



February 22, 2022

Trudy Soucoup , Executive Director  
Homes First  
Via Email – [ceo@homesfirst.org](mailto:ceo@homesfirst.org)

Re: Award for \$410,714 from City of Olympia Home Fund

Dear Trudy:

Congratulations! Your application for the City of Olympia’s Home Fund in the amount of \$410,714 for acquiring property for conversion of 7 new units for low-income residents in Thurston County was conditionally approved by City Council at their February 9, 2022 meeting. These funds are available through the City of Olympia Home Fund.

This award is conditional and is not a guarantee of funds. This letter provides an overview of our conditions and what some details you can expect in our contract for services. Once I am assured the preconditions for contracting are met, we will negotiate a contract to make funds available for your project.

As you pursue funds from other funders, you must provide me with the following by email:

- Updated development budgets and operating pro forma submitted to other funders;
- A written summary of changes in services provided, populations served, and cost changes in those applications.

These other Home Fund preconditions also apply: You must provide me emailed copies of award letters or reservation of credits from the sources you documented in your application including:

- Thurston County (including local, state or federal resources)
- Washington State Department of Commerce (including Housing Trust Fund)
- Other funds and funders

I will initiate contract negotiation after you provide those documents. Council and the Home Fund Advisory Board require that our contract stipulate:

- No funds will be made available until commitment is documented from your other proposed funders (examples are above in this letter);
- All funds will be paid through reimbursements documented through invoices;
- Draws sent to other public funders must also be sent to the City of Olympia;
- Reimbursements for fees may be linked to project milestones (like permits, occupancy, or other negotiated milestones);
- Our contract term will be consistent with your acquisition and rehabilitation timeline;

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- Your budget and scope of work will be based on the application you submitted;
- Your proposal and contract will meet the requirements of the City of Olympia Home Fund's Administrative Plan;
- Other agreements, like a Development Agreement or Good Neighbor Plan, may be required by other jurisdictions;
- Funds will not be available to draw until the end of first quarter of next year.

Please notify me as you reach funding and other milestones or encounter challenges. If you have not executed a purchase and sale agreement within six months of the date of this letter the City of Olympia reserves the right to withdraw this award.

I am committed to helping your project be successful. Please let me know how I can help along the way. I can be reached at [dlightfo@ci.olympia.wa.us](mailto:dlightfo@ci.olympia.wa.us) or 360.280.8951.

Thank you for your commitment to make the City of Olympia more affordable for everyone in our community!

Sincerely,

Darian Lightfoot  
Housing Programs Manager