% of Requested	Amount Requested
Private Donation	confirmed	5%	\$ 750,000
Public Plaza LLLP	received	<1%	\$ 5,000
Enterprise	confirmed	<1%	\$ 36,000
County 1590/1406 Funds	requested	14%	\$ 2,000,000
County BHAB Reserve Fund		14%	\$ 2,000,000
City of Port Angeles	will request	6%	\$ 800,000
America's Foundation	requested -response 4/1	1%	\$ 125,000
First Fed Community Foundation	requested	1%	\$ 100,000
PBH Capital Campaign	anticipated	1%	\$ 125,000
Federal Appropriation Request	requested	22%	\$ 3,000,000
AHAH Funding	Apply 0924	36%	\$ 5,000,000
Total Requested/Anticipated Funding		100%	\$ 13,941,000

2nd & Oak Operating Proforma

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	3.0%	\$ 202,200.00	\$ 208,266.00	\$ 214,513.98	\$ 220,949.40	\$ 227,577.88	\$ 234,405.22	\$ 241,437.37	\$ 248,680.50	\$ 256,140.91	\$ 263,825.14	\$ 271,739.89	\$ 279,892.09	\$ 288,288.85	\$ 296,937.52	\$ 305,845.64
Gross Rental PHA/HUD/USDA Subsidy	3.0%	\$ 5,400.00	\$ 5,562.00	\$ 5,728.86	\$ 5,900.73	\$ 6,077.75	\$ 6,260.08	\$ 6,447.88	\$ 6,641.32	\$ 6,840.56	\$ 7,045.78	\$ 7,257.15	\$ 7,474.86	\$ 7,699.11	\$ 7,930.08	\$ 8,167.98
Other Sources:																
Total Residential Income	=	\$ 207,600	\$ 213,828	\$ 220,243	\$ 226,850	\$ 233,656	\$ 240,665	\$ 247,885	\$ 255,322	\$ 262,981	\$ 270,871	\$ 278,997	\$ 287,367	\$ 295,988	\$ 304,868	\$ 314,014
Total Non-Residential Income		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROJECT INCOME	=	\$ 207,600.00	\$ 213,828.00	\$ 220,242.84	\$ 226,850.13	\$ 233,655.63	\$ 240,665.30	\$ 247,885.26	\$ 255,321.81	\$ 262,981.47	\$ 270,870.91	\$ 278,997.04	\$ 287,366.95	\$ 295,987.96	\$ 304,867.60	\$ 314,013.63
	Annual %															
Less Annual Residential Vacancy	3.0%	\$ (6,228.00)	\$ (6,414.84)	\$ (6,607.29)	\$ (6,805.50)	\$ (7,009.67)	\$ (7,219.96)	\$ (7,436.56)	\$ (7,659.65)	\$ (7,889.44)	\$ (8,126.13)	\$ (8,369.91)	\$ (8,621.01)	\$ (8,879.64)	\$ (9,146.03)	\$ (9,420.41)
EFFECTIVE GROSS INCOME (EGI)	=	\$ 201,372.00	\$ 207,413.16	\$ 213,635.55	\$ 220,044.62	\$ 226,645.96	\$ 233,445.34	\$ 240,448.70	\$ 247,662.16	\$ 255,092.02	\$ 262,744.79	\$ 270,627.13	\$ 278,745.94	\$ 287,108.32	\$ 295,721.57	\$ 304,593.22

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%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management - Off-site	3.0%	\$ 1,923.08	\$ 50,000.00	\$ 51,500.00	\$ 53,045.00	\$ 54,636.35	\$ 56,275.44	\$ 57,963.70	\$ 59,702.61	\$ 61,493.69	\$ 63,338.50	\$ 65,238.66	\$ 67,195.82	\$ 69,211.69	\$ 71,288.04	\$ 73,426.69	\$ 75,629.49
Legal Services	3.0%	\$ 277.78	\$ 10,000.00	\$ 10,300.00	\$ 10,609.00	\$ 10,927.27	\$ 11,255.09	\$ 11,592.74	\$ 11,940.52	\$ 12,298.74	\$ 12,667.70	\$ 13,047.73	\$ 13,439.16	\$ 13,842.34	\$ 14,257.61	\$ 14,685.34	\$ 15,125.90
Insurance	3.0%	\$ 555.56	\$ 20,000.00	\$ 20,600.00	\$ 21,218.00	\$ 21,854.54	\$ 22,510.18	\$ 23,185.48	\$ 23,881.05	\$ 24,597.48	\$ 25,335.40	\$ 26,095.46	\$ 26,878.33	\$ 27,684.68	\$ 28,515.22	\$ 29,370.67	\$ 30,251.79
Maintenance and Janitorial	3.0%	\$ 972.22	\$ 35,000.00	\$ 36,050.00	\$ 37,131.50	\$ 38,245.45	\$ 39,392.81	\$ 40,574.59	\$ 41,791.83	\$ 43,045.59	\$ 44,336.95	\$ 45,667.06	\$ 47,037.07	\$ 48,448.19	\$ 49,901.63	\$ 51,398.68	\$ 52,940.64
Decorating/Turnover	3.0%	\$ 277.78	\$ 10,000.00	\$ 10,300.00	\$ 10,609.00	\$ 10,927.27	\$ 11,255.09	\$ 11,592.74	\$ 11,940.52	\$ 12,298.74	\$ 12,667.70	\$ 13,047.73	\$ 13,439.16	\$ 13,842.34	\$ 14,257.61	\$ 14,685.34	\$ 15,125.90
Contract Repairs	3.0%	\$ 277.78	\$ 10,000.00	\$ 10,300.00	\$ 10,609.00	\$ 10,927.27	\$ 11,255.09	\$ 11,592.74	\$ 11,940.52	\$ 12,298.74	\$ 12,667.70	\$ 13,047.73	\$ 13,439.16	\$ 13,842.34	\$ 14,257.61	\$ 14,685.34	\$ 15,125.90
Elevator	3.0%	\$ 69.44	\$ 2,500.00	\$ 2,575.00	\$ 2,652.25	\$ 2,731.82	\$ 2,813.77	\$ 2,898.19	\$ 2,985.13	\$ 3,074.68	\$ 3,166.93	\$ 3,261.93	\$ 3,359.79	\$ 3,460.58	\$ 3,564.40	\$ 3,671.33	\$ 3,781.47
Water & Sewer	3.0%	\$ 416.67	\$ 15,000.00	\$ 15,450.00	\$ 15,913.50	\$ 16,390.91	\$ 16,882.63	\$ 17,389.11	\$ 17,910.78	\$ 18,448.11	\$ 19,001.55	\$ 19,571.60	\$ 20,158.75	\$ 20,763.51	\$ 21,386.41	\$ 22,028.01	\$ 22,688.85
Garbage Removal	3.0%	\$ 416.67	\$ 15,000.00	\$ 15,450.00	\$ 15,913.50	\$ 16,390.91	\$ 16,882.63	\$ 17,389.11	\$ 17,910.78	\$ 18,448.11	\$ 19,001.55	\$ 19,571.60	\$ 20,158.75	\$ 20,763.51	\$ 21,386.41	\$ 22,028.01	\$ 22,688.85
Electric	3.0%	\$ 555.56	\$ 20,000.00	\$ 20,600.00	\$ 21,218.00	\$ 21,854.54	\$ 22,510.18	\$ 23,185.48	\$ 23,881.05	\$ 24,597.48	\$ 25,335.40	\$ 26,095.46	\$ 26,878.33	\$ 27,684.68	\$ 28,515.22	\$ 29,370.67	\$ 30,251.79
Telephone	3.0%	\$ 13.72	\$ 494.00	\$ 508.82	\$ 524.08	\$ 539.81	\$ 556.00	\$ 572.68	\$ 589.86	\$ 607.56	\$ 625.78	\$ 644.56	\$ 663.89	\$ 683.81	\$ 704.33	\$ 725.46	\$ 747.22
Other	3.0%	\$ 138.89	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64	\$ 5,627.54	\$ 5,796.37	\$ 5,970.26	\$ 6,149.37	\$ 6,333.85	\$ 6,523.87	\$ 6,719.58	\$ 6,921.17	\$ 7,128.80	\$ 7,342.67	\$ 7,562.95
Total Residential Operating Expenses		\$ 5,360.94	\$ 192,994.00	\$ 198,783.82	\$ 204,747.33	\$ 210,889.75	\$ 217,216.45	\$ 223,732.94	\$ 230,444.93	\$ 237,358.28	\$ 244,479.03	\$ 251,813.40	\$ 259,367.80	\$ 267,148.83	\$ 275,163.30	\$ 283,418.20	\$ 291,920.74

OTHER EXPENSES

Replacement Reserve	3.0%	138.89	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64	\$ 5,627.54	\$ 5,796.37	\$ 5,970.26	\$ 6,149.37	\$ 6,333.85	\$ 6,523.87	\$ 6,719.58	\$ 6,921.17	\$ 7,128.80	\$ 7,342.67	\$ 7,562.95
Total Reserves			\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64	\$ 5,627.54	\$ 5,796.37	\$ 5,970.26	\$ 6,149.37	\$ 6,333.85	\$ 6,523.87	\$ 6,719.58	\$ 6,921.17	\$ 7,128.80	\$ 7,342.67	\$ 7,562.95
TOTAL PROJECT EXPENSES	=		\$ 197,994.00	\$ 203,933.82	\$ 210,051.83	\$ 216,353.39	\$ 222,843.99	\$ 229,529.31	\$ 236,415.19	\$ 243,507.65	\$ 250,812.88	\$ 258,337.26	\$ 266,087.38	\$ 274,070.00	\$ 282,292.10	\$ 290,760.86	\$ 299,483.69
NET OPERATING INCOME (EGI - Total Expenses)	=		\$ 3,378.00	\$ 3,479.34	\$ 3,583.72	\$ 3,691.23	\$ 3,801.97	\$ 3,916.03	\$ 4,033.51	\$ 4,154.51	\$ 4,279.15	\$ 4,407.52	\$ 4,539.75	\$ 4,675.94	\$ 4,816.22	\$ 4,960.71	\$ 5,109.53

Housing Solutions Committee

USDA Multi Family Apartment
Complexes

USDA Rural Development Multi Family Housing Rentals

Property Name	Location	Ownership	Total Units	Units with Subsidy	Complex Type	Studio	1bd	2bd	3bd	4bd	Year Restrictive Clause Expires
Clallam Bay	140 Weel Rd., Clallam Bay	United Marketing Inc.	34	29	Family	0	6	20	8	0	2007
Peninsula	210 Fir Ave., Forks	Peninsula Housing Authority	36		Family	0	12	24	0	0	2037
Ox Bow	821 E Divison St., Forks	Ad-West Realty	20	20	Family	0	3	14	3	0	2008
Wildwood Terrace	934 E Lauridsen Blvd, Port Angeles	Peninsula Housing Authority	56	55	Family	0	16	40	0	0	2037
Hilltop Ridge	1914 S Pine St., Port Angeles	Cascade Mgt. Portland	35	18	Family	0	4	25	6	0	2028
Pine Road Village	528 Lauridsen Blvd, Port Angeles	Sea Mar Comm. Health	35	26	Senior	0	32	3	0	0	2034
Mountain View Court	303 S 5th Ave., Sequim	Michaels Mgt, Elk Grove, CA	72	68	Family	0	0	72	0	0	2038
Sea Breeze	525 McCurdy Rd., Sequim	Ad-West Realty	42	18	Family	0	8	14	18	2	2032
Suncrest	200 E Prairie St., Sequim	Ad-West Realty	44	37	Senior	0	44	0	0	0	2037
Suncrest II	213 E Prairie St., Sequim	Ad-West Realty	24	23	Senior	0	19	5	0	0	2009
Suncrest Village	251 S 5th Ave., Sequim	Guardian Mgt LLC, Gig Harbor	37	34	Congregate	0	35	2	0	0	2015
Total			435	328		0	179	219	35	2	