

Exhibit "A"

STATEMENT OF COMPLIANCE WITH NONDISCRIMINATION REQUIREMENT

The Olympia City Council has made compliance with the City's *Nondiscrimination in Delivery of City Services or Resources* ordinance (OMC 1.24) a high priority, whether services are provided by City employees or through contract with other entities. It is important that all contract agencies or vendors and their employees understand and carry out the City's nondiscrimination policy. Accordingly, each City agreement or contract for services contains language that requires an agency or vendor to agree that it shall not unlawfully discriminate against an employee or client based on any legally protected status, which includes but is not limited to: race, creed, religion, color, national origin, age, sex, marital status, veteran status, sexual orientation, gender identity, genetic information, or the presence of any disability. Listed below are methods to ensure that this policy is communicated to your employees, if applicable.

- Nondiscrimination provisions are posted on printed material with broad distribution (newsletters, brochures, etc.).
- Nondiscrimination provisions are posted on applications for service.
- Nondiscrimination provisions are posted on the agency's web site.
- Nondiscrimination provisions are included in human resource materials provided to job applicants and new employees.
- Nondiscrimination provisions are shared during meetings.

Failure to implement at least two of the measures specified above or to comply with the City of Olympia's nondiscrimination ordinance constitutes a breach of contract.

By signing this statement, I acknowledge compliance with the City of Olympia's nondiscrimination ordinance by the use of at least two of the measures specified above.

Trudy Soucoup
(Signature)

1/25/22
(Date)

Trudy Soucoup, CEO
Print Name of Person Signing

Alternative Section for Sole Proprietor: I am a sole proprietor and have reviewed the statement above. I agree not to discriminate against any client, or any future employees, based on any legally protected status.

(Sole Proprietor Signature)

(Date)

Exhibit "B"
EQUAL BENEFITS COMPLIANCE DECLARATION

Contractors or consultants on City agreements or contracts estimated to cost \$50,000 or more shall comply with Olympia Municipal Code, Chapter 3.18. This provision requires that if contractors or consultants provide benefits, they do so without discrimination based on age, sex, race, creed, color, sexual orientation, national origin, or the presence of any physical, mental or sensory disability, or because of any other status protected from discrimination by law. Contractors or consultants must have policies in place prohibiting such discrimination, prior to contracting with the City.

I declare that the Consultant listed below complies with the City of Olympia Equal Benefits Ordinance, that the information provided on this form is true and correct, and that I am legally authorized to bind the Consultant.

Homes First

Consultant Name

Trudy Soucoup

Signature

Trudy Soucoup

Name (please print)

1/25/2022

Date

CEO

Title

Exhibit “C”

2022 Olympia Home Fund Application Questions

Responses must be submitted for all questions for the application to be considered.

These questions closely match the Thurston County Affordable Housing RFP questions to reduce administrative burden for applicants.

1. Developer name: Homes First

2. Name of developer primary contact for this application: Ron Stewart, Director of Programs & Assets

3. Telephone number, email, and mailing address for development organization:

360-236-0920 x 206

projects@homesfirst.org

5203 Lacey Blvd SE, Suite A, Lacey, WA 98503

4. Operator of project (if different from developer): N/A

5. Project Name: Scattered site affordable rental housing units

6. Brief description of proposed project:

Funding from the Olympia Home Fund will be used to leverage secured and pending funds to acquisition five single-family homes in Thurston County and build two detached auxiliary dwelling units (DADUs) on properties Homes First owns in Lacey for a total of 11 new units of affordable housing for households with incomes $\leq 30\%$ AMI. One unit will be reserved for a family exiting homelessness, eight units will be reserved for adults with developmental disabilities, and the remaining two units for those individuals or families with incomes $\leq 30\%$ AMI.

5 Homes

For the five homes, we plan to look for homes that are 1,000 to 1,300 square feet with 3 to 4 bedrooms. This may change depending upon what comes on the market.

We will reserve two homes to house 6 to 8 people with developmental disabilities with incomes $\leq 30\%$ AMI. One home will be reserved for a family exiting homelessness referred through Coordinated Entry. The remaining two homes will be reserved for individuals or families with incomes $\leq 30\%$ AMI. Other funding sources will cover the costs of rehabilitation to converting the homes to rentals and achieve their highest use, depending on the size and configuration of each home. Within four months of acquisition, these new affordable rental units will be rented to tenants with incomes less than 30% AMI. The goal is for all five homes to be acquisitioned, rehabbed, and occupied by December 31, 2022.

2 DADUs

For the two stick-built DADUs, we will construct two stick-built DADUs on two separate Homes First-owned properties at 4618 31st Ave SE and 5211 22nd Ave SE, both in Lacey. Homes First teamed up with Artisans Group to plan the project. The two DADUs will be one bedroom and 600 square feet each. Utilizing the plans pre-approved by the City of Lacey, the two units will be the same size and configuration. This means we can order supplies in bulk at one time and keep costs down. The DADUs' design meets or exceeds the current Washington State Evergreen Sustainable Development Standard (ESDS). The slab on grade will be insulated,

the units will be adequately sealed and insulated, and all appliances will be Energy Star certified. The DADUs will be built by Homes First's property management staff, skilled volunteers, and contractors. Electrical, plumbing, and concrete work will be completed by licensed professionals. The two DADUs will be built and occupied by December 31, 2022.

Additionally, the existing homes on the two properties are already rented to people living with developmental disabilities. Adding another unit of rental housing on these properties means we will be able to house two additional people living with developmental disabilities.

7. Location of project, city, address (if known), zoning (if known):

5 Homes

Location: TBD – Thurston County

2 DADUs

4618 31st Ave SE, Lacey, WA
5211 22nd Ave SE, Lacey, WA

Of the 46 rental properties we own in Thurston and Mason counties, we picked these two due to the ease of developing on the property. These properties have a large lot size with ample available yard space. The City of Lacey is very supportive of the construction of DADUs. They offer pre-approved plans at no-cost, waive permitting fees, and reduce fees on other things like sewer and water connections.

8. Name and brief experience of developer:

Since 1990, Homes First's mission has been dedicated to the creation and maintenance of safe, healthy rental homes for those who need them most. In these 32 years, we have provided close to 5,000 low- and very low-income community members with safe, clean, and stable homes. Homes First acquires, renovates, and preserves rental housing for low- and very low-income families, individuals, and people with special needs – people who have very limited housing options in Thurston County. Currently, we own and manage 110 rental units in 46 properties in Thurston and Mason counties that house more than 275 tenants. Since 2011, we have purchased and developed 26 properties, and we are growing every year.

We manage 13 properties with 48 tenants who are living with developmental disabilities. One of these units is a garage we converted into an ADU for a single adult with developmental disabilities. We primarily service tenants with incomes less than 30% AMI.

To locate suitable multifamily rental housing, the CEO and Property Manager work with local realtors to seek out properties that will allow us to make the best use of funding to serve as many people as possible. Together, they develop and manage the due diligence required to complete a purchase and sale agreement. Before funding is committed, a report is presented to Homes First's Board on the potential acquisition by the CEO. The Board must approve prior to financing being approved. The CEO then ensures that the best outcome for Homes First is achieved.

We have secured funding from the Washington State Housing Trust Fund and have funds from a prior award from Thurston County for all five homes and the Housing Trust Fund for the two DADUs. We have secured funding from the City of Tumwater for one home. We will continue to apply to the Thurston County annual funding rounds to secure additional funds for our projects. We have been funded every year for the last 10 and expect to receive some level of funding in the future. We are also successful fundraisers. In 2020, we

raised \$322,141 and in 2021, \$350,720. We are currently working on increasing our major individual and corporate donations, as well as grant funding.

9. Name and brief experience of project developer (if organization managing project is different from developer):

2 DADUs

Homes First has teamed up with Artisans Group to plan the two DADUs project. This will be our first collaboration. Artisans Group is an award-winning architecture, design, and sustainability services firm in Olympia. They have designed more homes to the rigorous Passive House standard than any other U.S. firm. With extensive custom remodels, new homes, and commercial spaces as well as successful certifications in Built Green, LEED, and highly energy efficient custom Passive Houses in their portfolio, they are an ideal fit to design the two DADUs and will keep utility costs low for our tenants. Jason Taellious, Project Manager & Planning Coordinator, will be lead on this project. Artisans Group is a Washington State Office of Minority & Women’s Business Enterprises certified WBE.

10. **Serve priority population** (20 percent of score) *Priority Population is defined on page 3)*

a. *Target population(s) of project:*

5 Homes

Families exiting homelessness
 People with developmental disabilities
 People with income ≤30% AMI

2 DADUs

People with developmental disabilities
 People with income ≤30% AMI

b. *Proposed number of units or beds total (if mixed, please specify each):* 11 units

c. *Proposed number units or beds per population:*

<i>Homeless families</i>	<i>Developmental Disabilities (DD)</i>
1 unit (1 home)	8 units (2 homes, 2 DADUs)

d. *Proposed number units or beds per income level:*

<i>≤30% AMI</i>
11 units (7 homes)

Home 1 (single-room occupancy): 1 unit; ≤30% AMI
 Home 2 (single-room occupancy): 1 unit; ≤30% AMI
 Home 3 (single-family home): 1 unit; homeless family; ≤30% AMI
 Home 4 (single-room occupancy): 3 units; DD; ≤30% AMI
 Home 5 (single-room occupancy): 3 units; DD; ≤30% AMI
 DADU 1: 1 unit; DD; ≤30% AMI
 DADU 2: 1 unit; DD; ≤30% AMI
 Total units: 11

11. Demonstrate readiness (20 percent of score)

a. What is your estimated timeline for completion? When will the project receive a Temporary Certificate of occupancy from the City?

5 Homes

Within four months of acquisition, the five new affordable rental homes will be rented to tenants. All five homes will be acquisitioned, rehabbed, and leased by December 31, 2022.

2 DADUs

Estimated completion date is 12/31/2022. We plan to receive a Temporary Certificate of occupancy from the City of Lacey on 9/15/22.

b. Has a site been identified for this project?

5 Homes

Site: TBD – Thurston County. Homes First serves Thurston and Mason counties. We decided to target Thurston County because of its larger housing stock and employer base, and the services and public transportation offered there.

2 DADUs

4618 31st Ave SE, Lacey, WA 98503
5211 22nd Ave SE, Lacey, WA 98503

c. What site constraints exist for this project that could delay construction?

5 Homes

Escalating housing prices, which is not something we can solve or mitigate. We work with a real estate agent who does their best to show us the newest listings and get us the lowest purchase prices. Homes are less expensive now than they will be in the future. Delaying acquisition only nets us an increase in cost to acquire.

2 DADUs

Materials and labor costs are the two major cost drivers for this project and could delay construction. Over the past nine months, general contractors Artisans Group works with throughout the South Sound have all consistently estimated construction costs of non-tract homes less than 1,000 sq. ft. to be roughly \$530-\$550 per square foot. The cost of construction materials has continued to vacillate, as has product availability. Hiring sufficient labor has been difficult due to pandemic restrictions limiting access to work sites, many contractors being booked out for months, and few qualified candidates applying for vacant positions. Also, we will need to connect both units to sewer and electrical which can take longer to complete.

12. Reduce homelessness for most vulnerable (10 percent of score)

a. *How will this project support the most vulnerable homeless households referred through Coordinated Entry?*

Homes First is a part of Thurston County's Coordinated Entry system, and organizations can refer people experiencing homelessness to Homes First. Community Youth Services, Family Support Center of South Sound, and Community Action Council are the Coordinated Entry providers for Thurston County. We have established partnerships with Community Youth Services and the Family Support Center of South Sound and

are currently developing a relationship with the Community Action Council. We connect to the local appropriate Coordinated Entry agency in Thurston County to match homeless households to our homes when appropriate.

Our county, however, does not have a Coordinated Entry for the developmentally disabled. We know from our partners, Kokua Services, Placeone, and Ambitions, that a consistent high demand exists for stable, affordable rental housing for those who are developmentally disabled and have an income of ≤30% AMI. We are choosing to target this population because they have the hardest time finding and retaining a home they can afford.

b. How many units or beds will be dedicated to placement through the Thurston County Coordinated Entry system (of total constructed)?

5 Homes

1 unit (1 home) for a family exiting homelessness

c. What screening criteria will you provide to Coordinated Entry for this project?

5 Homes

Family with children (size of family will depend on home acquired; we are seeking a three- to four-bedroom home that could house three to eight people). We will coordinate with the Family Support Center of South Sound to place families. The family will need to have a minimum income or subsidies to meet rent requirements.

13. Provide Supportive housing (20 percent of score)

a. Will this project provide supportive housing?

Yes. Our Program Services Navigator works with tenants as we lease up and throughout their lifetime in our homes to ensure that all our residents receive the support they need to be successful in life.

b. What are the targeted supportive needs of the households served?

Homes First does not provide services on-site beyond service navigation. When additional services are required, as they are in 19 of our 46 homes, we partner with community-based social service agencies with expertise in the field where the service is required. We have used this methodology for 32 years and it is proven to be a successful and sustainable way to provide permanent supportive housing.

In addition to maintaining strong relationships with local community providers, we have partnered with UniteUs to have access to an established referral network for incoming tenants to the private market and service agencies. Our Program Services Navigator uses this service to connect our tenants with the supports they need to successfully remain in housing or to successfully transition to private market housing (i.e., non-permanent supportive housing). In Thurston, Mason, and Lewis counties, UniteUs currently partners with:

- Answers Counseling
- Big Brothers Big Sisters of Southwest Washington
- Boys & Girls Clubs of Lewis County
- Boys & Girls Clubs of Thurston County
- Catholic Community Services - Thurston Family Center
- Community Youth Services

- Disabled American Veterans Chapter 41
- Family Support Center of South Sound
- Homes First
- Intercity Transit
- Lacey Veterans Services Hub
- Lewis County Seniors
- Morningside
- NAMI Thurston-Mason
- Nine9Line Veteran Services
- Timberland Regional Library
- Quixote Communities
- Rebuilding Together Thurston County
- South Sound YMCA
- Tenino Community Service Center
- TOGETHER!
- Washington State Dept of Veterans Affairs
- Yelm Community Schools

With the added assistance of our Program Services Navigator and UniteUs referral service, our tenants have been more stable than ever. Less than 2% leave our housing and our delinquency rate for rent is less than 1%.

People with developmental disabilities

Tenants with developmental disabilities are referred to us by one of three organizations: Kokua Services, Placeone, and Ambitions. These organizations provide tenants with case management, resource navigation, and other supportive services.

Families experiencing homelessness, people with income ≤30% AMI

Homes First clients can work with our Program Services Navigator who assesses the needs of tenants as they arise and then matches them to a wide variety of community partners to help them meet their needs and their life goals. The Program Services Navigator arranges appointments and assists with paperwork when necessary. When matched with a service or a case manager, these partners model basic skills for tenants, such as doing laundry, cleaning their home, and shopping on a budget. Because of our partnerships, tenants have access to learn valuable life skills in workshops that focus on such topics as landlord tenant law, money management, healthy relationships, and substance abuse awareness.

c. How have supportive services been integrated into the construction and operations of the proposed project?

N/A

d. How will services, like case management, primary care, or behavioral health, be funded?

Services are funded by our service partners.

e. Has the provider of these services been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity? If yes, estimate the most recent date and evaluating organization.

N/A

14. Cost (30 percent of score)

a. What is the average cost per unit based on the total project cost?

Total units: 11

Average cost per unit: \$267,991

Total project costs: \$2,947,898

Request from Olympia Home Fund: \$410,714

5 Homes – 9 units

Average cost per unit: \$226,251

Total project cost: \$2,036,258

Request from Olympia Home Fund: \$200,000

Existing Structures: \$2,011,788

Closing, Title & Recording Costs: \$9,735

Due diligence: \$5,000

Permanent loan fees: \$9,735

2 DADUs – 2 units

Average cost per unit: \$455,820

Total project cost: \$911,640

Request from Olympia Home Fund: \$210,714

Construction: \$882,040

New Building: \$630,000

Site Work/Infrastructure: \$160,000

Sales Tax: \$62,040

Equipment and Furnishing: \$30,000

Soft Costs: \$29,600

Architect: \$3,600

Boundary & Topographic Survey: \$8,000

Project Mgmt/Consultant Fees: \$5,000

Other Consultants: \$3,000

Other (Administrative expenses, including training, consulting expense, office expense, and property manager administration): \$10,000

b. Average cost per Home Fund dollar requested?

Please include your calculation

Total request: \$410,714

Average Olympia Home Fund dollar per unit (11 units): \$37,338 per unit

5 Homes – 9 units

Request: \$200,000

Average Olympia Home Fund dollar per unit: \$22,222 per unit

2 DADUs – 2 units

Request: \$210,714

Average Home Fund dollar per unit: \$105,357 per unit

15. A BUDGET SPREADSHEET MUST BE ATTACHED TO YOUR APPLICATION. Your budget must be completed in the Washington State Combined Funders Application Spreadsheet available on the Washington State Department of Commerce’s Housing Trust Fund webpage and should include estimated income and expenses for:

- All funding sources including this grant
- Land/property acquisition
- Design and inspection
- Construction
- Project management
- Rehabilitation
- Relocation
- Operational revenue sources
- Title Insurance
- Operational expenses
- Permits and fees
- Other expenses
- Environmental review

Exhibit “C”

2022 Olympia Home Fund Application Questions

Responses must be submitted for all questions for the application to be considered.

These questions closely match the Thurston County Affordable Housing RFP questions to reduce administrative burden for applicants.

1. Developer name: Homes First

2. Name of developer primary contact for this application: Ron Stewart, Director of Programs & Assets

3. Telephone number, email, and mailing address for development organization:

360-236-0920 x 206

projects@homesfirst.org

5203 Lacey Blvd SE, Suite A

Lacey, WA 98503

4. Operator of project (if different from developer): N/A

5. Project Name: Scattered site affordable rental housing units

6. Brief description of proposed project:

Funding from the Olympia Home Fund will be used to leverage secured and pending funds to acquisition and rehab five single-family homes in Thurston County and build two detached auxiliary dwelling units (DADUs) on properties Homes First owns in Lacey.

5 Homes

For the five homes, we plan to look for homes that are 1,000 to 1,300 square feet with 3 to 4 bedrooms. This may change depending upon what comes on the market. Rehabilitation work will convert the purchased homes to rentals and achieve their highest use, depending on the size and configuration of each home.

We will reserve two homes to house 6 people with developmental disabilities with incomes $\leq 30\%$ AMI. One home will be reserved for a family exiting homelessness referred through Coordinated Entry. The remaining two homes will be reserved for people with incomes $\leq 30\%$ AMI. Within four months of acquisition, these new affordable rental units will be rented to tenants with incomes less than 30% AMI. The goal is for all five homes to be acquisitioned, rehabbed, and occupied by December 31, 2022.

2 DADUs

For the two stick-built DADUs, we will construct two stick-built DADUs on two separate Homes First-owned properties at 4618 31st Ave SE and 5211 22nd Ave SE, both in Lacey. Homes First teamed up with Artisans Group to plan the project. The two DADUs will be one-bedroom and 600 square feet each. Utilizing the plans pre-approved by the City of Lacey, the two units will be the same size and configuration. This means we can order supplies in bulk at one time and keep costs down. The DADUs' design meets or exceeds the current Washington State Evergreen Sustainable Development Standard (ESDS). The slab on grade will be insulated, the units will be adequately sealed and insulated, and all appliances will be Energy Star certified. The DADUs will be built by Homes First's property management staff, skilled volunteers, and contractors. Electrical,

plumbing, and concrete work will be completed by licensed professionals. The two DADUs will be built and leased by December 31, 2022.

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7. Location of project, city, address (if known), zoning (if known):

5 Homes

Location: TBD – Thurston County

2 DADUs

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5211 22nd Ave SE, Lacey, WA

Of the 46 rental properties we own in Thurston and Mason counties, we picked these two due to the ease of developing on the property. These properties have a large lot size with ample available yard space. The City of Lacey is very supportive of the construction of DADUs. They offer pre-approved plans at no cost, waive permitting fees, and reduce fees on other things like sewer and water connections.

8. Name and brief experience of developer:

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We manage 13 properties with 48 tenants who are living with developmental disabilities. One of these units is a garage we converted into an ADU for a single adult with developmental disabilities. We primarily service tenants with incomes less than 30% AMI.

To locate suitable multifamily rental housing, the CEO and Property Manager work with local realtors to seek out properties that will allow us to make the best use of funding to serve as many people as possible. Together, they develop and manage the due diligence required to complete a purchase and sale agreement. Before funding is committed, a report is presented to Homes First's Board on the potential acquisition by the CEO. The Board must approve before financing is approved. The CEO then ensures that the best outcome for Homes First is achieved.

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10. Serve priority population (20 percent of score) Priority Population is defined on page 3)

a. Target population(s) of project:

5 Homes (9 units)

Families exiting homelessness
People with developmental disabilities
People with income ≤30% AMI

2 DADUs (2 units)

People with developmental disabilities
People with income ≤30% AMI

b. Proposed number of units or beds total (if mixed, please specify each): 11 units

c. Proposed number units or beds per population:

Homeless families	Developmental Disabilities (DD)
1 unit (1 home)	8 units (2 homes, 2 DADUs)

d. Proposed number units or beds per income level:

≤30% AMI
11 units (7 homes)

Home 1 (single-family home): 1 unit; ≤30% AMI
Home 2 (single-room occupancy): 3 units; DD; ≤30% AMI
Home 3 (single-room occupancy): 3 units; DD; ≤30% AMI
Home 4 (single-family home): 1 unit; ≤30% AMI
Home 5 (single-family home): 1 unit; homeless family; ≤30% AMI
DADU 1: 1 unit; DD; ≤30% AMI
DADU 2: 1 unit; DD; ≤30% AMI
Total units: 11

11. Demonstrate readiness (20 percent of score)

a. What is your estimated timeline for completion? When will the project receive a Temporary Certificate of occupancy from the City?

5 Homes

Within four months of acquisition, the five new affordable rental homes will be rented to tenants. All five homes will be acquisitioned, rehabbed, and leased by December 31, 2022.

2 DADUs

The estimated completion date is 12/31/2022. We plan to receive a Temporary Certificate of occupancy from the City of Lacey on 9/15/22.

b. Has a site been identified for this project?

5 Homes

Site: TBD – Thurston County. Homes First serves Thurston and Mason counties. We decided to target Thurston County because of its larger housing stock and employer base, and the services and public transportation offered there.

2 DADUs

4618 31st Ave SE, Lacey, WA 98503
5211 22nd Ave SE, Lacey, WA 98503

c. What site constraints exist for this project that could delay construction?

5 Homes

Escalating housing prices, which is not something we can solve or mitigate. We work with a real estate agent who does their best to show us the newest listings and get us the lowest purchase prices. Homes are less expensive now than they will be in the future. Delaying acquisition only nets us an increase in cost to acquire.

2 DADUs

Materials and labor costs are the two major cost drivers for this project and could delay construction. Over the past nine months, general contractors Artisans Group works with throughout the South Sound have all consistently estimated construction costs of non-tract homes less than 1,000 sq. ft. to be roughly \$530-\$550 per square foot. The cost of construction materials has continued to vacillate, as has product availability. Hiring sufficient labor has been difficult due to pandemic restrictions limiting access to work sites, many contractors being booked out for months, and few qualified candidates applying for vacant positions. Also, we will need to connect both units to sewer and electrical which can take longer to complete.

12. Reduce homelessness for most vulnerable (10 percent of score)

a. *How will this project support the most vulnerable homeless households referred through Coordinated Entry?*

Homes First is a part of Thurston County's Coordinated Entry system, and organizations can refer people experiencing homelessness to Homes First. Community Youth Services, Family Support Center of South Sound, and Community Action Council are the Coordinated Entry providers for Thurston County. We have established partnerships with Community Youth Services and the Family Support Center of South Sound and

are currently developing a relationship with the Community Action Council. We connect to the local appropriate Coordinated Entry agency in Thurston County to match homeless households to our homes when appropriate.

Our county, however, does not have a Coordinated Entry for the developmentally disabled. We know from our partners, Kokua Services, Placeone, and Ambitions, that a consistently high demand exists for stable, affordable rental housing for those who are developmentally disabled and have an income of $\leq 30\%$ AMI. We are choosing to target this population because they have the hardest time finding and retaining a home they can afford.

b. How many units or beds will be dedicated to placement through the Thurston County Coordinated Entry system (of total constructed)?

5 Homes

1 unit (1 home) for a family exiting homelessness

c. What screening criteria will you provide to Coordinated Entry for this project?

5 Homes

Family with children (size of family will depend on home acquired; we are seeking a three- to four-bedroom home that could house three to eight people). We will coordinate with the Family Support Center of South Sound to place families. The family will need to have a minimum income or subsidies to meet rent requirements.

13. Provide Supportive housing (20 percent of score)

a. Will this project provide supportive housing?

Yes. Our Program Services Navigator works with residents as we lease-up and throughout their lifetime in our homes to ensure that all our residents receive the support they need to be successful in life.

b. What are the targeted supportive needs of the households served?

Homes First does not provide services on-site beyond service navigation. When additional services are required, as they are in 19 of our 46 homes, we partner with community-based social service agencies with expertise in the field where the service is required. We have used this methodology for 32 years and it is proven to be a successful and sustainable way to provide permanent supportive housing.

In addition to maintaining strong relationships with local community providers, we have partnered with UniteUs to have access to an established referral network for incoming tenants to the private market and service agencies. Our Program Services Navigator uses this service to connect our tenants with the supports they need to successfully remain in housing or to successfully transition to private market housing (i.e., non-permanent supportive housing). In Thurston, Mason, and Lewis counties, UniteUs currently partners with:

- Answers Counseling
- Big Brothers Big Sisters of Southwest Washington
- Boys & Girls Clubs of Lewis County
- Boys & Girls Clubs of Thurston County
- Catholic Community Services - Thurston Family Center
- Community Youth Services
- Disabled American Veterans Chapter 41

- Family Support Center of South Sound
- Homes First
- Intercity Transit
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- Nine9Line Veteran Services
- Timberland Regional Library
- Quixote Communities
- Rebuilding Together Thurston County
- South Sound YMCA
- Tenino Community Service Center
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- Washington State Dept of Veterans Affairs
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People with developmental disabilities

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Families experiencing homelessness, people with income ≤30% AMI

Homes First clients can work with our Program Services Navigator who assesses the needs of tenants as they arise and then matches them to a wide variety of community partners to help them meet their needs and their life goals. The Program Services Navigator arranges appointments and assists with paperwork when necessary. When matched with a service or a case manager, these partners model basic skills for tenants, such as doing laundry, cleaning their home, and shopping on a budget. Because of our partnerships, tenants have access to learn valuable life skills in workshops that focus on such topics as landlord-tenant law, money management, healthy relationships, and substance abuse awareness.

c. How have supportive services been integrated into the construction and operations of the proposed project?

N/A

d. How will services, like case management, primary care, or behavioral health, be funded?

Services are funded by our service partners.

e. Has the provider of these services been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity? If yes, estimate the most recent date and evaluating organization.

N/A

14. Cost (30 percent of score)

a. What is the average cost per unit based on the total project cost?

Total units: 11

Average cost per unit: \$267,991

Total project costs: \$2,947,898

Request from Olympia Home Fund: \$410,714

5 Homes – 9 units

Average cost per unit: \$226,251

Total project cost: \$2,036,258

Request from Olympia Home Fund: \$200,000

Existing Structures: \$2,011,788

Closing, Title & Recording Costs: \$9,735

Due diligence: \$5,000

Permanent loan fees: \$9,735

Rehabilitation: \$100,000

2 DADUs – 2 units

Average cost per unit: \$455,820

Total project cost: \$911,640

Request from Olympia Home Fund: \$210,714

Construction: \$882,040

New Building: \$630,000

Site Work/Infrastructure: \$160,000

Sales Tax: \$62,040

Equipment and Furnishing: \$30,000

Soft Costs: \$29,600

Architect: \$3,600

Boundary & Topographic Survey: \$8,000

Project Mgmt/Consultant Fees: \$5,000

Other Consultants: \$3,000

Other (Administrative expenses, including training, consulting expense, office expense, and property manager administration): \$10,000

b. Average cost per Home Fund dollar requested?

Please include your calculation

Total request: \$410,714

Average Olympia Home Fund dollar per unit (11 units): \$37,338 per unit

5 Homes – 9 units

Request: \$200,000

Average Olympia Home Fund dollar per unit: \$22,222 per unit

2 DADUs – 2 units

Request: \$210,714

Average Home Fund dollar per unit: \$105,357 per unit

15. A BUDGET SPREADSHEET MUST BE ATTACHED TO YOUR APPLICATION. Your budget must be completed in the Washington State Combined Funders Application Spreadsheet available on the Washington State Department of Commerce’s Housing Trust Fund webpage and should include estimated income and expenses for:

- All funding sources including this grant
- Land/property acquisition
- Design and inspection
- Construction
- Project management
- Rehabilitation
- Relocation
- Operational revenue sources
- Title Insurance
- Operational expenses
- Permits and fees
- Other expenses
- Environmental review