



# Home Fund Charter



## **Purpose:**

The primary purpose of the Home Fund Advisory Board is to ensure that the expenditures of the Olympia Home Fund dollars and other resources are invested based upon the priorities and commitments made by the City to voters.

## **Advisory Board**

The Board consists of a broad based group of citizens and affected partners who can advise the City Council on how best to invest limited housing and related social service dollars to meet the most urgent community needs. No compensation is paid to Board members.

## **Board Membership**

Board membership will be determined by the City Council and may include representatives from the following groups:

- Finance
- Construction and development
- Housing providers
- Coordinated Entry providers
- Behavioral health or primary care providers
- Housing Authority of Thurston County
- Housing consumers
- Business representatives
- Neighborhood representatives
- Thurston County
- Emergency service providers (police or fire)
- Others as determined by the City Council

## **Term**

Member terms shall be 3 years.

## **Composition**

Positions and vacancies are filled as the Board requires, specifically if there are areas of expertise required to meet the needs the Board.

## **Officers**

The Home Fund advisory will appoint a chair and vice chair. Elections will be held at the first meeting of the New Year. They shall be elected by a simple majority of appointed members.

## **Board Orientation Training**

All Board members are required to participate in Open Public Meetings Act training.

## **Tasks**

This group advises the City Council concerning the formulation of processes, procedures and criteria for carrying out the goals of the Olympia Home fund. Specific tasks may include:

- **Priority Setting** – review the overall housing needs of vulnerable populations and recommend categories of need and priority projects to meet those needs. Coordination with other stakeholders, City Boards, government funders and other public and private partners to develop these recommendations.
- **Public Communication** – facilitate and recommend outreach to the community about the Home Fund priorities and investments.
- **Home Fund Allocations** – provide advice on any proposed allocation of Home fund dollars (this may be done through a subcommittee to expedite awards and reduce conflicts of interest or conflicts of fairness).
- **Coordination** – be familiar with other funding plans and funding sources to be able to maximize investment in Home fund projects. Partners include:
  - Thurston County five-year plan
  - Olympia’s CDBG annual and five-year plan
  - The Community Investment Partnership
  - The Housing Action Team
  - Housing Authority of Thurston County
  - The Continuum of Care
  - The Housing Finance Commission
  - The Housing Trust Fund

## **Meetings**

- The Home Fund Advisory may call special meetings in accordance with the Open Public Meetings Act.
- After formation, it is anticipated the Home Fund Advisory will meet quarterly to review progress, set and look forward to future funding allocations or project development options.