



AGENDA

CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE

**Port Angeles School District Building
905 West 9th Street, Port Angeles, Room 207
January 6, 2023 – 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: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

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 Clerk of the Board at 360-417-2256 or loni.gores@clallamcountywa.gov

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES

- December 2, 2022

REPORTS AND PRESENTATIONS

- Housing Manager Position Update
- Review results of retreat action teams-Paul Knox
- RFP report including timeline-Sarah Martinez and Christy Smith
- Agency Self Report on Projects List-All
- Next Steps from Goal 1 Team-Discussion

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – February 3, 2023 at 9 a.m.

ADJOURNMENT

Housing Solution Committee

Draft Minutes

December 2, 2022



CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE MINUTES of December 2, 2022

MEETING OF THE HOUSING SOLUTIONS COMMITTEE (HS)

Chair Christy Smith called the meeting to order at 9 a.m., Friday, December 2, 2022. Also present were Randy Johnson, Shawn Washburn, Colleen McAleer, Sharon Maggard, Rod Fleck, Leslie Bond, Colleen Robinson, Caleb McMahon, Nathan West, Sara Martinez, and Donella Clark, Cheri Tinker, and Lowell Rathbun. Kathy Morgan, Gregory McCarry, Shawn McCourt, Wendy Sisk, Glenn Ellis, and Michael Sivia were excused.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Johnson moved to approve the agenda as presented, Maggard seconded; motion carried

APPROVAL OF MINUTES

- Minutes – November 4, 2022

ACTION TAKEN: Robinson moved to approve the minutes as presented, Maggard seconded motion; motion carried

REPORTS AND PRESENTATIONS

- Welcome – 15 mins
 - Objectives and purpose today
 - Check in introductions – what are your hopes for 2023 outcomes (one year from now)
- Best practices/models presentation – what other communities are doing – 15 mins
 - Focus on small-medium/rural communities
 - Discussion - observations
- HSC Goal setting process – 30 mins
 - Review draft goals/outcomes/metrics
 - Trio review; share comments/edits
 - Top 3 priorities setting
- Subcommittee initial work groups – 45 mins
 - Objectives, outcome targets, timeline
 - Actionable steps
 - 6 month plus timeline
 - How do we commit and organize our sub teams to be accountable?
 - Chair select, ongoing team meetings
- Report outs/discussion – 10 mins
 - Commitment plan
- Next steps

NEXT MEETING DATE

- January 6, 2023 at 9 a.m.

ADJOURNMENT

Meeting concluded at 11:33 a.m.

Housing Solution Committee

Reports and Presentations

Notes from the RFP Committee documents

Regional Housing Council
2021 Proposed Funding Priorities and Scoring Criteria

1. Human Services Fund RFP
 - a. Funding Priorities
2. Affordable Housing and Homeless Services RFP
 - a. Funding Priorities – Homeless Services
 - b. Set-Asides – Homeless Services
 - c. 2163 Funding Amount – Homeless Services
 - d. Funding Priorities – Capital Projects
3. Affordable Housing Capital Pipeline RFI
 - a. Funding Priorities
4. Scoring Criteria and Review Teams

HUMAN SERVICES FUND (HSF)

Jurisdiction	2020	2021
Thurston	\$86,053	\$95,540
Lacey	\$63,197	\$66,375
Olympia	\$95,930	\$104,737
Tumwater	\$32,300	\$36,260
Subtotal HSF	\$277,481	\$302,912
Less 10% for County Admin	<\$27,748>	<\$30,291>
Total Available from HSF to Award	\$249,733	\$272,621

PROPOSED FUNDING PRIORITY

Programs that meet the basic needs of at-risk populations. For the RHC, basic human needs include:

1. **Food and meals.** A range of efforts to assist vulnerable populations access food and nutrition. For example, this may include both prepared meals, food distribution, and gardens.
2. **Child care.** Short-term child care to allow a parent to attend appointments, job interviews, or other needed services, for example.
3. **Personal hygiene.** Personal hygiene products provided to vulnerable or homeless populations. For example, this may include items such as shampoo, toothpaste, soap, toilet paper, deodorant, feminine hygiene products, diapers, infant supplies, household cleaning supplies, and more.
4. **Emergency needs.** Generally, includes financial support for one-time emergencies that are not covered under another eligible category. For example, these may include items such as car repair assistance, clothing, cold weather survival gear, school supplies, items needed for employment, gas cards, and more.

AFFORDABLE HOUSING AND HOMELESS SERVICES

Revenue Source	Purpose/Use of Funds	2021 Revenue Estimate	2021 RFP – Amount Available	Notes
Homeless Services Funding				
CHG	State – Homeless services	\$800,000	\$800,000	Estimate based on 2020 award
HEN	State – Housing and Essential Needs	\$1,700,000	\$1,700,000	Estimate based on 2020 award
2163	Local – Homeless services	\$3,000,000	\$3.0-3.7 million	See options below
Total		\$5,500,000	\$6.2-6.4 million	Estimated

THURSTON COUNTY HOMELESS HOUSING AND SERVICES PRIORITY

The Regional Housing Council (RHC) selected the following priority for homeless housing and services programs funded with 2163 and/or CHG funds for the 2021 funding round. Priorities for capital projects, funded by HOME and/or 2060 are identified by placement in the Capital Pipeline.

Uncommitted Funding Priorities

Homeless housing and services projects that have the following characteristics will be scored as having greater “importance to the community” and therefore have a higher probability of receiving an award. A project that meets a priority is NOT guaranteed funding. Conversely, a project that does not meet a priority, is not prohibited from receiving funding, if it is an eligible project under a funding source.

- Projects that are of highest importance to the community are those that pro-actively and directly work to reduce the number of persons experiencing homelessness and that work to reduce/eliminate racial disparities within the Homeless Crisis Response System in Thurston County, as identified in the 5-Year Homeless Crisis Response Plan. Projects that maintain or expand capacity in the following project categories will be prioritized for funding (all categories are of equal priority), while seeking to maintain a proportional balance of funding between populations (single adults, youth, families, seniors and veterans):
 - = Emergency Shelter
 - = Operations for Permanent Supportive Housing
 - = Outreach
 - = Rapid Rehousing

Committed Funding Priorities

The RHC has set-aside a portion of available 2163 funds to support specific types of projects that are either required by the Consolidated Homeless Grant program as part of an effective homeless crisis response system or reflect prioritized types of projects. Thurston County is accepting applications for use of funds that address the following categories of activities.

Coordinated Entry

Thurston County will make funding available to implement a coordinated entry (CE) program that complies with HUD and the Washington Department of Commerce Coordinated Entry Policy and Procedure guidelines. The county intends to contract with one lead agency who will be responsible to the county for the implementation and day to day operations of CE, fiscal responsibility for all subcontractors, and all reporting requirements for the program. The lead agency may, but is not required to, have additional subcontractors support the implementation of CE. Applicants should include in its proposed budget an allocation for diversion activities that are available to any qualified agency that diverts households from the homeless system.

Housing Basic Needs

Thurston County intends to award funds for programs that assist persons below 50% Area Median Income (AMI) to maintain their current housing situation to prevent a loss of housing or to obtain a permanent housing solution. For the RHC, housing basic needs include:

1. **Rent assistance.** Generally, a one-time payment to cover a shortfall in rent to prevent eviction.
2. **Utility assistance.** Generally, a one-time payment of utility bills or fees to maintain or reinstate utilities that are necessary for health and safety, such as gas, electric or water.
3. **Emergency Home Repair.** Urgent home repairs necessary for health and safety, and continued occupancy of housing.
4. **Fees and Deposits to Secure Housing.** Security deposit support, credit and application fees and other upfront costs to defer the cost of obtaining rental housing.

Cold Weather Shelter

Thurston County intends to award funds for programs that provide overnight emergency shelter beds during the cold weather season of November 1, 2021 through April 31, 2022. It is expected that separate contracts will be awarded for cold weather shelters serving single adults, youth (ages 18-24 years of age), and families.

Hazardous Weather Shelter

Thurston County intends to award funds for programs that provide services during hazardous or dangerous weather events as defined in the Thurston County Hazardous Weather Plan. Contracts will be for 12 months, as hazardous or dangerous weather may occur outside of the cold weather season. Services may include providing shelter-in-place survival supplies to

unsheltered persons during hazardous or dangerous weather events, or it may include providing staff and operations support to expand shelter capacity during a County-declared event.

By and For Organizations

The Washington State Department of Commerce has issued new draft guidelines for the Consolidated Homeless Grant program. Thurston County, as a condition of its CHG contract with the State, complies with these guidelines. The draft guidelines require that Thurston County contract at least 5% of its annual (local and state awarded) total document recording fee funds to “By and For” service providers for outreach to their communities about how to access the homeless crisis response system. Thurston County intends to make a good faith effort to comply with the draft guideline and award 5% of its expected CHG grant and 2163 document recording fee funds to By and For Organizations for outreach activities. As the CHG guidelines are finalized, Thurston County may make adjustments to its plans to allow for compliance with final Commerce CHG guidelines.

By and For Organizations are operated by and for the community they serve. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community’s central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+, individuals with disabilities or who are deaf; and Native Americans.

Areas of Emphasis

The application scoring criteria for both uncommitted and committed funding priorities reflect areas of emphasis for Thurston County. Application scores may be increased by projects that have the following characteristics and therefore have a higher probability of receiving an award. A project that scores high in one or more areas of emphasis is NOT guaranteed funding.

- Projects that have been operational for more than 12 months and that maintain or expand an existing service in Thurston County for persons experiencing homelessness or those at risk of homelessness.
- Projects that employ a low barrier/housing first approach.
- Projects that have a record of strong programmatic and financial performance.

Proposed 2163 Set Asides for 2021

	2020	2021 - Proposed	Length of Award	Notes
Coordinated Entry	\$250,000	\$250,000	2 years	Includes \$25,000 for funding for diversion
Housing Basic Needs	\$160,000	\$200,000+	2 years	
Cold and Hazardous Weather	\$250,000	\$250,000	1 year	
By and For Organization		\$190,000	2 years	Estimated. New requirement from Dept of Commerce
Point in Time Count	\$25,000	\$25,000	1 year	Not included in RFP
Emergency Funds	\$125,000	\$200,000	1 year	Not included in RFP
Homeless Coordinator	\$115,000	\$115,000	1 year	Not included in RFP
Racial Equity Technical Assistance		\$150,000	1 year	Not included in RFP
Totals	\$925,000	\$1.38 million		

Proposed Options for 2163 Funding Levels

Issue: 2163 Revenue collections for Program Year 2019 and 2020 have far surpassed initial projections. Based on current collections projected through August 2021, we expect to have a fund balance to allocate of approximately \$1.5 million.

Question: How should the RHC allocate this available funding?

Option 1: Award all funds through RFP process. Additional funds are spread across the next two years.

2021-2022: RFP (and set-asides) \$3.7 million

2022-2023: \$3.7 million for year 2 of contracts and set asides

Option 2: Set aside a portion of funds for an RHC-identified project. The exact amount to RFP can be adjusted based on amount needed for RHC project.

2021-2022: RFP (and set-asides) \$3.0 million

2022-2023: \$3.0 million for year 2 of contracts and set asides

2021: RHC identified project: \$1.5 million. Depending on the project, issue a separate RFP to solicit proposals to implement the identified project.

Affordable Housing Capital

Revenue Source	Purpose/Use of Funds	2021 Revenue Estimate	2021 RFP – Amount Available	Notes
Affordable Housing Capital Funding				
HOME	Federal – affordable housing (pipeline)	\$700,000	\$700,000	To be used for Pipeline projects (Estimate based on 2020 award)
2060	Local – affordable housing (pipeline)	\$500,000	\$700,000	\$500,000 projected + \$200,000 fund balance (preliminary)
Total			\$1,400,000	Estimated

CAPITAL PROJECTS – 2021

Thurston County intends to make funding awards for the funding year 2021 based on recommendations from the Thurston Thrives Affordable Housing Team in response to a Request for Information (RFI), published in November 2018. This collaborative, community-based process identifies two projects per year for placement on an Affordable Housing Capital “Pipeline”. Through an annual RFI process, projects are identified and placed into the Pipeline to be awarded priority funding in 3 years. This allows selected projects to leverage additional funding during the pre-construction phase of development. During the funding year for which a project has been selected, the project organization is required to respond to a Request for Proposals to submit a complete application to the County for final review and approval. Thurston County reserves the right to withdraw an organization’s placement on the pipeline at any time if insufficient progress was made during the pre-development phase, if an application does not meet Thurston County priorities or if the project is unable to comply with federal and state requirements and timelines. All funding awards are dependent on the availability of federal and state capital funding received by Thurston County. Projects placed into the pipeline in 2018 and designated for 2021 funding are required to submit an application during this funding award cycle for final review and consideration.

Thurston County has been informed that one of the selected Pipeline projects for 2021 will not move forward this year, creating an opportunity for an eligible affordable housing project to be placed into the pipeline for 2021 funding through this RFP process. If sufficient funding is available and high-quality proposals are received, a third project may be awarded. The priorities for capital projects are:

- Direct available affordable housing funds to capital projects for new unit creation and preservation of units including PSH, PH, multi-family rental and home ownership for literally homeless individuals and families.
- Projects that target households with income at or below 60% of area median income.
- Support capital funding for affordable housing projects that promote growth of personal and family wealth – such as home ownership programs

- Ensure priority capital and affordable housing projects are proportionally dispersed with a racially equitable lens/process across all sub-populations (Seniors, Youth and Young Adults, Families, Single Adults, Veterans)

The funding availability for these designated capital projects does NOT include funds set-aside for Community Housing Development Organizations (CHDO), as defined by the HOME Investment Partnership Program. CHDO-eligible applicants may apply for CHDO-set-aside funds authorized under this RFP.

REQUEST FOR INFORMATION PRIORITIES

For projects to be placed on the Capital Pipeline for funding in 2024.

Priorities

Projects that have the following characteristics will be scored higher under the category of “Priority Need for Type of Housing/Population Served” and therefore have a higher probability of receiving placement on the Pipeline. A project that meets a priority is NOT guaranteed placement. Conversely, a project that does not meet a priority, may be selected for placement, although it is unlikely. Highest priorities are all of equal importance.

Highest Priorities

- Projects that serve the sub-populations of seniors, youth and young adults, families, single adults or veterans with annual incomes of 60% or less of Area Median Income;
- Projects that create new or preserve existing permanent supporting housing, permanent housing, multi-family rental or home ownership units for literally homeless individuals and families;
- Within Fair Housing regulations, projects that promote Housing First principles and practices;
- Within Fair Housing regulations, projects that promote and incorporate racial equity principles and practices;
- Projects that promote growth of personal and family wealth, such as home ownership programs;

Other Priorities

- Projects which illustrate a need to leverage local funds to attract other federal, state, private or foundation funds.

Thurston County's 2021 Regional Housing Council (RHC) Consolidated RFP Draft Scoring Criteria

Criteria #		HSF	Housing/ Homeless Services	Capital
	Section 1: Review Team Criteria. Review team members will score applications based on the following criteria. Applicant score is based on the average reviewer score.			
1	Importance to the Community. Direct impact on addressing RFP priorities. For HSF, this is basic needs priorities. For Housing/ Homeless Services, this is connection to the RFP priority.	25	25	25
2	Project Design. Clearly defined scope, goals and outcomes/performance measures	15	15	15
3	Cost Effectiveness. The total project cost is appropriate for the expected impact.	15	15	15
4	Partnerships and Collaborations. Project formally collaborates with partner organizations to maximize impacts.	10	10	10
5	Supports Vulnerable and Historically Disadvantaged Populations. Project is accessible to persons with disabilities. Agency is actively engaging in processes aimed to reduce racial disparity in services, and staff. Agencies are providing training to ensure culturally competent services are provided to vulnerable and historically disadvantaged populations.	20	20	20
6	Financial Capacity. Organization has the financial capacity and systems in place to successfully manage the grant.	5	5	5
7	Responsive Application. All relevant questions answered and information is relevant and responsive to the question asked.	5	5	5
8	Staff Capacity. Evidence of qualified staff and capacity to manage project			10
9	Timeliness. Ready to begin project on time and reasonable expectation to complete project on time.			10
	Section 2. Administrative Score. The following criteria are impartial/objective criteria, scored by Thurston County staff. These scores are added to the average reviewer score.			
10	Project Is Low-Barrier/Housing First. - Not low barrier/housing first – 0 points - Low barrier/housing first or NA – 5 points		5	
11	Existing Service. - Program operational on or before February 28, 2020 – 5 points - Program started operations on or after March 1, 2020 – 0 points		5	
12	Past Compliance. - No audit or program monitoring finding (no program monitoring conducted - ok) – 5 points - Audit finding, no audit conducted or program monitoring finding – 0 points		5	5
	Total Maximum Score (Total of average reviewer score plus administrative score)	95	110	120

2021 RFI Scoring Criteria

Thurston County staff will review applications to ensure minimum eligibility requirements are met. This will include a threshold review to ensure applications specify and include the minimum criteria listed under Agency Eligibility for Funding Schedule Consideration. The Thurston Thrives Housing Action Team's Affordable Housing Team (AHT) will review applications and make recommendations to Thurston County's independent review committee who will review and rate applications and provide recommendations to the Regional Housing Council (RHC) Steering Committee. The RHC will make a final determination of projects placed on the funding schedule.

The Regional Housing Council has identified racial equity and the need to address racial disparities in housing as a top priority. The Regional Housing Council is carefully contemplating how best to incorporate this priority into its work without causing undue and unintended harm. For this reason, the scoring criteria does not reflect this as a separate priority, but it may be considered while evaluating a project under the importance to community criterion.

Scoring Criteria – Pipeline RFI Responses	Maximum Points
Meets Priority Need for Type of Housing/Population Served. Clearly defined project that will meet stated priority need identified in the RFI for type of housing developed.	30
Number of Units Created or Preserved. Based on total number of actual units to be developed by the project. All units with 1 bedroom will be scored with 1 point. All 2+ bedroom units will be scored at 1.25 points. The total unit score will be the sum of the points associated with 1 bedroom units and those associated with 2+ bedroom units rounded to the nearest whole number and then scored according to the below point distribution. For example, a 10 unit project offering 3 one-bedroom units, 4 two-bedroom units and 3 three-bedroom units would receive a score of 8 points ((3*1= 3 points for 1 bedroom units) + (7*1.25=8.75 points for 2+ bedroom units)= 11.75 units) 12 units would be scored 8 points. 1 unit – 1 point 2 units – 2 points 3 units- 3 points 4 units – 4 points 5-8 units – 6 points 9-14 units – 8 points 15-20 units – 10 points 21-25 units – 12 points 26-35 units – 14 points Over 35 units – 15 points	15

Amount of Leverage. Awarded funds represent X percentage of total project costs. ($\\$400,000^{\wedge} / \text{total project cost} * 100 = \text{Percentage}$) 1-10% - 15 points 10.1% - 20% - 12 points 20.1% - 30% - 10 points 30.1% - 40% - 8 points 40.1% - 50% - 6 points 50.1% - 75% - 3 points 75.1 – 99.9% - 1 point 100% - 0 points [^]\$400,000 will be used as a default to represent the estimate of the funding award	15
Strength of Development Team. Demonstrated experience in developing and operating affordable housing.	15
Project Feasibility – - Reasonableness of financing timeline and expectation to secure full financing by September 2024 (0-5 points) - Reasonableness of development timeline and ability to comply with HOME expenditure deadline – (0-5 points) • Expectation to start construction within 12 months of award (by September 2025) • Expectation to complete project within 18 months of award (by March 2027) • Expectation to fully lease up rental units within 6 months of construction completion and sell homeownership units within 9 months of completion. - Reasonableness of identifying/securing land or property-(0-5 points)	15
Responsiveness of Information: All relevant questions answered and information is complete and responsive to the questions asked and provide a reasonable level of detail.	10
Total Score	100

APPLICATION REVIEW TEAMS

Human Services Fund and Housing Basic Needs	Homeless Services	Capital (RFP and RFI)
Joan Cathey- Tumwater Carolyn Cox- Lacey JW Foster- Yelm Dani Madrone- Olympia Carolina Mejia- Thurston County	Jessica Brandt – Lacey Carrie Hennen – Thurston Keylee Marineau- Thurston Brad Medrud – Tumwater Cary Retlin – Olympia Teal Russell or Olivia Salazar de Breaux-Olympia Michael Ambrogi or Katrina VanEvery - TRPC	Jessica Brandt – Lacey Keylee Marineau- Thurston Brad Medrud – Tumwater Cary Retlin - Olympia Jacinda Steltjes – Thurston Teal Russell or Olivia Salazar de Breaux-Olympia Michael Ambrogi or Katrina VanEvery - TRPC

Thurston County Housing Pipeline Overview

Project Name	Agency	Pipeline Year	City	Type of Project	Total Units	# Units for Target Population	Cost per Unit	Total Budget	Target Population	Funding Use	ProForma
COMPLETE											
Golf Club	TCHA	2017	Lacey	Multi-family	6	4	\$195,000	\$1,500,000	WFH	Construction	Y
FFC Homes XI	FFC	2017	Oly/Lacey	Single Family Rental/PSH	3	3	\$150,000	\$450,000	Mentally Disabled	Acquisition	Y
Safe Healthy Affordable	Homes First	2018	County Wide	SRO/Oxford/Multi and Single Rental PSH	10	10	varies	varies	Low and Moderate income Individuals and families	Acquisition/ Rehab	Y
Deyoe Vista V	SPS Habitat	2018	Lacey	Single Family Own	8	8	\$142,500	\$1,140,000	Disabled, Mentally Ill, WFH Families and Singles, Disabled Vets	Construction	N/A
IN PROGRESS											
Martin Way	LIHI	2019	Olympia	Multi family	60	60	\$275,658	\$16,539,500	Homeless Families with Children, Homeless Adults, Homeless Vets, Disabled, WFH Families and Singles	Predevelopment/ Acquisition/ Rehab	Y
Pear Blossom 2	FSC	2019	Olympia	Multi Family	44	44	\$177,591	\$10,655,479	Homeless Families with Children PSH	Construction	N
SPS Deyoe Vista Phase VI	SPS Habitat	2020	Lacey	Single Family Own	8	8	\$189,500	\$1,516,000	Disabled, Mentally Ill, WFH Families and Singles, Disabled Vets	Construction	N/A
Fleetwood Apartments	LIHI	2020	Olympia	Multi family	43	43	\$34,247	\$1,472,645	Singles, including seniors	Rehab	Y
UPCOMING YEARS											
FFC Homes XII	FFC	2021	Oly/Lacey	Single Family Rental/PSH	3	3	\$156,000	\$468,000	Mentally Disabled	Acquisition	Y
La Mancha	Panza	2021	County	SRO/PSH	30	30	\$116,667	\$3,500,000	Homeless Adults	Predevelopment/ Construction	N
Olympia Crest Phase III	HATC	2022	Olympia	Multi Family	24	15	\$264,325	\$6,343,820	Low income households	Construction	
Martin Way Phase II	LIHI	2022	Olympia	Multi Family	60	60	\$2,333,333	\$14,000,000	Homeless individuals, Low income households	Construction	N
Sequoia Landing	HATC	2023	Tumwater	Multi family	8	8	\$247,070	\$1,976,563	WFH	Construction	Y
Yelm Longmire	SPS Habitat	2023	Yelm	Single Family Home Ownership	8	8	\$201,184	\$1,609,472	WFH Families and Singles, Disabled Vets	Construction	N

Homelessness Task Force Timeline for 2060 and 2063 Funding

Date	Activity
December 27, 2022	RFP to BOCC
January 3, 2022	RFP approved
January 4, 2023	RFP released
January 16, 2023	Bidders Conference
January 20, 2023	Bidders Conference
March 6, 2023	Proposals due to BOCC by 3pm
March 7, 2023	Proposals opened and accepted
March 20-24, 2023	Interviews with RFP committee. Preliminary proposals on agenda for approval
April 4, 2023	HTF meeting
April 17, 2023	Work session with BOCC for recommendations
April 17-May 31, 2023	Contracts to County Commissioners
June 5, 2023	Contracts to providers
June 20, 2023	Contract final approval
July 1, 2023	Contracts start

Housing Solutions Draft Timeline for RFP for 1590 and 1406

DECEMBER 2022

- Review RFP from Thurston and Jefferson Counties
- Discuss set aside funds for special availability outside the RFP process. Looked at current Clallam County Emergency Fund for housing

JANUARY 2023

- Develop Review Committee, Metrics, Amount per year vs. multi year. 1590 = \$1,266,000 in 2023 and 1406 = \$151,000
- RFP draft (include County Attorney and Finance in RFP development process)

FEBRUARY 2023

- RFP Approval by Housing Solutions Committee
- Approve RFP Review Committee members and process

MARCH 2023

- RFP to Board of Commissioners March 7th for approval
- Release RFP same week as approval

MAY 2023

- Proposals Due May 5th
- Proposals opened and accepted by BOCC May 9th
- May 9- 31, 2023 Contracts to County Commissioners

JUNE 2023

- June 5th Contracts to providers
- June 20th Contract final approval

July 1st Contracts start



Affordable Housing 2060 Emergency Fund Application Instructions & Guidelines 2022 Clallam County

APPLICATION INSTRUCTIONS – GENERAL GUIDELINES

Applications must be received at the Clallam County Health & Human Services Offices, 111 East 3rd Street, 2nd Floor, Port Angeles WA 98362 between January 5, 2022 and December 1, 2022.

In January of 2021 a Request for Proposals (RFP) was released for Affordable Housing & Homeless Housing and Assistance Funds for the funding period of July 1, 2021 through June 30, 2023. A total of \$170,000.00 was available in Affordable Housing 2060 funds over the two year funding cycle (\$85,000.00 per calendar year). A total of \$149,624.00 was received in requests through proposals and the same amount was awarded. This left \$20,376.00 in available Affordable Housing 2060 funding.

During the presentation of funding recommendations, the Homelessness Task Force (HTF) requested an Emergency Fund be created for the remaining Affordable Housing 2060 dollars. Upon review of the Affordable Housing 2060 fund reserve, \$19,624.00 was added to the Affordable Housing 2060 Emergency Fund for a total of \$40,000.00.

Due to the HTF meeting on a quarterly basis and the timeliness of emergencies the HTF requested the Affordable Housing 2060 Emergency Fund be processed through the Health and Human Services department to assist in expediting the process. Once an application for the Affordable Housing 2060 Emergency Fund is received by Health and Human Services it will be reviewed by the Behavioral Health and Homeless Program Coordinator and Deputy Director. Staff may communicate directly with the applicant to clarify any aspects of the application. If an application is determined to be appropriate use of the fund and an appropriate emergency (see details of **Permissible Uses of Funding** on page 3) applicants will be notified by Health and Human Services staff of the acceptance or denial of their application. Applications that are not deemed as an emergency or appropriate use of funding will be denied.

The application for Affordable Housing 2060 Emergency Funds can be found here: <http://www.clallam.net/HHS/> and will be accepted between January 5, 2022 and December 1, 2022 while funds remain. In the event Affordable Housing 2060 Emergency Funds are fully spent, the application will close. In the event that Affordable Housing 2060 Emergency Funds are not scheduled to be fully spent by December 2, 2022, the remaining funds will be reviewed and a new application may be made available.

Available Funding: \$40,000.00.

Submit the application to:

Clallam County Health & Human Services
Attn: Behavioral Health & Homelessness Program Coordinator
111 E 3rd Street, 2nd Floor
Port Angeles WA 98362

All applications must include:

- One (1) original
- Two (2) copies
- ATTACHMENT A – Application Summary
- ATTACHMENT B – Narrative Template
- ATTACHMENT C – Project Budget Form
- Electronic word version of the proposal must be sent to Jenny Oppelt at joppelt@co.clallam.wa.us

Documents delivered to other offices and received late by the Health & Human Services Office will not be considered nor will ones only received by e-mail. Submittals made in an incorrect format will not be considered.

Contract Requirement – In order to be a recipient of Affordable Housing Funds, a contract is required between Clallam County and the receiving Agency/applicant.

Reporting – Recipients are required to submit project progress reports with billing invoices.

AFFORDABLE HOUSING FUNDS (2060)

In 2002, the State Legislature enacted SHB 2060 [[RCW 36.22.178](#)], an Act relating to funds for operating and maintenance of low-income housing projects and for innovative housing demonstration projects. The Clallam County Commissioners have named this fund the Clallam County Affordable Housing Fund. The County Commissioners will make all final funding decisions.

Permissible Uses of Funding

Funding must be distributed for programs and services as written in the local homeless housing plan <http://www.clallam.net/HHS/HTF/index.html> or as outlined in SHB 2060 ([RCW 36.22.178](#)) which are:

Eligible activities:

- a. Acquisition, construction, or rehabilitation of housing projects or units within housing projects that are affordable to very-low income persons with incomes at or below fifty percent of the area median income;
- b. Supporting building operating and maintenance costs of housing projects or units within housing projects eligible to receive Washington State Housing Trust Funds, that are affordable to very low-income persons with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses;
- c. Rental assistance vouchers for housing projects or units within housing projects that are affordable to very low-income persons with incomes at or below fifty percent of the median income, to be administered by a local public housing authority or other local organization that has an existing rental assistance voucher program, consistent with or similar to the United States Department of Housing and Urban Development's Section 8 rental assistance voucher program standards;
- d. Operating costs for emergency shelters and licensed overnight youth shelters;

Funds generated by SHB 2060 ([RCW 36.22.178](#)) may not be used for salaries and benefits. Additionally, these funds cannot be used for construction of new housing if at any time the vacancy rate for available low-income housing within the county rises above 10%.

For the use of the application for the Affordable Housing 2060 Emergency Fund an *emergency* is defined as but not limited to a serious, unexpected, and possibly dangerous situation requiring rapid action. An emergency may impact the safety of a program such that it prohibits the program from continuing services without rapid action.

**AFFORDABLE HOUSING 2060 EMERGENCY FUND
APPLICATION SUMMARY**

Organization Name: _____

Proposal Title: _____

Proposal Summary:

Requested Funds Amount: \$ _____

Matching/In-kind Funds Amount: \$ _____

Representative Contact Information:

Name, Title: _____

Mailing Address: _____

Phone(s): _____

Email: _____

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
☐ Government entity

Federal Tax ID Number: _____

Signature

Print Name

Title

Date

**AFFORDABLE HOUSING 2060 EMERGENCY FUND
NARRATIVE**

1. PROJECT DESCRIPTION

Name of Project:

Amount Requested: \$

Project Timeline: Start Date
Completion Date

Provide a brief description of the project:

- A. Describe the emergency that is causing the need for Affordable Housing Emergency Funding:
- B. Describe which goal(s) and priorities of the local homeless plan, legislative activities, and/or Homeless Task Force priorities your project addresses:
- C. Discuss how the goals of this project will reduce or eliminate homelessness in Clallam County:
- D. Describe how you verify that units provided by your project will be affordable for households with incomes at or below fifty percent of the area median income:

2. IMPACT OF FUNDS

- A. Describe how project outcomes will be measured:
- B. Are you using any matching funds? If yes, what is the source:
- C. Discuss how this project will be sustained after these funds are exhausted:
- D. Describe the impact of receiving only a portion of the requested funds:

- E. If you received funding in 2021-2023 from Affordable Housing (2060) funds or Homeless Housing and Assistance (2163) funds for this same project, briefly describe the impact the requested funds will have on these projects:

3. AGENCY CAPABILITY

- A. Describe your agency's ability (infrastructure, staff, etc.) to carry out this project:
- B. 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*.

4. BUDGET

Please include a budget narrative that is descriptive or helpful to explain your proposed expenditures in Attachment D.

**Affordable Housing (2060)
Emergency Fund Budget**

PROJECT BUDGET FORM				
Agency Name: _____		Project Name: _____		
Enter the Associated Cost of your Project				
Acquisition	Proposed Cost	Requested Funds	Matching Funds	Comments
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
Construction	Proposed Cost	Requested Funds	Matching Funds	Comments
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
Renovation	Proposed Cost	Requested Funds	Matching Funds	Comments

Describe				
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
Design/Architecture	Proposed Cost	Requested Funds	Matching Funds	Comments
Describe				
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
Development Costs	Proposed Cost	Requested Funds	Matching Funds	Comments
Describe				
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ -	

FUNDING FOR
AFFORDABLE AND SUPPORTIVE
HOUSING IN
ACCORDANCE WITH HOUSE BILL
1590 AND RCW 82.14.530.
REQUEST FOR PROPOSALS
("1590 RFP")

BACKGROUND

Permissible Uses of Funding

Funding must be distributed in accordance with RCW 82.14.530.

1. A minimum of sixty percent of the proceeds must be used for the following purposes:
 - A. Constructing affordable housing, which may include new units of affordable housing within an existing structure, and facilities providing housing-related services, solely for eligible households (as defined below); or
 - B. Constructing mental and behavioral health-related facilities; or
 - C. 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.
2. The remaining proceeds shall be used for the operation, delivery and evaluation of mental and behavioral health treatment programs and services or housing- related services.
3. No more than ten percent of the proceeds may be used to supplant existing local funds.
4. For purposes of this provision, “eligible households” means persons within any of the following population groups whose income is at or below sixty percent of median income:
 - o Persons with mental illness
 - o Veterans
 - o Senior citizens
 - o Homeless (or at-risk of being homeless) families with children
 - o Unaccompanied homeless youth or young adults
 - o Persons with disabilities
 - o Domestic violence survivors

This is a threshold requirement. Any project not meeting these requirements will not be evaluated.

The funding priorities of this 1590 RFP in priority order are:

1. New Housing Units, then Permanent Supportive Housing, then Transitional Supportive Housing, then Shelter
2. Operations and maintenance costs of new units of affordable housing
3. Operations and maintenance costs of facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.
4. Facilities providing housing related services solely for eligible households,
5. Constructing mental and behavioral health-related facilities

Selection Criteria

We will rank responses according to the criteria described below. All responsive proposals received by the time and date specified in this 1590 RFP shall be evaluated by the 1590 RFP Evaluation Panel based on the following criteria and weights:

Evaluation Criteria	Max. Points
A. Capacity - Experience Providing Similar Program Services or Developing Similar Projects	15
B. Alignment - Meets Priorities and Aligns with Housing First	15
C. Approach – Completeness of Proposal and Readiness	20
D. Impact – Leverage of Funding	25
E. Budget – Feasible Financial Plan	25
TOTAL	100

Submission Requirements

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

- (a) **Capacity - Experience Providing Similar Services (15 Points)** – If a Responder has previously received funding through RFPs for Fund 148 or Fund 149 they should provide a brief update on their experience in providing similar program services or development initiatives. Please identify staff that will be assigned to this program or project and their qualifications to undertake the proposed scope of work. If a Responder has not previously received funding it should provide a more detailed description of capacity

Financial Capacity – Please include the prior year's tax returns or audited financial statements and the Annual report for the previous year

- (b) **Alignment - Meets Housing Fund Board Priorities and aligns with principles of Housing First (15 Points)**

The proposal should describe how the project meets the priorities stated above and aligns with the principles of Housing First.

Housing First is a policy that offers permanent housing as quickly as possible to homeless people, and other supportive services afterward. Housing First is an alternative to a system of emergency shelter/transitional housing progressions. Rather than moving homeless individuals through different "levels" of housing, whereby each level moves them closer to "independent housing" (for example: from the streets to a public shelter, and from a public shelter to a transitional housing program, and from there to their own

apartment in the community), Housing First moves the homeless individual or household immediately from the streets or homeless shelters into their own accommodation. Housing First approaches are based on the concept that a homeless individual or household's first and primary need is to obtain stable housing, and that other issues that may affect the household can and should be addressed once housing is obtained. In contrast, many other programs operate from a model of "housing readiness" — that is, that an individual or household must address other issues that may have led to the episode of homelessness prior to entering housing.

The proposal should describe outreach efforts and the level of community support.

(c) Approach – Completeness of Proposal and Readiness (20 Points)

Please provide a well-developed and thoughtful plan describing how you will approach this assignment and complete the purpose of the proposal.

The proposal 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 1590 funds
- the components remaining to be secured before the project is shovel ready.
- the plan for any unfunded components
- If 1590 funds are awarded, the construction start date
- Whether the Project could be scaled (include the per unit cost of the Project)

(d) Impact – Leverage of Funding (30 Points)

1. What other funds, donors, or community support are involved with the project? Will these funds leverage other funds? Identify other sources of funds that would be leveraged with the requested funds and/or how these funds will be used to leverage other funds.

2. How many new units will be brought online. What services will be funded and how is sustainability achieved?

(e) Budget – A Feasible Financial Plan (25 Points)

Identify whether you are a 501(c) (3), for-profit, PHA or government agency.

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

PROPOSAL EVALUATION AND SELECTION PROCESS

General

The following procedure will be used to evaluate the proposals and select finalists. All complete eligible proposals received within the established deadline will be evaluated by the 1590 RFP Screening Panel.

1590 RFP Screening Panel

The Housing Fund Board will be the 1590 RFP Screening Panel.

Proposal Evaluation

Applicants whose proposal is being considered for an award may be invited to make an oral presentation of their proposal to the HFB. The HFB reserves the right to recommend funding for multiple contracts under this 1590 RFP or recommend funding for a portion of the requested amount at their discretion.

FUNDING PERIOD

Jefferson County Homelessness Program Funding Instructions

The HFB is requesting proposals for Affordable and Supportive Housing Funds for the period August 1, 2022 through July 31, 2023.

Funding must be requested and used within each funding cycle. There is no carryover of unused funds into the next funding year. Each proposal requires the annual budget for the Project. Grantees will be required to submit Project progress and evaluation reports on a quarterly basis (every 3 months).

Proposal Deadline: July 18, 2022 by 4pm

Sealed proposals must be clearly marked on the outside of the envelope, "PROPOSAL – Affordable and Supportive Housing 1590 Funds."

Mailing address for proposal is, Board of Jefferson County Commissioners: PO BOX 1220 Port Townsend, WA 98368.

Hand-delivered packets can be delivered to the Board of Jefferson County Commissioners at the Jefferson County Courthouse office located at 1820 Jefferson St., Port Townsend, WA 98368.

Proposals MUST be received by 4pm on (July 18, 2022) if hand delivered. Mailed proposals must be postmarked no later than July 16, 2022 . Late proposals will not be accepted. Submittals made in an incorrect format will not be considered.

All responses to this Request for Proposal should be submitted on the provided application form. One (1) completed hard copy application is required to be submitted **and** an electronic PDF version of the proposal should be e-mailed to **Carolyn Gallaway** at **carolyn@co.jefferson.wa.us**

The following should be in the subject line: "Proposal –Affordable and Supportive Housing 1590 Funds."

It is very important that your application is complete, signed, is for an eligible activity, and conforms to all program requirements. **Applications not meeting all the requirements will not receive consideration for funding.**

REQUEST FOR PROPOSAL (1590 RFP) TIMELINE FOR 1590 FUNDS

Date	Activity
July 1 2022	1590 RFP to be posted on the County website
July 8 2022	3pm Call-in for questions
July 18, 2022	Proposals must be submitted by 4:00 pm
July 19, 2022	Proposals opened and distributed to HFB
July 21, 2022	Technical questions for applicants will be sent once with a return date of 2 weekdays.
July 27 2022	Presentation of 1590 RFP to HFB
July 27, 2022	HFB Recommendation to BOCC
August 1, 2022	BOCC regular meeting/ BOCC acts on recommendations
September 1, 2022	Contracts to County Prosecutor and Risk Manager for approval
	Contracts to Providers and returned to BOCC for signatures

Note – All dates are subject to change

Definitions

Definition of Area Median Income for Jefferson County:

Affordable housing program eligibility is always determined by one's income. Each household's income is compared to the income of all other households in the area. This is accomplished through a statistic established by the government called the Area Median Income, most often referred to as AMI. The AMI is calculated and published each year by HUD.

In Jefferson County, HUD calculates the Sixty Percent (60%) Area Median Income ("AMI") for a family of four as \$42,780. Sixty Percent (60%) AMI for an individual is \$30,000.

Any other definitions?

Period of Performance: Funding under this grant program is allocated for a 12-month period. The period of performance for services solicited under this 1590 RFP begins August 1, 2022 and ends July 31, 2022. Carryover of unspent funds into the next program year permissible upon request with HFB approval. In addition, initial funding is not an assurance or guarantee of ongoing operational funding after the contract period. Proposers are cautioned not to assume a commitment of future funding based on the receipt of funds in prior years.

Guiding Principles for all Applicants:

- Be as specific as possible in stating goals, objectives, expected results, deliverables, etc. It is expected that there will be considerably more requests for funds than there are funds available. Therefore, conciseness and clarity of description are essential.
- The program must provide services only within Jefferson County boundaries.
- **Applicants that have received prior Affordable Housing and/or Homeless Housing and Assistance Funds must be current on all required reporting to be eligible to receive funds.**
- Grantees will be required to submit quantitative progress data reports on a quarterly basis (every 3 months) and a closeout report at the end of the funding period will be required no later than September 30th, 2023. Failure to submit timely reports/progress data will result in holding or non-payment of funds. These reports should include a comparison of outcomes to date with those initially proposed, and the total number of individuals served in the contract period. A fiscal and programmatic monitoring visit may be conducted by the County during any project year. Provider will make all documents and required files available for review.
- **Funding in previous years does not assure additional awards in this funding cycle.**

Insurance Requirement: Awardees will be required to meet all the County's insurance requirements.

APPLICATION REQUIREMENTS

Complete all parts of the application form and answer all questions on the application. Incomplete applications will not be accepted and will not receive funding consideration. Application submittals are limited to the number of pages allowed. **Applicants shall use Times New Roman 12-point font.** Smaller font applications will not receive consideration for funding.

All responses to this Request for Proposal should be submitted on the provided application form. One (1) completed hard copy applications are required to be submitted and an electronic PDF version of the proposal should be e-mailed to Carolyn Gallaway at carolyn@co.jefferson.wa.us.

Sealed proposals must be clearly marked on the outside of the envelope, "PROPOSAL – Affordable and Supportive Housing 1590 Funds." Mailing address for proposal is:

Board of Jefferson County Commissioners
PO BOX 1220
Port Townsend, WA 98368

It is very important that your application is complete, signed, is for an eligible activity, and conforms to all program requirements. Applications not meeting all the requirements will not receive consideration for funding.

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Proposals MUST be received by 4pm on July 18, 2022 if hand-delivered and post marked July 16, 2022 if mailed. Late proposals will not be accepted. Submittals made in an incorrect format will not be considered.

AFFORDABLE AND SUPPORTIVE
HOUSING 1590 FUNDS
APPLICATION

Proposals must be RECEIVED: July 18, 2022 at 4pm

JEFFERSON COUNTY
THROUGH THE COUNTY & CITY OF PORT TOWNSEND
HOUSING FUND BOARD

Application

Affordable and Supportive Housing 1590 Funds

For use from August 1, 2022 – July 31, 2023

GENERAL INFORMATION –It is understood that if awarded funding for this period, there is no guarantee of future funding beyond this award.

We estimate the available funding for this period to be approximately \$650,000(?).

LIST ELIGIBLE USES of FUNDS

Name of Project or Program

Requested total amount for this application: \$

Area of the County to be served:

Name of Applicant/Agency:

Federal Tax ID #:

Contact Person:

Title:

Address:

City:

State:

Zip:

Phone Number:

Fax Number:

E-mail:

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

Name of Authorized Agency Representative (print): _____

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 Jefferson County Board of County Commissioners. Substantive amendment requests will also require the approval of the Housing Fund Board ("HFB").
- 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 of Authorized Agency Representative

Date

SPECIFIC INFORMATION

Please separately tab each section of the application submission as to Project or Program Description, Capacity, Alignment, Approach, Impact of Funds, Budget.

PROJECT DESCRIPTION

- Name of Project or Program:

- Amount requested: _____
- Provide a brief description of the Project or Program: **(LIMIT 200 WORDS)**
- Specify the Project or Program goals and expected outcomes. Specify the methods by which the Project or Program will be measured and assessed. **(LIMIT 300 WORDS)**
- Specify the number of units of housing to be created or number of individuals who will be served by the Project or Program.
- Specify the eligible use under 1590 for which the Project or Program qualifies.

A. CAPACITY - Experience Providing Similar Program Services or Developing Similar Projects (15 Points)

Provide a brief description of the recent (within the last 5 years), relevant (same or similar Project or Program), and successful (goals and objectives met) experiences of the organization.. If the organization has previously received funds from the 148 or 149 Fund provide a brief update. **(LIMIT 300 WORDS)**

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

Financial Capacity

Please provide the following if applicable:

- ✓ Current operating budget for the organization requesting the funding
- ✓ Annual report for the previous year
- ✓ Most recent year audited financials OR
If 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

B. ALIGNMENT- Meets Priorities including Housing First and includes community outreach (15 Points) (LIMIT 400 WORDS)

C. APPROACH - Completeness of Proposal and Readiness (20 Points) (LIMIT 400 WORDS)

- Is the Project or Program ready to use the funding now or are there actions to be taken before the Project or Program can begin? If so, what are those actions?
- Will the requested funds fully fund the Project or Program? If not, how does the organization intend to fill the gap?
- Could the Project or Program be scaled (include the per unit cost of the Project or Program)?
- Have additional funds have been requested or will be requested. Identify the sources for those requests and the status of the requests.

D. IMPACT OF FUNDS - Leverage of Other Funds and Number of Persons Assisted (25 Points) (LIMIT 400 WORDS)

- Are you using any matching funds? If yes, what is the source?
- Are the requested funds to be used as a match for this Project or Program? If yes, provide a description of the Project or Program to be matched and how it relates to the goals and priorities of the Five-Year Plan. Also, provide a budget for the entire Project or Program including funding from all sources and identify what portion of the Project or Program these funds will support.
- Specify the number of housing units that will be created or the number of individuals who will be assisted with this Project or Program in the first year.
- Discuss how this Project or Program will be sustained after these funds are exhausted.

E. PROJECT OR PROGRAM BUDGET – A Feasible Financial Plan (25 Points)

BUDGET FORMS

Funding period **begins August 1, 2022 and ends July 31, 2023**

Please use the attached budget templates. If you need additional space, you may insert rows. “Proposal” refers to the funds requested from these funds that will be applied to this specific Project or Program. Blank spaces are provided for additional categories. Justification for budget items must be specific, and that same specificity should be reflected in subsequent billings. **A maximum 10% Administration fee is allowed for projects if needed, however, Administration fees are not allowed for Capital Projects.**

CAPITAL BUDGET FOR REAL ESTATE DEVELOPMENT USES

Financing Categories	Estimate	Basis of Estimate
Total Acquisition Costs	\$	
Construction	\$	
Construction Fees	\$	
Financing Fees and Charges	\$	
Guarantees and Reserves	\$	
Developers Fee	\$	
Admin (eligible use?)	\$	
	\$	
Subtotal	\$	
TOTAL	\$	

SOURCES

Financing Categories	Estimator	Indicate if Committed or Application has been made. If not made indicate date application is to be submitted
Private Loan	\$	
Jefferson County Funds	\$	
Public Sources (State or Federal Funds)	\$	
Foundations	\$	
Donations	\$	
Low Income Housing Tax Credits (indicate 9% or 4%)	\$	
Historic Tax Credits	\$	
New Market Tax Credits	\$	
Gap (if any)	\$	

TOTAL	\$	
--------------	-----------	--

Please include any budget narrative that is descriptive or helpful to explain any part of your proposed expenditures in your capital budget(s). **(LIMIT 300 WORDS)**

PROGRAM OPERATING BUDGET

[DATES]

Budget Categories	Program	Proposal	Justification	Priority
Salaries	\$	\$		
Benefits	\$	\$		
Rental Subsidies	\$	\$		
Utilities	\$	\$		
Insurance	\$	\$		
Food/Supplies	\$	\$		
Furnishings/Equipment	\$	\$		
Repair/Maintenance	\$	\$		
Transportation (explain)	\$	\$		
	\$			
Subtotal	\$	\$		
Administration (10% max.)	\$	\$		
TOTAL	\$	\$		

If your Project or Program includes salaries and benefits, please list position(s) and FTE to be paid by these funds (FTE should be that percentage of time the employee is dedicated to this Project or Program):

Position	Salary	Benefits	FTE

FUNDING SOURCES FOR THE PROGRAM in 2022

Funding Sources	Awards 20XX	Awards 20XX	Indicate if Committed or Application has been made.
Public Sources (State or Federal Funds)	\$	\$	
Private Donations	\$	\$	
Foundation Grants	\$	\$	
United Campaigns	\$	\$	
Other	\$	\$	
Other	\$	\$	
TOTAL	\$	\$	

Please include any budget narrative that is descriptive or helpful, to explain any part of your proposed expenditures. For instance, if you are requesting furnishings or appliances specifically for housing included in your Project or Program, what are the items you are requesting?

(LIMIT 300 WORDS)

Housing Solution Committee

Reports and Presentations

List of Project documents

Housing Solutions Roles & Responsibilities

Purpose Review

On March 15, 2022, the Clallam County Board of Commissioners established the Housing Solutions Committee to be responsible for:

- A. Developing programs to promote housing solutions in Clallam County.
- B. Making recommendations to the Board of Clallam County Commissioners and the Opportunity Fund Board for expenditures of 1406 funds, American Rescue Plan Act Funding related to housing solutions, Opportunity Fund infrastructure for housing and other funds that can be used for affordable housing.

Members

- Designated – County Commissioner
- Designated - County DCD
- Designated – City of Forks
- Designated – City of Port Angeles
- Designated - City of Sequim
- Designated – Peninsula Housing Authority
- Designated - Peninsula Behavioral Health
- Designated – OlyCap
- Designated – Port of Port Angeles
- Designated – Economic Development Council
- Designated – Tribal Governments
- Designated – Habitat for Humanity
- Designated - NORVHN
- Designated – Serenity House
- Designated – Healthy Families
- Designated – United Way
- Representatives for Three Year Term-
 - North Peninsula Builders Association
 - Sequim Realtors Association
 - Port Angeles Realtors Association
 - At Large Representative

As such, the following topics are foundational to this purpose:

A. Assessing and prioritizing affordable housing projects and recommending funding award amounts to those projects using reasonably equitable distribution of funding to cities (table lists potential projects previously identified).

B. Understanding local barriers to private development *of all levels of housing supply* and developing potential solutions to address barriers. Examples could include:

- Lack of local workforce in targeted construction sectors
- City and/or county zoning and/or building code requirements that create barriers without an associated value to offset the barrier
- City and/or county fee structures that create financial burdens without an associated value to offset the barrier

C.Understanding state barriers to private and public housing development of all levels to coordinate and provide guidance for advocacy for state level changes with partner advocacy groups such as NOLA, WSAC, AWC.

D.Develop Key Performance Indicators (KPIs) to understand the current conditions of housing supply available for our local population that requires affordable and workforce housing for long term housing.

Examples could include:

- Owner occupancy rates in the cities and unincorporated county
- Median *Home Sale* Prices in cities and unincorporated county over time
- Median *Assessed* Values of Single-Family Residences over time
- Lease Rates for Single Family Residences
- Housing Affordability Index of Clallam County
- Number of developments and multi-family housing projects developed over time and in development currently
- Number of short-term rentals of homes located in each city and county
- Other

E.Consideration of coordinated city/county policies regarding short term rentals

2.Reports by Committee Members

A.Presentation by Clallam EDC: Housing Affordability Index of Clallam County & Owner Occupancy Information created through Assessor data.

FOUR NEAR-TERM PRIORITY PROJECT PROJECTS* AND NINE ENVISIONED

Project	# of Units	Residents Lease or Own?	Population Served	Approximate Project Cost	Current Shortfall	Other Revenues	Coordinated By	Time Frame
* All View Motel Project - Convert 20 unit motel into new low income housing	27	Lease	Individuals and Veterans engaged in behavioral health treatment with priority given to homeless. Income limits will apply as this is low income, affordable housing.	\$2,700,000	\$2,100,000	Contribution of \$25k for each unit from local governments (City and County sharing this cost). Anticipate Commerce HTF Grant for \$2.1M. Ongoing costs will be managed from collected rents and housing subsidies as available.	Peninsula Behavioral Health with consultation support from Peninsula Housing Authority	2022
* Miller Road Property in Sequim, WA – purchase of 4.5 acres, closing date 10/29	40	Homeownership	Families Workforce/ affordable housing	\$3,200,000	\$2,645,000	Currently \$550,000 in funding is secured. Other grant/foundation requests are pending, potentially \$300k. At this time we anticipate initiating a Capital Campaign launching in early 2022 to raise funds to fill the gap. Plus use of USDA 502 program low interest mortgages.	Habitat for Humanity	2024
* Group Home in Sequim	7	Rent	Homeless and disabled Veterans	\$1,300,000	\$350,000	Senator Murray appropriation has been applied for and is expected to receive first of 2022, \$20k already secured from Clallam County 2060 funds	NORVHN	2022
* Mt. Angeles View Senior Housing	32	Multifamily rental	Seniors	\$9,000,000.00	\$9,000,000.00	Waiting for HUD 202 NOFA	PHA	2024

Eklund Heights Self-Help Phase 3	12	Homeownership	Under 80% of AMI	\$500,000.00	\$500,000.00		Peninsula Housing Authority (PHA)	2023
Eklund Heights Phase 4	25	Multifamily rental	Seniors/Vets/ Singles	\$4,500,000.00	\$4,500,000.00		PHA	2022-2023
Owen Crossing Self Help	24	Homeownership	Under 80% of AMI	\$750,000.00	\$750,000.00		PHA	2026-2027
Shane Place Self Help	12	Homeownership	Under 80% of AMI	\$150,000.00	\$0.00	City of PA grant	PHA	2024
Mt. Angeles View Family	152	Multifamily rental	Disabled/Vets/ Homeless/Seniors	\$40,000,000.00	\$40,000,000.00	Will apply for LIHTC	PHA	2023-2025
Mt. Angeles View Self-Help	17	Homeownership	Under 80% of AMI	\$100,000.00	\$100,000.00		PHA	2025-2026
Apartment Complex in Pt. Angeles	15	Rent	Homeless Veterans	\$2,500,000	\$2,500,000		NORVHN	dependent on funding
Apartment Complex in Forks	15	Rent	Homeless Veterans	\$2,500,000	\$2,500,000		NORVHN	dependent on funding
Apartment Complex in Forks	15	Rent	Homeless Veterans	\$2,500,000	\$2,500,000		NORVHN	dependent on funding

Housing Solution Committee

Reports and Presentations

Goal setting documents

GOAL #2: Increase affordable housing for low-income households

(#7 was added at the retreat. Prioritization is indicated by green highlighted numbers.)

- 1) Develop RFP with quantifiable requirements 12
- 2) Update the 2021 affordable housing plan & create a pipeline capital funding approach 3
- 3) Develop an ongoing land bank for affordable housing projects 3
- 4) Promote & support manufactured/RV parks for affordable housing 5
- 5) Pursue options to purchase & remodel motels 4
- 6) Build shelter on the west end of Clallam County 2
- 7) Provide predictable process / prescriptive solutions 15

BIKE RACK:

- Determine WHO will lead action steps
- Update 5-year plan

7) Provide Predictable Process / Prescriptive Solutions

DECEMBER 2022

- ID all potential “funding buckets” for Clallam County
 - 2060/2163
 - 1406
 - 1590
 - Opp Fund
 - CH6
 - ?
- Research other agency RFP projects for administering 2060, 2163, 1590, & 1406
- Research other agency ways to set aside some funds for special availability outside the RFP process

JANUARY 2023

- Develop inter-local agreements (January – June 2023)
- 1590 Inter-county Agreement (Sequim, Forks, Port Angeles)
- Evaluate all development codes/policies for engineering requirements and determine if standards can be achieved that are prescriptive
- Update pipeline
- Develop consolidated RFP process/timeline
 - Review committee
 - Metrics
 - \$/year
 - Application
- RFP draft (include HHS/Pros Attny/Finance in RFP development process)
- RFP volunteer: Nathan West
- Incentives to builders to construct affordable housing (taxes, density bonus)
- Provide predictable process for affordable housing (provide prescriptive solutions)

FEBRUARY 2023

- Consistency between code and actual application forms
- Code update process
- Publish RFP
- Determine RFP review committee
- Review 5-year plan from all agencies
- Develop inter-local agreements (January – June 2023)

MARCH 2023

- Proposals due March 1
- Subcommittee reviews proposals by March 7
- Take subcommittee recommendations to BoCC
- BoCC work session & then BoCC adopts and awards recommendations
- Code update
- Develop inter-local agreements (January – June 2023)

APRIL 2023

- Award RFPs early April
- Develop inter-local agreements (January – June 2023)
- Work with public works departments on permit process requirements and timelines. Set concrete review timeline for responses (as required by RCW 36.70B)
- Training on state law requirements.
- ID fee waivers and how to pay for it.
- ID standard application and building plan
- ID zoning and/or comp plan roadblocks

MAY 2023

- Develop inter-local agreements (January – June 2023)

JUNE 2023

- Develop inter-local agreements (January – June 2023)

JULY – DECEMBER 2023

- Completed inter-local agreement

Sticky Note handed to me after session for Goal #2

RFP for Funding

- Review existing RFP agency work & steal a good process
- Define the scope & have buy-in from Housing Solutions Committee
- Define the timing (2 year like 2060 & 2163) June to July
- Determine if all 2163, 2060, 1590, & 1406 can follow same timeline
- Put out RFP
- Develop a group to review from the HS group

- Alignment with other funding cycles
- Create that timeline
- Could there be updating housing plan & pipeline
- Balanced approach

GOAL #1: Increase and diversify housing supply

- 1) **Incentivize developers with restructured fee schedule and opportunities for lower costs and density bonuses, etc. for desired development (13 votes)**
 - a. Consider decreases in permitting/impact/engineering/utility hookup fees
 - b. Engage builders as customers for feedback and suggestions
 - i. Use COSA fee study
 - c. Establish clearer development requirements for builders at the front end
 - d. Ensure periodic review to assess outcomes and modify incentives
- 2) **Task jurisdictions to reduce local requirement and streamline permitting process (11)**
 - a. Work with permitting staff at county/cities and engage builders/developers (first quarter 2023)
 - b. Establish predictable and defined timelines
 - i. Ensure timely inspection and occupancy standards
 - ii. Ensure clear and prescriptive engineering for permits
 - iii. Set 10-20 day comment and approval standard
 - iv. Establish online permit progress info system for customer service
 - c. Draft policies to simplify permitting codes and procedures
 - d. Ensure industry feedback loop; run hearings (second quarter)
 - e. Jurisdictions adopt changes (July)
 - f. Provide zoning flexibility to increase supply: short range adjustment allowances; long range comp plan revisions
 - g. Provide concierge service to favor targeted housing development (mixed use/multi-family)
- 3) **Develop options and/or funding to reduce/subsidize housing-related infrastructure costs (13)**
 - a. Target areas for infrastructure improvement and needed zoning changes (9)
 - b. Identify and act on funding opportunities to subsidize sewer/water to large buildable parcels
 - i. Create matrix with funding/financing options for private, nonprofit and government sectors
- 4) **Identify and overcome barriers and “choke points” to increasing the housing supply (12)**
- 5) **Establish a county-level land bank to identify existing public and buy up/reserve new properties (7)**
 - a. Develop list of vacant/underused public property across the county
 - i. Engage PUD and Port
 - ii. Establish MOU/ILA where necessary
 - iii. Prioritize shovel ready properties and create RFP process for private-public partnership
 - b. Seek conversion of underutilized commercial properties and buildings

- i. Pursue private derelict properties
 - c. Establish pipeline for preparing properties for development
- 6) **Engage for-profit building community in developing housing solutions** – NPBA members (7)
 - a. Engage major employers in seeking housing solutions (Jan-Feb)
 - i. Survey why multiplexes/apartments aren't being built
 - ii. Identify who might be interested in same
 - b. Braintrust/mentorship opportunities – perhaps use retired builders
 - i. Identify those with range of competencies and experience – builders, planners, financiers, etc.
 - c. Use land bank properties to initiate mixed use/income developments with income requirements
- 7) **Engage Peninsula College, school districts and other partners to boost trades training and recruitment** (5)
- 8) **Target resources to build a multi-family project by 2024 to illustrate the local market for lenders and multi-family developers** (3)
- 9) **Define affordable housing by county sub-areas** (2)

Legislative advocacy

- Use listening session and HSC goals to discuss priorities with Clallam Legislators (January)
- Look for opportunities to represent HSC in pertinent hearings
- Follow up with Legislators post-session about HSC progress and challenges

POTENTIAL METRICS

- 1) Increase year over year new unit starts by 50%
- 2) 100 new affordable units each year
- 3) Ensure range of new housing production, targeting starter homes and rentals affordable to low- and moderate-income households