



AGENDA

CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE

**223 East 4th Street, Room 160
Port Angeles, Washington
January 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. December 1, 2023

PUBLIC COMMENT – Please limit comments to three minutes

OLD BUSINESS

1. 2024 Affordable and Supportive Grant Application – Timothy Dalton

NEW BUSINESS

1. Grant Application Review Committee
2. 2023 Regional Housing Update – Timothy Dalton
3. 2024 Housing Goals and Objectives – Timothy Dalton

REPORTS

1. Community Update

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – February 2, 2024 at 9 a.m.

ADJOURNMENT 10:00 AM

Housing Solutions Committee

Draft Minutes

December 1, 2023



CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE MINUTES of December 1, 2023

MEETING OF THE HOUSING SOLUTIONS COMMITTEE (HSC)

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

Present were Christy Smith, Colleen McAleer, Colleen Robinson, Caleb McMahon, Shawn Washburn, Randy Johnson, Shawn McCourt, Greg McCarry, Kathy Morgan, Rachel Anderson, Wendy Sisk, Cheri Tinker, Rod Fleck, Nathan West, Bruce Emery, Mike Sivia, Sharon Maggard, and Glenn Ellis.

Excused: Sarah Martinez and Leslie Bond were excused.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Randy Johnson moved to approve the agenda with one change of removing Minsky Place from Old Business, Sharon Maggard Seconded, motion passed unanimously.

APPROVAL OF MINUTES

- Minutes – November 3, 2023

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

PUBLIC COMMENT

- Paul Pickett, Unincorporated Port Angeles; Mr. Pickett brought forth a letter discussing a piece of property he purchased in Gales Edition neighboring his property which he has cleaned up but is having trouble developing within current zoning requirement.
- James Taylor, Port Angeles, speaking as a member of the Port Angeles Planning Commissioner, spoke about the latest Planning Commission meeting thanked Timothy Dalton and Shannen Cartmel for speaking to and said Planning Commission did not know the Housing Solutions Committee even existed before the meeting. James also talked about Serenity House and the 2023 Clallam County Coordinated Entry Annual Report and the data revolving around the housing needs within our area.

PRESENTATION – Jesse Thomas and Kellen Lynch, Olympic Housing Trust, Overview of “Building Our Community Land Trust” – Role of the Olympic Housing Trust

1. What is a Community Land Trust
2. History
3. Ongoing work
 - a. Dundee Hill Project
 - b. Chimacum Commons Project

Note - Olympic Housing Trust is seeking a Port Angeles Board Member

HOUSING SOLUTIONS COMMITTEE
MINUTES of December1, 2023
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OLD BUSINESS

1. **No Old Business**

NEW BUSINESS

1. **2024 Clallam County Affordable and Supportive Housing Grant Application**

Timothy presented an outline of the application with policy with discussion covering prevailing wages, operations and maintenance, land purchases. Commissioner Ozais asked if the committee believed operation and maintenance is a bigger issue for the group than actual construction of housing. There was also discussion about the need for clear use of leverage funding in the application.

2. **Bonding 1590 funding**

Commissioner Johnson outlined the issue with bonding and the fact that 85% of funds needed to be spent within three years of the allocation.

NEXT MEETING DATE

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

ADJOURNMENT 10:05AM

Housing Solutions Committee

Draft

2024 Clallam County Affordable and
Supportive Housing Grant Application

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

Project Name: _____

Project Organization: _____

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

Requested Funds Amount: \$ _____

Matching/In-kind Funds Amount: \$ _____

Project Contact: _____

Street Address: _____

City: _____ State: _____ Zip: _____

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: _____

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

Print Name	Title
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- 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 Commissioner. Substantive amendment request will also require the approval of the Clallam County Housing Solutions Committee.
- Applicant certifies that the information in this application is true and correct.
- Applicant certifies that it has no outstanding obligations to the County with respect to housing funds.

Signature

Date

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
1590	\$1,100,000
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:

Amount requested: \$

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. Discuss how the goals of this project will affect housing in Clallam County.

2. Threshold Requirement

- A. What is the target population you intend to serve, and what is that populations' unmet need or gap in housing you propose to address? How many people in Clallam County need the housing you propose, and what method did you use to estimate that number? How many individuals within this target population will you house during the grant period?
- B. Is the project ready to use the funding now or are there actions to be taken before the project can begin? If so, what are those actions?
- C. Could the Project be scaled (including the per unit cost of the Project)?
- D. Is this funding being used to leverage additional funding and when will those funds be applied for and/or receive notice of award? Identify the sources for those requests and the status of the requests.

3. Impact of Funds

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

B. Does the submitted budget incorporate Prevailing Wage requirements?

- a. ☐ - Yes – *Identify the wage rates used:*
- b. ☐ State Prevailing Wage – Residential
- c. ☐ Davis-Bacon – Residential
- d. ☐ - No.

e. Discuss how the applicability of state or federal prevailing wage rates were determined.

C. Be explicit about what assumptions were made when determining wage rates.

D. 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.

i.

E. 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.

4. Organizational Capacity

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

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

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

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

- D. Provide a complete list of staff positions for the project, including the project manager and other key personnel, showing the role of each and their level of effort and qualifications.
- E. If this is a collaborative project, identify the other partners involved, their role, and your role. If you are partnering with another agency/agencies, *attach their letter of commitment*.

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)

- How would the project contribute to positive movement in County's Housing Continuum.
- What other funds, donors, or community support are involved with the project? Will

these funds be used to leverage other funds? Identify other sources of funds that would be leveraged.

- How many new units will be brought online. How many existing units will be preserved?
- How many individuals will be served by these funds?

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

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

Operating Expense Estimates

Operating Expenses- Yearly Estimates

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)	

Reserves-

Replacement Reserve

Operating Reserve

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