

*Powered by ZoomGrants™*

Washington State Dept. of Commerce  
Growth Management Services

## CONNECTING HOUSING TO INFRASTRUCTURE PROGRAM

Deadline: 3/11/2022

### City of Olympia Family Support Center

Jump to: [Pre-Application](#) [Application Questions](#) [Budget](#) [Documents](#)

**\$ 2,500,000.00** Requested

Submitted: 12/27/2021 9:38:38 AM (Pacific)

#### Project Contact

Darian Lightfoot

[dlightfo@ci.olympia.wa.us](mailto:dlightfo@ci.olympia.wa.us)

Tel: 360-280-8951

#### Additional Contacts

[kliedtke@bellwetherhousing.org](mailto:kliedtke@bellwetherhousing.org)

#### City of Olympia

601 4th Ave E  
Olympia, WA 98501  
United States

#### City Manager

Jay Burney

[jburney@ci.olympia.wa.us](mailto:jburney@ci.olympia.wa.us)

Telephone 360-280-8951

Fax

Web

DUNS

SAM Expires

### Pre-Application [top](#)

#### 1. Is the applicant a local government or public utility?

- Local government (city or county)
- Public utility
- Neither of the above

#### 2. Has the city or jurisdiction within which the affordable housing project is located imposed a sales and use tax under one of the following statutes?

- RCW 82.14.530(1)(a)(ii)
- RCW 82.14.530(1)(b)(i)(B)
- RCW 82.14.540
- RCW 84.52.105
- None of the above

#### 3. Does the associated housing project include construction of new multi-unit affordable housing?

- Yes
- No

#### 4. If the project includes market rate units, will at least 25% of housing units of the housing project serve and benefit low-income households?

- Yes
- No

#### 5. Will the affordable housing units serve the original target group or income level for at least 25 years?

- Yes
- No

**6. Will the affordable housing development be able to begin construction within 24 months of the grant award, or has it already begun?**

- Yes
- No

**7. Is your request for one of the items that can be funded under this grant?**

- Utility improvements to drinking water, wastewater, or stormwater
- Waived system development charges for water, wastewater, or stormwater
- Both utility improvements and waived system development charges
- None of the above

**8. If funding for utility extensions or improvements is requested, are eligible expenses expected to be incurred by:**

- June 30, 2023
- June 30, 2025
- December 31, 2026
- NA (seeking system development charge waiver)

**9. If requesting reimbursement for waived system development fees, does the jurisdiction have a program to waive fees for affordable housing? If the jurisdiction has no fee waiver program in place, they may apply conditionally, and adopt a fee waiver program to support affordable, smaller units and infill housing.**

- Yes, we have a program and fees were waived in 2021 or will be with the project
- No, we plan to adopt a fee waiver system and waive fees for the project
- NA (seeking utility improvement funds only)

**10. If requesting system development charges, can they be invoiced by June of 2023?**

- Yes
- No, but will be before June 2025
- NA (seeking utility improvement funds only)

## Application Questions [top](#)

### General Information

#### 1. Key contact from the city, county, or public utility district

*Application contact (name, title, email, phone number). Please enter information on one line, separated by commas.*

Darian Lightfoot (she/her), CDBG Program Manager at City of Olympia, dlightfo@ci.olympia.wa.us, Office: 360.753-8033, Cell: 360.280.8951

#### 2. Financial contact for invoicing

*Application contact (name, title, email, phone number). Please enter information on one line, separated by commas.*

Kasey Liedtke (he/his), Housing Developer at Bellwether Housing (FSCSS's Development Consultant), kliedtke@bellwetherhousing.org, phone:360-580-9538

#### 3. Name and title of the person authorized to sign contracts for the applicant. Please enter information on one line, separated by commas.

Jay Burney, City Manager

#### 4. Total amount of funding requested:

*All fields must have a number. If requesting no funds for a category, please include '0'.*

<input type="text" value="550000"/>	Water improvements
<input type="text" value="425000"/>	Sewer improvements
<input type="text" value="1525000"/>	Stormwater improvements
<input type="text" value="0"/>	System development charges
<input type="text" value="2,500,000.00"/>	<b>TOTAL</b>

**5. Statewide Vendor (SWV) Number**

To execute a contract, recipients must establish a SWV through the WA State Office of Financial Management (OFM). Registration forms at OFM's website at: <https://ofm.wa.gov/itsystems/statewide-vendorpayee-services> or 360-407-8180. SWV0008653-00 (CITY)

**6. Washington State Unified Business Identifier (UBI) Number**

A UBI # is required for a contract to be issued. If you don't have one at this time, list zeros in this field. 601 967 753 (FSCSS)

**7. Indicate the population of the city or county in which the project is located. This information will help determine which group of funding the project is eligible for.**

Please refer to the Office of Financial Management's April 1 official population estimates found here: <https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>

55,960 - City of Olympia estimate 2021 from OFM's April 1, 2021 (Revised) Population of Cities, Towns and Counties

**8. DUNS Number**

If you do not know your agency's DUNS number, you can look it up at: <https://www.dnb.com/duns-number.html> 014-634-914

**9. What is the fiscal year end date of the city, county, or public utility district applying for grant funds?**

December 31st.

**Information about the Affordable Housing Project**

**10. Affordable housing project site location:**

Address line 1, City/County, Zip, Parcel #(s)  
3524 7th Ave SW, Olympia, 98502-8607, Parcel # 12817430100

**11. Please describe the project. Include the size of the parcel, the zoning, and the square footage of the development. If the project includes non-housing uses, please provide information about those (for example, retail or commercial space) and any amenities.**

The project, located at 3524 7th Avenue SW, Olympia, WA 98502, is divided into two phases. Phase I includes the new construction of a 4-story building with 62 affordable apartment units and allows for 60 to 70 additional units to be added in a future Phase II. The existing site is 4.23 acres, of which approximately 2.38 acres will be utilized for Phase I. The proposed Phase I building of approximately 61,760 SF emphasizes family-sized units with forty-two 2- and 3- bedroom apartments plus twenty 1-bedroom units to accommodate single survivors, single pregnant women, or single-parent households with a child under age two. Half or 31 of the units will house families at or below 30% AMI, and the other half will serve households at or below 50% AMI. The development team has worked diligently to create an efficient building design that responds to the site topography and, with Phase II maximizes site capacity within the current zoning. A 795 SF community room on the ground floor will be used for residents and organizational events. The outside spaces will have areas specifically designed for the enjoyment of all the residents, including a child play area. There is no non-residential commercial use included in the project. West Olympia is relatively underdeveloped, which means larger sites for increased lot area necessary for family-sized housing projects. The downside is that this area lacks basic infrastructure. Please see the design plans included in the attachments.

**12. Housing unit information:**

Enter information known at the time of the application. Write NA for values that are unknown. Totals of Affordable Units and Market Rate Units must be included.

<input type="text" value="NA"/>	# of Affordable Units - STUDIO
<input type="text" value="20"/>	# of Affordable Units - ONE BEDROOM
<input type="text" value="23"/>	# of Affordable Units - TWO BEDROOM
<input type="text" value="19"/>	# of Affordable Units - THREE+ BEDROOM
<input type="text" value="62"/>	# of Affordable Units -- TOTAL
<input type="text" value="NA"/>	# of Market Rate Units - STUDIO
<input type="text" value="NA"/>	# of Market Rate Units - ONE BEDROOM
<input type="text" value="NA"/>	# of Market Rate Units - TWO BEDROOM
<input type="text" value="NA"/>	# of Market Rate Units - THREE+ BEDROOM
<input type="text" value="NA"/>	# of Market Rate Units -- TOTAL

**13. What proportion of the units will be affordable to low-income households? (“Affordable housing” means payment of monthly housing costs, including utilities other than telephone, are no more than thirty percent of the family's income. “Low-income households” means a single person, family or unrelated persons living together whose adjusted income is less than eighty percent of the median family income, adjusted for household size, for the county where the project is located.)**

All or 100% of the 62 units will be affordable to low-income households.

**14. How long will the affordable units in the project be affordable?**

50 years per HTF award. Other project awards are equal to 50 years or less.

**15. Describe the affordability of the affordable housing units (% of Area Median Income). If the affordability varies based on the size of the unit, please explain.**

The project rents will be determined by using 100% of the maximum allowable rents per HUD's WSHFC Thurston County Income and Rent Limits chart. A utility allowance will be backed out accordingly for each unit size per the Thurston County Housing Authority Utility Allowance schedule. The unit project matrix is 10 1-bedroom, 12 2-bedroom, and 9 3-bedroom at 30% AMI; and, 10 1- bedroom, 11 2-bedroom, and 10 3-bedroom at 50% AMI. The split is 31 units at 30% AMI and 31 units at 50% AMI for a 62 units total. The affordability varies to meet underwriting requirements from funders and the LIHTC investor.

**16. Developer associated with the affordable housing project**

*Include: organization name, main point of contact and title, email, and phone number. If a non-profit or another partner is involved in the project, please include their contact information and their role in the project.*

Bellwether Housing, Kasey Liedtke, Housing Developer, kliedtke@bellwetherhousing.org, 360-580-9538.

Kasey Liedtke will serve as the lead project manager. Mr. Liedtke has 8 years of project management experience in real estate development, construction, financial management, and federal contract administration. Mr. Liedtke has worked on the project since 2018, including overseeing the acquisition of both the development site and FSCSS' administrative headquarters.

Mr. Liedtke will be supported by Heather Burns, Associate Director of Real Estate Development and by Richard Loo, Director of Real Estate Development. Ms. Burns has over 20 years of experience working in affordable housing as a development consultant, nonprofit owner, and public funder. Mr. Loo has over 30 years of experience in architecture, real estate development, and affordable housing. Alex Hutchinson, Housing Developer, and Emma Geyer, Construction Manager will provide additional project support.

**17. Who will own the site and the affordable housing project?**

*Include: organization name, main point of contact and title, email, and phone number. Please enter information on one line, separated by commas.*

The Family Support Center of South Sound its sole member and manager of FSCSS Housing LLC the general partner of . Patricia (Trish) KJ Gregory, Executive Director, trishGFSCSS West Olympia LLLP (Owner)@fscss.org, 360-628-7344

**18. Who will operate and manage the affordable housing project?**

*Include: organization name, main point of contact and title, email, and phone number. Please enter information on one line, separated by commas.*

FPI Management, June C. Valle, Senior Vice President, june.valle@fpimgt.com, 916-850-4418

**19. Does this affordable housing project have other local, state, or federal funds committed previously to the project? If yes, provide name/source and the amount of funds that you have applied for or have been committed. Be prepared to show documentation of awarded funding before contracting.**

The FSCSS Family Housing Phase I has already secured significant financial support. Receiving a Low-Income Housing Tax Credits 9% allocation from Washington State Housing Finance Commission (WSHFC) is key to leveraging this support into a completed project. Beyond the Washington State Housing Trust Fund award of \$4,430,351, FSCSS purchased the property with a \$399,467 CDBG permanent financing award from the City of Olympia and \$530,000 in bridge financing from the WSHFC. In addition to the CDBG award above, Phase I has also received the following permanent funding commitments: \$1,400,000 from the City of Olympia Home Levy; \$686,275 from Thurston County; and \$1,000,000 from the Federal Home Loan Bank (FHLB). Impact Capital is providing a bridge loan of up to \$1,290,000 to cover pre-development expenses including design fees.

**20. Complete the Budget Table and Budget Narrative for the affordable housing project under the Budget Tab. Has the developer of the affordable housing project secured all funds needed to complete the housing portion of the project (not including the portion covered by the CHIP grant) or will do so within two months of applying?**

*If grant or loan applications are pending and you expect results within the next 2 months, include the amount and the date when you will have certainty. (Funding could include cash on hand/reserves, loans, federal/state grants, donations, etc.)*

✓ Yes

No

**21. Does the developer associated with the affordable housing project possess site control through either ownership or a long-term lease?**

- Ownership of the site?
- An executed long-term lease (25 years minimum)?
- Purchase or sale agreement (acquisition only)?

**22. Is there any public debate about the proposed affordable housing project that could delay the project or any other risk factors that could significantly change the timeline schedule? For example, opposition by neighborhood businesses and residents, entitlement or permitting issues, environmental concerns, supply or labor constraints. If so, to what degree could these factors slow or stop your project's progress and what is the developer's plan to mitigate these risks?**

N/A - No known public debate.

**23. How will affordability be monitored over the long-term? If the affordable housing component will not be monitored for affordability by an organization such as the Housing Trust Fund, the operator will need to provide information about their record keeping and auditing system. In addition to monitoring, the developer will also need to execute a covenant and deed of trust noting affordability of designated units for a minimum of 25 years.** The Housing Trust Fund, WSHFC, Thurston County - HUD, FHLB, and the City of Olympia will all have long-term monitoring requirements. FPI(Property Manager) and Family Support Center will handle the asset management and compliance tasks for the long-term reporting to the public funders. The covenant and deed of trust noting affordability of designated units for a minimum of 25 years is acceptable. Please note HTF and other public funders have longer covenants and deed of trust affordability requirements than the CHIP 25 years.

**24. Tell us about the status of the following activities FOR THE AFFORDABLE HOUSING PROJECT. For each activity, indicate the status of completion or expected completion date.**

*Enter month/year (text or numbers, limited to 10 characters each cell).*

<input type="text" value="05/04/2022"/>	Financing
<input type="text" value="11/29/2018"/>	Site control (ownership or leasing real property)
<input type="text" value="01/2022"/>	Architecture and engineering
<input type="text" value="02/2022"/>	Environmental review
<input type="text" value="09/2020"/>	Zoning review/entitlement
<input type="text" value="03/2022"/>	City/County permitting
<input type="text" value="10/18/2021"/>	Archeological and historical review
<input type="text" value="02/2022"/>	Construction bid documents
<input type="text" value="04/2022"/>	Finalization of construction budget
<input type="text" value="04/2022"/>	Award construction contract
<input type="text" value="05/2022"/>	Start construction work
<input type="text" value="08/2023"/>	Certificate of occupancy
<input type="text" value="0.00"/>	<b>TOTAL</b>

**25. When are eligible grant expenses expected to be incurred and invoiced if grant funding is awarded? Is there anything else we should know about the timeline or impediments to completing the project according to this schedule and the schedule noted in the question above?**

We are projecting and permit issuance in April and a financial closing in early May. After closing, construction will commence in two weeks. Since some CHIP funds will pay for earthwork and grading for the site, we anticipate invoicing for reimbursement by the CHIP funds in the initial construction draw scheduled for mid-June. We expect the total allocation of 2.5 million will be billed out by the year's end of 2022, minus any retainage requirements.

The impediments to the project are typical in nature for LIHTC affordable housing projects with public funds. Meaning issuance of permits and coordination with public/LIHTC partners on the closing requirement all within the schedule of the public funder's requirements to construction start. The HTF requirement for construction starts is July 17, 2022, with the additional CHIP funds the project will not have an issue meeting the HTF deadline.

**26. If Commerce receives more applications than available funding, Commerce will score and prioritize applications based on the criteria listed in the Program Guidelines, including access to public transportation. Describe the distance from the affordable housing project to the nearest transit (bus, light rail, commuter rail, etc.),**

indicate the type of transit service, and describe the frequency of the service during peak hours (7-9 a.m. and 4-6 p.m.).

For example, the project is 600 feet from a bus stop on Line H1 (South Hill to Federal Way) and 0.6 miles from bus stop on Line X5 (South Hill to Tacoma). Bus service is every 60 minutes for Line H1 and only once during the peak hour for Line X5. The property integrates into the existing neighborhood that holds a mix of amenities. The site has strong transit access with four bus stops within a half-mile of the property including 47 bus directly in front of the site, 25 feet an entrance. Also, the 45 bus is close to the site. See, attached schedules.

Additionally, the attachment map shows the amenities within a half-mile radius of the project. To the north is a farm stand open year-round that provides seasonally fresh fruits and vegetables. Also, to the North, a number of household item stores are located. The greatest benefit to this location is the access to health care clinics. The property is adjacent to the Capital Medical Center and a great number of specialists, as well as family medicine clinics, are nearby. Family Support Center of South Sound, the developer of the site, has their main campus located directly across the street, which houses 14 other community organizations serving the target populations.

## Utility Improvement or Fee Waiver Application Questions

### **27. Please describe why the funding requested is necessary to complete the proposed facility or project phase. Use budgetary and fundraising data to support your statement.**

The request for 2.5 million dollars is due to market conditions resulting from COVID-19 supply chain issues on the cost of construction, as well as, subcontractor cost increases due to the 2018 Energy Code adoption. The Family Support Center Affordable Housing Project has over the course of 4 years submitted 14 applications for funding resulting in awards from the City of Olympia, State HTF, Thurston County, Federal Home Loan Bank, and WSHFC which totals ~22.3 million dollars of resources. However, in September 2021, the project went through a detailed DD cost estimate facilitated by Walsh Construction the Pre-Development Cost Consultant which included in-depth subcontractor input. Walsh has a long relationship with Bellwether on over 10 other affordable housing projects and has Olympia experience with FSCSS. The DD cost estimate resulted in a surprising cost increase of over 4 million dollars we were not anticipating. The design team, Walsh, Bellwether, and FSCSS we're able to value engineer 1.5 million dollars from the \$4 million gap leaving a 2.5 million gap. The project is months away from receiving permits, if awarded the CHIP funds the project can financially close in early May beginning construction shortly thereafter. This project is unique because it's focused on family and domestic violence survivors at very low incomes which is harder to finance and develop due to cost constraints and funder requirements. Supporting the project will supply 62 homes in Olympia.

### **28. UTILITY IMPROVEMENT APPLICANTS (Others write NA): Detail the grant funds requested for water improvements. Include the following information: (a) name of water service provider, (b) describe the improvement that is needed and why, (c) cost of the improvement, and (d) grant funds requested.**

(a) City of Olympia (b) the City of Olympia's municipal water main is in the middle of 7th avenue which requires street restoration. Additionally, water supply lines will be installed throughout the site per fire and irrigation permit requirements. The attached Civil plans show in detail the water service improvements which include tranching, piping, grading, earthwork, and landscape irrigation. (c) Although additional costs meet the CHIP eligible requirement, we did not break out these specific to water improvements beyond our request. Examples of excluded eligible costs are permits/fees and real property acquisition as defined by section 7 of the CHIP Guidelines (d) The water service improvement CHIP request is \$550,000. See estimate from Bellwether Housing (Consultant Dev) and Walsh Construction (PreDev GC Cost Consultant) on the most recent permit submitted design set (DD).

### **29. UTILITY IMPROVEMENT APPLICANTS (Others write NA): Detail the grant funds requested for sewer improvements. Include the following information: (a) name of sewer service provider, (b) describe the improvement that is needed and why, (c) cost of the improvement, and (d) grant funds requested.**

(a) City of Olympia (b) The site does not have sewer infrastructure currently on site. Sewer lines need to connect with the City of Olympia's municipal main across 7th Avenue to the south of the site. Additionally, per our Binding Site Plan, Civil Permit, and Land Use Permit, there is a requirement for the sewer line will be brought into the site for future connection to the FSCSS Phase II Affordable Housing project on the north part of the site, which has an affordability covenant restrictions as well. Please see the attachment plans for details.(c) Although additional costs meet the CHIP eligible requirement, we did not break out these specific to sewer improvements beyond our request. Examples of excluded eligible costs are permits/fees and real property acquisition as defined by section 7 of the CHIP Guidelines. (d) The stormwater improvement CHIP request is \$425,000. See estimate from Bellwether Housing (Consultant Dev) and Walsh Construction (PreDev GC Cost Consultant)

### **30. UTILITY IMPROVEMENT APPLICANTS (Others write NA): Detail the grant funds requested for stormwater improvements. Include the following information: (a) name of stormwater service provider, (b) describe the improvement that is needed and why, (c) cost of the improvement, and (d) grant funds requested.**

(a) City of Olympia (b)As the is site 4.2 acres and historically in an underdeveloped area of Olympia. The project has a significant need for stormwater infrastructure on the site. Stormwater management design is critical for the project because water runoff is split between two basins on the site, the Ken Lake Basin has significant flooding issues in residential

neighborhoods. It is necessary for stormwater runoff to infiltrate on-site and be directed towards the Mud Bay Basin which has the capacity to handle the 100-year peak event. The Stormwater and Civil plans show in detail the improvements which include a detention pond, dispersion trench, piping, pump system, grading, earthwork, and landscaping. (c) Although additional costs meet the CHIP eligible requirement we did not break out these specific to stormwater improvements, at least \$300,000 could be assumed over our request. (d) The stormwater improvement CHIP request is \$1,525,000. See estimate from Bellwether and Walsh Constr

**31. UTILITY IMPROVEMENT APPLICANTS (Others write NA): Please describe if the water, sewer, and stormwater improvements seeking funding will help only the affordable housing project, or do the improvements facilitate the development of other new housing or benefit other properties?**

The primary and only known need for these CHIP funds is to facilitate infrastructure improvement for Family Support Center's Phase I and Phase II (future) affordable housing projects. There likely will be additional benefits for neighboring sites, but there has not been any conversation about the benefits to the surrounding area. Being awarded the CHIP fund will solidify the project budget for the initial 62 homes in the Phase I project, which is the sole purpose of our CHIP request.

**32. UTILITY IMPROVEMENT APPLICANTS (Others write NA): Do you plan to use a local improvement district or other means to collect late-comer fees from surrounding properties that connect to the project's utility improvements? If no other properties will connect to the utility improvements of this project, note that below.**

Yes, under the Olympia Municipal Code (OMC) the Chapter 18.41 for both Utility Latecomer Agreements (18.41.020) and Street Latecomer Agreements(18.41.040) both sections are applicable to the project and will be enforced for the storm, sanitary/sewers, and supply water costs. Please see in the attachments the pertinent OMC section for later-comer fees.

**33. Is this project located in a Qualified Census Tract as designated by the Department of Housing and Urban Development? An applicant can find if the project is located in a QCT by searching for the location here: [https://www.huduser.gov/portal/sadda/sadda\\_qct.html](https://www.huduser.gov/portal/sadda/sadda_qct.html). If this project is not located in a QCT but is applying for funds for utility improvements, briefly explain how this project will serve "other populations, households, or geographic areas disproportionately impacted by the pandemic" (ARPA Interim Final Rule).**

The project is in QCT for 2021 and 2022. The full tract is 5306701050, see OCT map in the attachments.

**34. WAIVED SYSTEM DEVELOPMENT CHARGE APPLICANTS (Others write NA): Describe the system development charges and the jurisdiction's process for waiving these fees. Indicate when these fees were waived by the city or when they plan to be waived based on the current project schedule. If the jurisdiction has not yet adopted a program for waiving system development charges, describe the timeline for completing this work and if there are any projected obstacles to adopting such a program and how the applicant will address those obstacles.**

NA

**35. WAIVED SYSTEM DEVELOPMENT CHARGE APPLICANTS (Others write NA): Please describe, beyond the system development charges waived (if applicable), what other fees are waived for this project.**

*This program may only reimburse for the system development charges, which are fees charged at the time of development to allow connection to a regional water, sewer, or stormwater system.*

NA

**36. Project system development charges for WATER:**

System development charges normally charged per unit

Total system development charges:

Waived system development charges:

Grant funds requested:

**TOTAL**

**37. Project system development charges for SEWER:**

System development charges normally charged per unit:

Total system development charges:

Waived system development charges:

Grant funds requested:

**TOTAL**

**38. Project system development charges for STORMWATER:**

System development charges normally charged per unit:

Total system development charges:

Waived system development charges:

Grant funds requested:

**TOTAL**

### Utility Improvement Readiness

---

**39. Tell us about the status of the following activities FOR THE UTILITY PROJECT. For each activity, indicate the status of completion or expected completion date.**

*Enter month/year (text or numbers, limited to 10 characters each cell). Applicants may write NA for system development charge grant applications.*

Financing

Site control (ownership or leasing real property), if necessary

Engineering

Environmental review

City/County permitting

Archeological and historical review

Construction bid documents

Finalization of construction budget

Award construction budget

Start utility work

**TOTAL**

**40. Contracting Requirements: Will state prevailing wages be paid for all utility construction labor costs as of May 18, 2021 (the date the Capital budget became effective)? (Applicant may write NA for system development charge grant applications.)**

Yes

No

**41. Contracting Requirements: If the utility improvements of the project disturbs any ground, has the developer or project manager consulted with the Department of Archeology and Historic Preservation (DAHP) and affected tribes? (Applicant may write NA for system development charge grant applications.)**

Yes

Plans to consult with DAHP at appropriate time

NA

### Local Government/Public Utility Risk Assessment Questions

---

**42. Local government's experience administering federal funds. Please mark only one answer.**

0 to <1 year

1 to 2 years

3+ years

**43. Local government's experience administering state capital funds. Please mark only one answer.**

0 to <1 year

1 to 2 years

3+ years

**44. Do you have an accounting system that is capable of recording revenues and expenditures for each funding source/award by required budget categories? Please mark only one answer.**

Yes

No

**45. Do you have written accounting policies and procedures? Please mark only one answer.**



✓ Yes

⊖ No

## Budget [top](#)

<b>Funding Sources for Project</b>	<b>Applied for Funding</b>	<b>Committed or In-hand</b>
City of Olympia - Home Fund 2020 (local funds)	\$ 1,000,000.00	\$ 1,000,000.00
Thurston County - HOME Funds (HUD funds)	\$ 263,690.00	\$ 263,690.00
Dept. Commerce - HTF (State/NHTF )	\$ 4,430,351.00	\$ 4,430,351.00
City of Olympia - Home Fund 2021 (local funds)	\$ 400,000.00	\$ 400,000.00
Federal Home Loan Bank of Des Moines - AHP Funds	\$ 1,000,000.00	\$ 1,000,000.00
Thurston Count - HOME & SHB 2060	\$ 372,585.00	\$ 372,585.00
Thurston Count - 2060 Funds	\$ 50,000.00	\$ 50,000.00
City of Olympia - CDBG	\$ 399,467.00	\$ 399,467.00
WSHFC - 9% LIHTC allocation	\$ 14,416,136.00	\$ 14,416,136.00
CHIP Grant	\$ 2,500,000.00	
<b>Total</b>	<b>\$ 24,832,229.00</b>	<b>\$ 22,332,229.00</b>

### Budget Narrative

This application presents our estimate of total development cost from the available awarded public and private investment resources, and the remaining permanent funding gap that we are requesting from the Department of Commerce Growth Management's Connecting Housing to Infrastructure Program (CHIP) program. To date, we have received commitments of \$399,467 in CDBG funding from the City of Olympia to purchase the property; a \$686,275 commitment from Thurston County; \$1,000,000 from the Federal Home Loan Bank (FHLB); a \$1,400,000 award from the City of Olympia's Home Fund; Department of Commerce HTF commitment of \$4,430,351; and tax credit allocation from the WSHFC 9% LIHTC program. Additionally, we received bridge financing of \$530,000 for acquisition from WSHFC LAP and \$ 1,292,000 from Impact Capital for predevelopment expenses.

The Family Support Center project will be fully funded with the CHIP grant funds of 2.5 million dollars. In the attachments, the HTF and other public funders Combined Funding Application(CFA) budget fully details the development budget. Additionally, Walsh Construction and Bellwether Housing provided a detailed cost estimate of the infrastructure improvements for the CHIP funds. This project is only months away from beginning construction if awarded funds. The community and team spent four years working through COVID supply chain issues, the 2018 Energy Code cost increase, and Olympia's rigorous entitlement process. Moreover, projects focusing on families are challenging because of unit size and needed amenities. We would be grateful for the CHIP fund award as it will fill the remaining gap on the project.

Below is the table concluded in the attachments.

#### CHIP Grant Budget Detail

##### Walsh - GC DD Estimate

Hard Cost - Offsite Work \$1,950,289.00  
Overhead & Profit \$68,260.00  
Liability Insurance \$28,191.00  
B&P Tax \$11,836.00  
Performance Bond \$14,307.00

GC Subtotal Hard Cost for CHIP \$2,072,883.00

##### Owners Contingency & Tax

Sales Tax for CHIP Olympia 9.4% \$183,327.17  
Other Construction Contingency for CHIP Infrastructure \$128,016.97

Subtotal of All Hard Cost \$2,384,227.14

##### Soft Cost

Geotech & Survey - Off Site CHIP Work \$31,639.95  
Architect & Engineering Off Site CHIP Work \$77,820.00  
Cultural Resource Assessment e.g. Archeological/historical review \$6,312.92

**Documents** [top](#)

**Documents Requested \***

Required? **Attached Documents \***

Map of the affordable housing project location and existing utilities (water, sewer, stormwater) in the surrounding area, with street labels. Map should include the address and parcel number of the project and show within the UGA if applicable.



[FSCSS Olympia Maps Water Sewer Stormwater UGA](#)

Documentation of project funding for the project for all individual sources of funding over \$10,000. Include award letters, bank statements, loan documents, etc. (Prior to contract execution, records must be provided to show full project funding.)



[FSCSS Funding Awards Letters](#)  
[FSCSS - US Bank LOI LIHTC](#)  
[FSCSS - US Bank Expression of Interest](#)

Proof of site control (e.g., an executed property title, lease agreement, or purchase/sale agreement)



[FSCSS Phase I Site Control](#)

For requests for system development charges or fees, provide documentation of charges/fees waived by the city, or letter from the city with how much and when these fees will be waived, if applicable. (REQUIRED for waived system development charges.)

For construction of utility improvements: (All documents REQUIRED for utility improvement projects) + Schematic of planned utility construction + Project schedule, including projected start of construction

[FSCSS - Civil Permit Set](#)  
[FSCSS - Civil Permit Set with Utility Improvements & other support docs](#)

Documents showing status of zoning and permitting of the site. This is an optional part of the application.

[FSCSS Olympia Land Use Permit Status](#)

Upload any other document to support your application. This is an optional part of the application.

[FSCSS - Walsh & Bellwether Budget Estimate](#)  
[FSCSS- HTF & Public Funders CFA Budget](#)  
[FSCSS - Buses & Neighborhood Amenities Map](#)  
[FSCSS - Latecomer](#)

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 381052