



Meeting Agenda

Home Fund Advisory Board

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Cary Retlin
360.570.3956

Wednesday, August 14, 2019

2:30 PM

Olympia City Hall Room 207

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

4. PUBLIC COMMENT

During this portion of the meeting, citizens may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission in these two areas: (1) on agenda items for which the Committee or Commission either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. ANNOUNCEMENTS

6. BUSINESS ITEMS

[19-0740](#)

Approval of New Affordable Housing Revenue Recommendation

Attachments: [AWC 1406 Handout](#)

[1406 Session Law Language](#)

[19-0741](#)

Approval of the 2020 Home Fund Advisory Funding Process

Attachments: [2020 Home Fund RFP DRAFT](#)

[2019 Home Fund RFP](#)

7. REPORTS

8. OTHER TOPICS

9. ADJOURNMENT

Upcoming

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



Home Fund Advisory Board

Approval of New Affordable Housing Revenue Recommendation

Agenda Date: 8/14/2019
Agenda Item Number:
File Number: 19-0740

Type: decision **Version:** 1 **Status:** In Committee

Title

Approval of New Affordable Housing Revenue Recommendation

Recommended Action

Move to approve the recommendation to create a new rent assistance and supportive housing operations program funded by HB 1406 revenue.

Report

Issue:

Whether to authorize staff to recommend a new rent assistance and supportive housing operations program funded by HB 1406 revenue.

Staff Contact:

Cary Retlin, Home Fund Manager, Community Planning & Development, 360.570.3956

Presenter(s):

Cary Retlin

Background and Analysis:

Background

During the 2019 legislative session the state approved a local option to retain existing sales tax revenue and retain it locally for specific affordable housing uses. This local sales tax authority is a credit against the state sales tax, so it does not increase taxes for consumers.

The bill incentivizes cities to pass local levies like the Home Fund and rewards cities that have already taken that step. Because Olympia has passed a 'qualifying local tax' in the Home Fund, it can claim the higher increment of 0.0146 percent of local sales and use tax for up to 20 years. A city with similar revenue would only be able to withhold half the revenue from the state without a 'qualifying tax'.

The revenue must be used for acquiring, rehabilitating, or constructing affordable housing; operations and maintenance of new affordable or supportive housing facilities; and rental assistance. The funding must be spent on projects that serve persons whose income is at or below sixty percent of the area median income. Cities can also issue bonds to finance the authorized projects.

The Washington State Department of Commerce is still developing rules that will detail the use of the funds. While rules are being drafted staff have already begun the process to ensure Olympia can begin to collect revenue as soon as possible. City Council approved a resolution of intent on August 5th and will hear an ordinance later this month.

Analysis

During recent local affordable housing funding cycles like the 2019 Olympia Home Fund round and the 2019 Community Investment Partnership (which distributes state, county and federal funds in Thurston County) it was clear that rent assistance and operating were major challenges for sustaining new supportive housing (more so than construction funds). A Voucher Roundtable hosted by the Housing Authority of Thurston County in July conveyed a similar message.

Staff Recommendation

Based on recent local information and state and national trends, staff recommend that new HB 1406 revenue be targeted toward a rent assistance and supportive housing operating program.

Program funding priorities will be:

1. Project-based rent assistance to Olympia Home Fund supportive housing projects that have rent gaps caused by a shortage of project-based and tenant-based vouchers.
2. If funds are available, they can also fund operating costs ineligible for Medicaid or other funding (like front desk staff). These funds will be limited by project and the limits will be reviewed by the Home Fund Advisory.
3. Remaining funds can be used for scattered site or tenant-based supportive housing rent assistance.

Staff will ensure all fund uses will be compliant with the new law created by HB 1406 (under RCW 82.14) and compliant with new rules adopted by the Department of Commerce.

Neighborhood/Community Interests (if known):

Passage of the Home Fund levy was a sign that there is broad community support for dedicating tax revenue to local affordable housing investments. However, siting affordable housing can be controversial.

Options:

1. Forward the staff recommendation to Council
2. Amend the recommendation and forward it to Council
3. Take other action

Financial Impact:

None at this time. If passed the city ordinance would result in approximately \$330,000 in 2020 for new revenue for specific affordable housing uses in Olympia.

Attachments:

AWC 1406 Handout
1406 Session Law



Home Fund Advisory Board

Approval of the 2020 Home Fund Advisory Funding Process

Agenda Date: 8/14/2019
Agenda Item Number:
File Number: 19-0741

Type: decision **Version:** 1 **Status:** In Committee

Title

Approval of the 2020 Home Fund Advisory Funding Process

Recommended Action

Move to approve the recommendation forward the 2020 Home Fund Capital Award process to Council for consideration.

Report

Issue:

Whether to authorize staff to proceed with finalization of the 2020 Home Fund Capital Award process and forward it to Council.

Staff Contact:

Cary Retlin, Home Fund Manager, Community Planning & Development, 360.570.3956

Presenter(s):

Cary Retlin

Background and Analysis:

In order to support construction of 300 units of supportive housing in Thurston County in five years, the Home Fund is proposing moving their funding round in front of Thurston County's round in 2020. The 2019 Home Fund award round closed in May, after the Thurston County Homeless and Affordable Housing RFP closed (on April 5th). For 2020 staff propose closing the Home Fund award before that cycle begins in order to make supportive housing projects more competitive in the county funding round.

Highlights of Changes for 2020

This RFP is designed to focus on construction of supportive housing for people exiting homelessness, a high-priority need for the county according to the county's 5 Year Plan to End Homelessness. Unlike 2019, this does not require that a project is in the county's funding pipeline (in part because this application will occur first).

This application includes three high-level requirements:

- At least 40 units of the project must be set aside as supportive housing.

- At least 60 percent of the units must be set aside for referral for homeless households through Coordinated Entry.
- Units must be targeted to serve households described in the Objectives section below.

The 2020 RFP also changes the scoring criteria weighting from 2019:

| | |
|----------------------|-----------|
| Priority population: | 20 points |
| Readiness: | 20 |
| Single adults (new): | 10 |
| Supportive housing: | 20 |
| Cost: | 30 |
| TOTAL | 100 |

Neighborhood/Community Interests (if known):

N/A

Options:

1. Forward the 2020 Request for Proposal prepared by staff to Council
2. Amend the 2020 Request for Proposal and forward it to Council
3. Take other action

Financial Impact:

None at this time. This action is intended to result in funding up to \$1 million in Olympia Home Fund dollars (Fund 318) in 2020 for affordable housing construction in Thurston County.

Attachments:

2019 Home Fund RFP
2020 Home Fund RFP DRAFT



Implementing HB 1406

2019

Don't miss out on up to 20 years of shared revenue for affordable housing

In the 2019 legislative session, the state approved a local revenue sharing program for local governments by providing up to a 0.0146% local sales and use tax credited against the state sales tax for housing investments, available in increments of 0.0073%, depending on the imposition of other local taxes and whether your county also takes advantage. The tax credit is in place for up to 20 years and can be used for acquiring, rehabilitating, or constructing affordable housing; operations and maintenance of new affordable or supportive housing facilities; and, for smaller cities, rental assistance. The funding must be spent on projects that serve persons whose income is at or below sixty percent of the area median income. Cities can also issue bonds to finance the authorized projects.

This local sales tax authority is a credit against the state sales tax, so it does not increase the sales tax for the consumer. There are tight timelines that must be met to access this funding source – the first is January 31, 2020 to pass a resolution of intent. The tax ordinance must then be adopted by July 27, 2020 to qualify for a credit.

The following information is intended to assist your city in evaluating its options and timelines. It is not intended as legal advice. Check with your city's legal counsel and/or bond counsel for specific questions on project uses and deadlines for implementation.

Deadlines to participate:

- Resolution to levy tax credit: July 28, 2019 – January 31, 2020
- Ordinance to levy the tax credit: By July 27, 2020
- Adopt "qualifying local tax" (optional): By July 31, 2020

Eligibility to receive shared revenues

- The state is splitting the shared resources between cities and counties. However, cities can receive both shares if they have adopted a "qualifying local tax" by July 31, 2020. Qualifying taxes are detailed below. Cities who are levying a "qualifying local tax" by July 28, 2019, the effective date of the new law, will receive both shares immediately once they impose the new sales tax credit.
- If a city does not implement a qualifying local tax by the deadline, they can still participate in the program if they meet the other deadlines but will be eligible for a lower credit rate.
- A city can adopt the sales tax credit before designating how the funds will be used once collected.

Qualifying local taxes

The following are considered "qualifying local taxes" and, if levied, give the city access to both shares of the tax credit (i.e. 0.0146% rate instead of the single share rate of 0.0073%):

- Affordable housing levy (property tax) under RCW 84.52.105
- Sales and use tax for housing and related services under RCW 82.14.530. The city must have adopted at least half of the authorized maximum rate of 0.001%.
- Sales tax for chemical dependency and mental health (optional .1 MIDD) under RCW 82.14.460
- Levy (property tax) authorized under RCW 84.55.050, if used solely for affordable housing

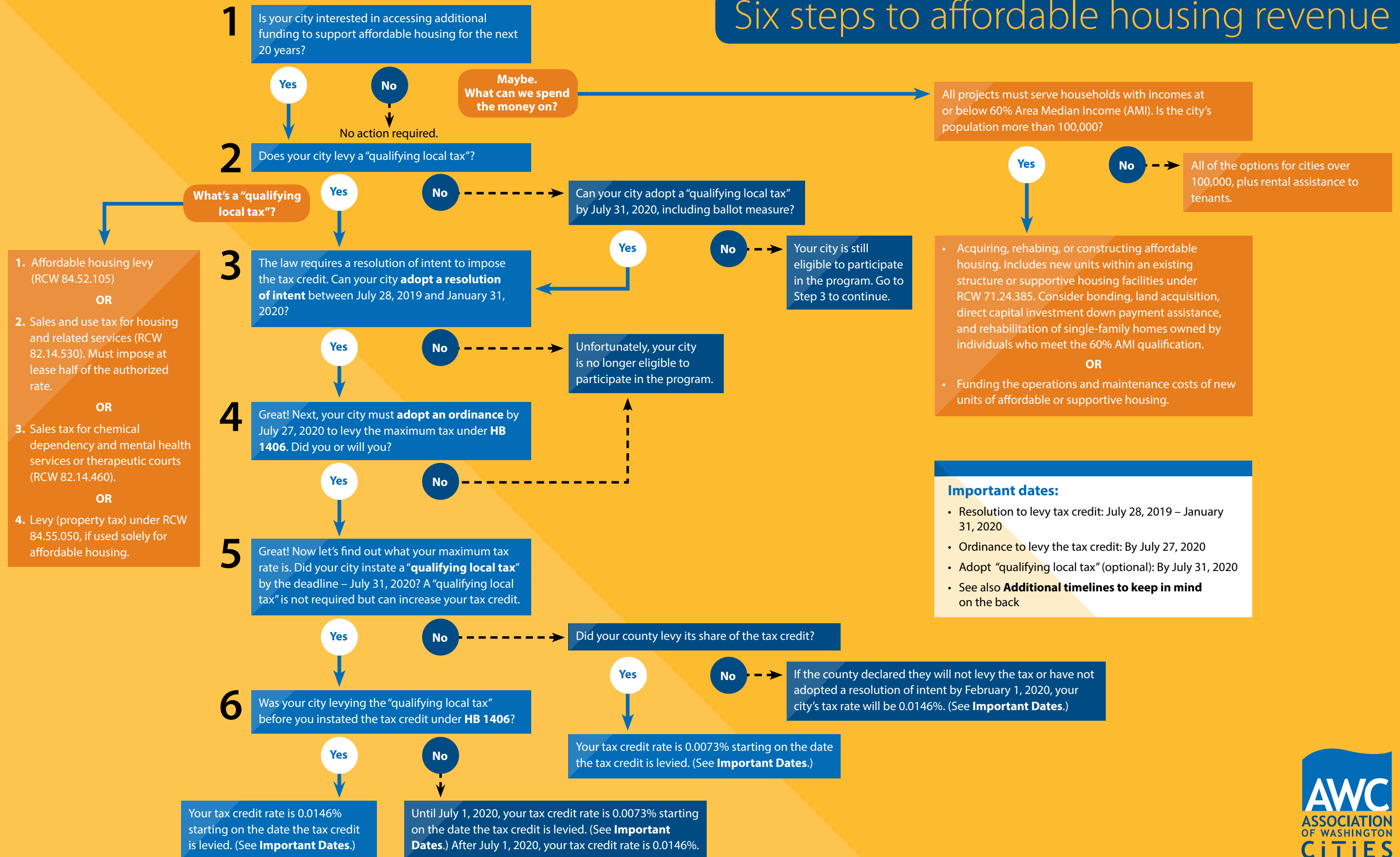
Think of the "qualifying local tax" as a multiplier or "doubler." It gives the city access to double the tax credit even when the county chooses to participate in the program.

Contact:

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Shannon McClelland
Legislative & Policy Analyst
shannonm@awcnet.org

Six steps to affordable housing revenue



Tax credit rate examples

| Max tax credit rate under HB 1406 | City with qualifying local tax | City without qualifying local tax | City doesn't levy a tax credit, county does participate | County doesn't participate, city participates but doesn't have a qualifying tax.* |
|-----------------------------------|--------------------------------|-----------------------------------|---|---|
| City | 0.0146% | 0.0073% | 0.0% | July 2020: 0.0% |
| County | 0.0% | 0.0073% | 0.0146% | 0.0% |

**We believe that this was an error in bill drafting. Please let us know if you are in this situation. We can work to address it in future legislative sessions.*

Eligible uses of the funds:

1. Projects must serve those at or below 60% AML.
2. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services. In addition to investing in traditional subsidized housing projects, this authority could potentially be used to provide for land acquisition, down payment assistance, and home repair so long as recipients meet the income guidelines.
3. Funding the operations and maintenance costs of new units of affordable or supportive housing.
4. For cities with a population under 100,000, the funds can also be used for rental assistance to tenants.

Additional timelines to keep in mind:

1. Department of Revenue (DOR) requires 30-days-notice of adoption of sales tax credits. The credit will then take effect on the first day of the month following the 30-day period.
2. If your city is adopting a "qualifying local tax", DOR requires 75-days-notice of adoption of sales tax increases. Local sales tax increases may only take effect on the first day of the first, second, or third quarter – not the fourth (April 1, July 1, or October 1).
3. If your city is adopting a "qualifying local tax" remember to factor in the ballot measure process into the timeline, as these must be approved by the voters.
4. If you are intending to bond the revenues for a project under this authority, check with your legal counsel and bond counsel about other deadlines that may apply to your city.

Frequently asked questions:

1. **This program sounds very familiar. Didn't a local option, affordable housing sales tax law pass a few years ago?** Yes, but the new law has important differences. The Legislature passed HB 2263 in 2015 that authorized cities and towns to levy up to a 0.1% sales tax for affordable housing—

but, importantly, only after voter approval. This sales tax levy is considered a "qualifying local tax" under HB 1406. Another important distinction is that the affordable housing sales tax from 2015 is an additional tax on the consumer, and not a credit on an existing state-imposed tax.

2. **Do we have to levy a "qualifying local tax" to participate?** No. Your city is still eligible to participate in the program, but your tax credit rate will depend on whether the county participates in the program. See *Tax credit rate examples* chart to the left.
3. **Do we only have access to the program if the county declines to participate?** No. A city can participate, and receive funds, even if the county participates. Unfortunately, if your city does not impose a "qualifying local tax" by the deadline and your county declines to participate, then you will not have access to funds after the first year, due to a drafting error in the bill. We don't anticipate this scenario to occur, but please let us know if you find yourself in that situation. We will work with the Legislature to address it if this proves problematic. In all cases you must meet the program deadlines to participate. See *Deadlines to participate*.
4. **Does it make a difference at all if our county participates?** Only if you have not adopted a "qualifying local tax." If you have adopted a "qualifying local tax" you can access the higher credit rate regardless of county participation. If you don't have a "qualifying local tax" then you can only access the higher rate if the county does not participate.
5. **How is "rental assistance" defined? Does that include rent vouchers?** The term "rental assistance" is not defined in the chapter 82.14 RCW; however, both federal and state housing programs use the term "rental assistance" to mean providing rent, security deposits, or utility payment assistance to tenants.
6. **Can we pool our revenue with another entity? Can we issue bonds or use the money to repay bonds?** Yes! Cities can enter into an interlocal agreement with other local governments or a public housing authority to pool tax receipts, pledge tax collections to bonds, allocating collected taxes to authorized affordable housing expenditures, or other agreements authorized under chapter 39.34 RCW. Cities may also use the tax credit revenue to issue or repay bonds in order to carry out the projects authorized under the new law.
7. **Is the amount of tax credit we receive limited only by the amount of sales tax collected per year?** No. The maximum amount will be based on state fiscal year 2019 sales.
8. **Does the tax credit program expire?** Yes, the tax expires 20 years after the date on which the tax is first levied.

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CERTIFICATION OF ENROLLMENT

SUBSTITUTE HOUSE BILL 1406

Chapter 338, Laws of 2019

66th Legislature
2019 Regular Session

AFFORDABLE AND SUPPORTIVE HOUSING--LOCAL SALES AND USE TAX

EFFECTIVE DATE: July 28, 2019

Passed by the House April 28, 2019
Yeas 62 Nays 36

FRANK CHOPP

Speaker of the House of Representatives

Passed by the Senate April 28, 2019
Yeas 33 Nays 15

CYRUS HABIB

President of the Senate

Approved May 9, 2019 2:51 PM

JAY INSLEE

Governor of the State of Washington

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **SUBSTITUTE HOUSE BILL 1406** as passed by the House of Representatives and the Senate on the dates hereon set forth.

BERNARD DEAN

Chief Clerk

FILED

May 13, 2019

**Secretary of State
State of Washington**

SUBSTITUTE HOUSE BILL 1406

AS AMENDED BY THE SENATE

Passed Legislature - 2019 Regular Session

State of Washington

66th Legislature

2019 Regular Session

By House Housing, Community Development & Veterans (originally sponsored by Representatives Robinson, Macri, Chapman, Valdez, Senn, Peterson, Kloba, Tharinger, Gregerson, Stanford, Walen, Doglio, Frame, Jinkins, Riccelli, Slatter, Ormsby, and Santos)

READ FIRST TIME 02/08/19.

1 AN ACT Relating to encouraging investments in affordable and
2 supportive housing; and adding a new section to chapter 82.14 RCW.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 NEW SECTION. **Sec. 1.** A new section is added to chapter 82.14
5 RCW to read as follows:

6 (1) The definitions in this subsection apply throughout this
7 section unless the context clearly requires otherwise.

8 (a) "Nonparticipating city" is a city that does not impose a
9 sales and use tax in accordance with the terms of this section.

10 (b) "Nonparticipating county" is a county that does not impose a
11 sales and use tax in accordance with the terms of this section.

12 (c) "Participating city" is a city that imposes a sales and use
13 tax in accordance with the terms of this section.

14 (d) "Participating county" is a county that imposes a sales and
15 use tax in accordance with the terms of this section.

16 (e) "Qualifying local tax" means the following tax sources, if
17 the tax source is instated no later than twelve months after the
18 effective date of this section:

19 (i) The affordable housing levy authorized under RCW 84.52.105;

1 (ii) The sales and use tax for housing and related services
2 authorized under RCW 82.14.530, provided the city has imposed the tax
3 at a minimum or at least half of the authorized rate;

4 (iii) The sales tax for chemical dependency and mental health
5 treatment services or therapeutic courts authorized under RCW
6 82.14.460 imposed by a city; and

7 (iv) The levy authorized under RCW 84.55.050, if used solely for
8 affordable housing.

9 (2)(a) A county or city legislative authority may authorize, fix,
10 and impose a sales and use tax in accordance with the terms of this
11 section.

12 (b) The tax under this section is assessed on the selling price
13 in the case of a sales tax, or value of the article used, in the case
14 of a use tax.

15 (c) The rate of the tax under this section for an individual
16 participating city and an individual participating county may not
17 exceed:

18 (i) Beginning on the effective date of this section until twelve
19 months after the effective date of this section:

20 (A) 0.0073 percent for a:

21 (I) Participating city, unless the participating city levies a
22 qualifying local tax; and

23 (II) Participating county, within the limits of nonparticipating
24 cities within the county and within participating cities that do not
25 currently levy a qualifying tax;

26 (B) 0.0146 percent for a:

27 (I) Participating city that currently levies a qualifying local
28 tax;

29 (II) Participating city if the county in which it is located
30 declares they will not levy the sales and use tax authorized under
31 this section or does not adopt a resolution in accordance with this
32 section; and

33 (III) Participating county within the unincorporated areas of the
34 county and any city that declares they will not levy the sales and
35 use tax authorized under this section or does not adopt a resolution
36 in accordance with this section;

37 (ii) Beginning twelve months after the effective date of this
38 section:

39 (A) 0.0073 percent for a:

1 (I) Participating city that is located within a participating
2 county if the participating city is not levying a qualifying local
3 tax; and

4 (II) Participating county, within the limits of a participating
5 city if the participating city is not levying a qualifying local tax;

6 (B) 0.0146 percent within the limits of a:

7 (I) Participating city that is levying a qualifying local tax;
8 and

9 (II) Participating county within the unincorporated area of the
10 county and within the limits of any nonparticipating city that is
11 located within the county.

12 (d) A county may not levy the tax authorized under this section
13 within the limits of a participating city that levies a qualifying
14 local tax.

15 (e)(i) In order for a county or city legislative authority to
16 impose the tax under this section, the authority must adopt:

17 (A) A resolution of intent to adopt legislation to authorize the
18 maximum capacity of the tax in this section within six months of the
19 date in which this section takes effect; and

20 (B) Legislation to authorize the maximum capacity of the tax in
21 this section within one year of the date on which this section takes
22 effect.

23 (ii) Adoption of the resolution of intent and legislation
24 requires simple majority approval of the enacting legislative
25 authority.

26 (iii) If a county or city has not adopted a resolution of intent
27 in accordance with the terms of this section, the county or city may
28 not authorize, fix, and impose the tax.

29 (3) The tax imposed under this section must be deducted from the
30 amount of tax otherwise required to be collected or paid to the
31 department of revenue under chapter 82.08 or 82.12 RCW. The
32 department must perform the collection of such taxes on behalf of the
33 county or city at no cost to the county or city.

34 (4) By December 31, 2019, or within thirty days of a county or
35 city authorizing the tax under this section, whichever is later, the
36 department must calculate the maximum amount of tax distributions for
37 each county and city authorizing the tax under this section as
38 follows:

39 (a) The maximum amount for a participating county equals the
40 taxable retail sales within the county in state fiscal year 2019

multiplied by the tax rate imposed under this section. If a county imposes a tax authorized under this section after a city located in that county has imposed the tax, the taxable retail sales within the city in state fiscal year 2019 must be subtracted from the taxable retail sales within the county for the calculation of the maximum amount; and

(b) The maximum amount for a city equals the taxable retail sales within the city in state fiscal year 2019 multiplied by the tax rate imposed under subsection (1) of this section.

(5) The tax must cease to be distributed to a county or city for the remainder of any fiscal year in which the amount of tax exceeds the maximum amount in subsection (4) of this section. The department must remit any annual tax revenues above the maximum to the state treasurer for deposit in the general fund. Distributions to a county or city meeting the maximum amount must resume at the beginning of the next fiscal year.

(6)(a) If a county has a population greater than four hundred thousand or a city has a population greater than one hundred thousand, the moneys collected or bonds issued under this section may only be used for the following purposes:

(i) 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; or

(ii) Funding the operations and maintenance costs of new units of affordable or supportive housing.

(b) If a county has a population of four hundred thousand or less or a city has a population of one hundred thousand or less, the moneys collected under this section may only be used for the purposes provided in (a) of this subsection or for providing rental assistance to tenants.

(7) 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.

(8) In determining the use of funds under subsection (6) of this section, a county or city must consider the income of the individuals and families to be served, the leveraging of the resources made available under this section, and the housing needs within the jurisdiction of the taxing authority.

1 (9) To carry out the purposes of this section including, but not
2 limited to, financing loans or grants to nonprofit organizations or
3 public housing authorities, the legislative authority of the county
4 or city imposing the tax has the authority to issue general
5 obligation or revenue bonds within the limitations now or hereafter
6 prescribed by the laws of this state, and may use, and is authorized
7 to pledge, the moneys collected under this section for repayment of
8 such bonds.

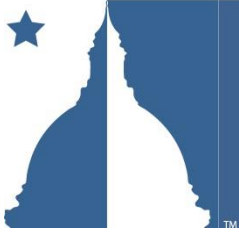
9 (10) A county or city may enter into an interlocal agreement with
10 one or more counties, cities, or public housing authorities in
11 accordance with chapter 39.34 RCW. The agreement may include, but is
12 not limited to, pooling the tax receipts received under this section,
13 pledging those taxes to bonds issued by one or more parties to the
14 agreement, and allocating the proceeds of the taxes levied or the
15 bonds issued in accordance with such interlocal agreement and this
16 section.

17 (11) Counties and cities imposing the tax under this section must
18 report annually to the department of commerce on the collection and
19 use of the revenue. The department of commerce must adopt rules
20 prescribing content of such reports. By December 1, 2019, and
21 annually thereafter, and in compliance with RCW 43.01.036, the
22 department of commerce must submit a report annually to the
23 appropriate legislative committees with regard to such uses.

24 (12) The tax imposed by a county or city under this section
25 expires twenty years after the date on which the tax is first
26 imposed.

Passed by the House April 28, 2019.
Passed by the Senate April 28, 2019.
Approved by the Governor May 9, 2019.
Filed in Office of Secretary of State May 13, 2019.

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Request for Proposal (RFP)

City of Olympia | Capital of Washington State

OLYMPIA HOME FUND: CAPITAL FUNDS FOR AFFORDABLE HOUSING

The City of Olympia (City) is seeking proposals from qualified development teams to submit proposals for developing affordable housing, shelter, or treatment for specific income levels and populations in Thurston County.

APPLICATION REQUIREMENTS

- At least 40 units of the project must be set aside as supportive housing.
- At least 60 percent of the units must be set aside for referral for homeless households through Coordinated Entry.
- Units must be targeted to serve households described in the Objectives section below.

The deadline for submission of proposals is **4 PM PDT, Friday February 21, 2020.**

Only email submissions will be accepted.

INTRODUCTION

The Olympia Home Fund was created in 2018 by a sales tax levy approved by Olympia voters. Proceeds from the Home Fund Account will be used to construct affordable and supportive housing and housing-related purposes, including mental and behavioral health facilities, and for costs for operations, maintenance, delivery, and evaluation of mental health programs and services, or housing-related services, as allowed by [RCW 82.14.530](#)¹.

OBJECTIVES

- **Construct new affordable housing units, shelter beds or treatment beds.** Construction can include conversion of existing market rate units into affordable housing.
- **Provide housing to households earning no more than 50 percent of area median income (AMI).** Beyond the minimum 50 percent AMI requirement, applicants are strongly encouraged to include as many units as possible that are affordable to households with incomes below 50% AMI.
- **Provide housing, treatment or shelter for targeted vulnerable household types** including:

¹ Olympia Home Fund Proposition 1 Ballot Language, 2018

- Seniors
 - Single adults who are chronically homeless and have a disability
 - Families with children
 - Unaccompanied youth or young adults
 - Survivors of domestic violence
 - Veterans
- **Reduce homelessness to Thurston County's most vulnerable homeless households** through referrals from a Thurston County Coordinated Entry provider. Proposals should articulate what levels of service and operating subsidies would likely be necessary for the project to be successful, and any partnerships have been or will need to be established to successfully operate the homeless units.
 - Demonstrate **readiness** to begin construction based on occupancy date and other measures.
 - Provide **integrated supportive services** at the housing, shelter, or treatment facility after construction.
 - Demonstrate **efficiency in development costs** to maximize the impact of City and other public and private fund sources. This priority will be evaluated through per-unit costs and a review of the project budget.

CONTRACT AND COMPENSATION

The selected consultant will be required to enter into a contract with the City with a duration of up to five years. The City Council has budgeted \$1,000,000 for these activities for fiscal year 2020. The City may award multiple contracts, or chose not to award.

All prospective contractors are advised that the ***Equal Benefits Compliance Declaration Review Form*** will be used on this project. These contracts are subject to certification of equal benefits supplied to all employees.

SUBMISSION REQUIREMENTS

Proposals must be delivered to Cary Retlin, Home Fund Manager, by email **no later than 4:00 p.m. PDT on Friday February 21, 2020** to cretlin@ci.olympia.wa.us. Submissions must include:

1. At least 40 units of the project must be set aside as supportive housing.
2. At least 60 percent of the units must be set aside for referral for homeless households through Coordinated Entry.
3. Units must be targeted to serve households described in the Objectives section below.

Detailed application response requirements are under Directions for Delivery of Application (proposal response) on page 7.

Future Home Fund award rounds may include additional categories like affordable housing maintenance, operational expenses, case management, other service expenses and preservation of existing affordable housing.

INSTRUCTION TO PROPOSERS

Questions related to this RFP shall be submitted in writing to Cary Retlin, Home Fund Manager, at cretlin@ci.olympia.wa.us. **Questions via telephone will not be accepted.** All questions to this RFP (detailed in Exhibit C) must be received by Friday January 31, 2020 at 4:00 p.m. Pacific Daylight Time. Questions received after this date may not be answered.

To Make Public Records Request: To obtain project plans and specifications for City projects via public records request, please visit our [Public Records webpage](#). Public records fee apply.

After your application submittal, the Home Fund Advisory Board or staff may arrange an interview for those respondents that are short listed or select from submitted written material.

SCORING CRITERIA

1. Serve priority population (20 percent of score)

The Olympia Home Fund will prioritize projects and programs serving the most vulnerable members of our community:

- a. **Households with incomes below 50 percent of AMI** based on U.S. Department of Housing and Urban Development (HUD) income limits².
- b. **Those priority populations also include one or a mix of the following:**
 - Seniors (age 62 or over)
 - Single adults who are chronically homeless and have a disability
 - Families with children
 - Unaccompanied homeless youth or young adults³
 - Other people with special needs including:
 - Individuals with disabilities,
 - Individuals with behavioral health challenges,
 - Survivors of domestic violence,
 - Veterans.

| |
|---|
| 2018 Olympia-Tumwater WA MSA 50 Percent Income Limits (Median Fam. Income \$77,700) |
|---|

² This round is targeting projects that serve income levels at or below 50 percent of median income. The Olympia Home Fund Administrative and Financial Plan (2017) targets up to 60 percent of median income. This round is targeted to serve even lower income levels.

³ This population is not currently included in the Olympia Home Fund Administrative and Financial Plan (2017) but is included in RCW 82.14.530.

| 1 Person Household | | 2 Person Household | | 4 Person Household | |
|--------------------|----------------------|--------------------|----------------------|--------------------|----------------------|
| Annual Income | Max. Affordable Rent | Annual Income | Max. Affordable Rent | Annual Income | Max. Affordable Rent |
| \$27,200 | \$680 | \$31,100 | \$778 | \$38,850 | \$971 |

Source: HUD FY 18 Multifamily Tax Subsidy Project Income Summary Limits.

https://www.huduser.gov/portal/datasets/il/il2018/2018sum_mtsp.odn?inputname=METRO36500M36500*Olympia-Tumwater%2C+WA+MSA&area_choice=hmfa&year=2018

2. Demonstrate readiness (20 percent of score)

Readiness is defined as projects that have site control, a percentage of other committed fund sources, development teams in place or other measures of preparation for construction and tenancy.

3. Reduce homelessness for single adults (10 percent of score)

Priority will be placed on housing projects that target vulnerable single adult households who are currently or recently homeless (although a project does not need to solely target this population). Any project serving homeless households must do so in collaboration with a Thurston County coordinated entry provider.

4. Provide Supportive housing (20 percent of score)

Supportive services can be provided by the housing operator, or by another partnering agency. Projects that include agencies that have been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity will be prioritized.

5. Cost (30 percent of score)

Projects will be encouraged to strive to maximize per-unit cost effectiveness and leverage of non-City funds to increase financial stability. Examples of leverage include donations of cash or property, awards of cash or property, or anticipated awards from philanthropic or public sources.

The City may select more than one respondent to receive an award. Proposals will be evaluated based on the following criteria (the application questions are attached in Exhibit C):

Selection Criteria Scoring Summary

| | |
|-----------------------------|------------|
| Serve priority population | 20 |
| Demonstrate readiness | 20 |
| Serve single adults | 10 |
| Provide supportive housing | 20 |
| Cost | 30 |
| Total possible score | 100 |

TITLE VI ASSURANCE

1. Title VI Assurances For Consultants, Subconsultants, Suppliers, and Manufacturers

During the performance of this contract, the consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "consultant") agrees as follows:

2. Compliance With Regulations

The consultant shall comply with the Regulations Relative to Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (hereinafter DOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

3. Nondiscrimination

The consultant, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subconsultants, including procurement of materials and leases of equipment. The consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

4. Solicitations for Subcontracts, including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential sub-consultant or supplier shall be notified by the consultant of the consultant's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

5. Information and Reports

The consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Agency or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to Agency, or the Washington State Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.

6. Sanctions for Noncompliance

In the event of the consultant's noncompliance with the nondiscrimination provisions of this contract, Agency and the Washington State Department of Transportation shall impose such contract sanctions as it, or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the consultant under the contract until the consultant complies, and/or;
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

Incorporation of Provisions – The consultant shall include the provisions of paragraphs (1) through (6) above in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The consultant shall take such action with respect to any sub-consultant or procurement as Agency or the U.S. Department of Transportation, Federal Highway Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a consultant becomes involved in, or is threatened with, litigation with a sub-consultant or supplier as a result of such direction, the consultant may request Agency enter into such litigation to protect the interests of the Agency and, in addition, the consultant may request the United States to enter into such litigation to protect the interests of the United States.

DISCRETION AND LIABILITY WAIVER

The City reserves the right to reject all proposals or to request and obtain, from one or more of the respondents, supplementary information as may be necessary for the City to analyze the proposals pursuant to the consultant selection criteria contained herein.

The respondent, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The City shall not be responsible for any costs incurred by the respondents in preparing, submitting or presenting its response to the RFP.

The City reserves the right to negotiate with the selected respondent(s) the exact terms and conditions of the contract or agreement.

Contractor(s) are not City employees.

The City reserves the right to cancel this agreement at any time.

All RFP documents are public record and subject to public disclosure.

Washington State Law and Venue: Any resulting contracts, (if any) shall be construed under the laws of the State of Washington. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of resulting contracts shall be brought in Thurston County, Washington.

Consultants on City contracts estimated to \$50,000 or more are required to comply with Olympia's Equal Benefits Ordinance, and Equal Benefits Compliance Declaration (Exhibits A & B).

DIRECTIONS FOR DELIVERY OF APPLICATION (PROPOSAL RESPONSE)

The deadline for submission of proposals is Friday **February 21, 2020 at 4 PM.**

All applications must include:

1. A scan of the signed Equal Benefits Compliance Declaration (Exhibit B)
2. A scan of the signed Statement Of Compliance With Nondiscrimination Requirement (Exhibit A)
3. A Microsoft Word narrative response to the application questions (Exhibit C) and;
4. A Microsoft Excel Budget completed in the Washington State Combined Funders Application Spreadsheet.

Application documents must be emailed to Cary Retlin at cretlin@ci.olympia.wa.us

Cary Retlin
Home Fund Manager
Community Planning & Development
City of Olympia
360-570-3956

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.

Consultant Name

Signature

Name (please print)

Date

Title

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. Indicate below the methods you will employ to ensure that this policy is communicated to your employees, if applicable.

_____ affirms compliance with the City of Olympia's nondiscrimination ordinance and contract provisions. **Please check all that apply:**

- ☐ Nondiscrimination provisions are posted on printed material with broad distribution (newsletters, brochures, etc.).
What type, and how often? _____
- ☐ 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.
What type of meeting, and how often? _____
- ☐ If, in addition to two of the above methods, you use other methods of providing notice of nondiscrimination, please list:

- ☐ If the above are not applicable to the contract agency or vendor, please check here and sign below to verify that you will comply with the City of Olympia's nondiscrimination ordinance.

Failure to implement 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.

(Signature)

(Date)

Print Name of Person Signing

Date

Title

Exhibit "C"

2019 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. Submitting organization name:

2. Name of primary contact for this application:

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

4. Project Name:

5. Brief description of proposed project:

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

7. Name and brief experience of developer:

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

9. Serve priority population (20 percent of score)

a. *Target population of project:*

b. *Proposed number of units or beds total:*

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

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

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

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

10. Demonstrate readiness (20 percent of score)

a. What is your estimated timeline for completion? When will the project reach full occupancy?

b. Has a site been purchased for this purpose or are their properties available for this rehabilitation?

11. Reduce homelessness for single adults (10 percent of score)

a. *Will this project serve single adult households?*

b. *How will this project prioritize serving the most vulnerable households in Coordinated Entry?*

c. *How many units will be dedicated to single adults? How many total units will there be in the project?*

12. Provide Supportive housing (20 percent of score)

a. Will this project provide supportive housing?

- b. What are the targeted needs of the households served?
- c. How will services, like case management or behavioral health, be funded?
- d. Has the operator of this housing been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity? If yes, estimate the most recent date and include the evaluating organization.

13. Cost (30 percent of score)

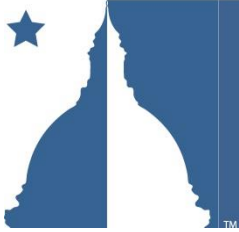
- a. What is the average cost per unit based on the total project cost?
Please include your calculation

- b. Average cost per Home Fund dollar requested?
Please include your calculation

14. A BUDGET SPREADSHEET MUST BE ATTACHED TO YOUR APPLICATION.

The budget must be completed in the Washington State Combined Funders Application Spreadsheet and should include estimated income and expenses for:

- | | |
|---|-------------------------------|
| ✓ All estimated fund sources including Olympia Home Fund | ✓ Permits and fees |
| ✓ Design and inspection | ✓ Land/property acquisition |
| ✓ Project management | ✓ Site development |
| ✓ Relocation | ✓ Construction/rehabilitation |
| ✓ Title Insurance | ✓ Utilities |
| ✓ Environmental review | ✓ Other expenses |



Request for Proposal (RFP)

City of Olympia | Capital of Washington State

OLYMPIA HOME FUND: CAPITAL FUNDS FOR AFFORDABLE HOUSING

The City of Olympia (City) is seeking proposals from qualified development teams to submit proposals for developing affordable housing, shelter, or treatment for specific income levels and populations in Thurston County.

APPLICATION REQUIREMENTS

- Proposers must have submitted an application for a 2019 Consolidated Grant Application to Thurston County Housing Construction Pipeline.

The deadline for submission of proposals is **4 PM PDT, Wednesday May 15, 2019.**

Only email submissions will be accepted.

INTRODUCTION

The Olympia Home Fund was created in 2018 by a sales tax levy approved by Olympia voters. Proceeds from the Home Fund Account will be used to construct affordable and supportive housing and housing-related purposes, including mental and behavioral health facilities, and for costs for operations, maintenance, delivery, and evaluation of mental health programs and services, or housing-related services, as allowed by [RCW 82.14.530¹](#).

OBJECTIVES

- **Construct new affordable housing units, shelter beds or treatment beds.** Construction can include conversion of existing market rate units into affordable housing.
- **Provide housing to households earning no more than 50 percent of area median income (AMI).** Beyond the minimum 50 percent AMI requirement, applicants are strongly encouraged to include as many units as possible that are affordable to households with incomes below 50% AMI.
- **Provide housing, treatment or shelter for targeted vulnerable household types** including:
 - Seniors
 - Single adults who are chronically homeless and have a disability
 - Families with children

¹ Olympia Home Fund Proposition 1 Ballot Language, 2018

- Unaccompanied youth or young adults
- Survivors of domestic violence
- Veterans
- **Reduce homelessness to Thurston County's most vulnerable homeless households** through referrals from a Thurston County Coordinated Entry provider. Proposals should articulate what levels of service and operating subsidies would likely be necessary for the project to be successful, and any partnerships have been or will need to be established to successfully operate the homeless units.
- Demonstrate **readiness** to begin construction based on occupancy date and other measures.
- Provide **integrated supportive services** at the housing, shelter, or treatment facility after construction.
- Demonstrate **efficiency in development costs** to maximize the impact of City and other public and private fund sources. This priority will be evaluated through per-unit costs and a review of the project budget.

CONTRACT AND COMPENSATION

The selected consultant will be required to enter into a contract with the City with a duration of up to five years. The City Council has budgeted \$1,300,000 for these activities from this fiscal year and may obligate 2020 funds at their discretion. The City may award multiple contracts, or chose not to award.

All prospective contractors are advised that the ***Equal Benefits Compliance Declaration Review Form*** will be used on this project. These contracts are subject to certification of equal benefits supplied to all employees.

SUBMISSION REQUIREMENTS

Proposals must be delivered to Cary Retlin, Home Fund Manager, by email **no later than 4:00 p.m. PDT on May 15, 2019** to cretlin@ci.olympia.wa.us. Submissions must include:

1. Your project must have submitted a 2019 Consolidated Grant Application to Thurston County for the Housing Construction Pipeline.

Detailed application response requirements are under Directions for Delivery of Application (proposal response) on page 7.

Future Home Fund award rounds may include additional categories like affordable housing maintenance, operational expenses, case management, other service expenses and preservation of existing affordable housing.

INSTRUCTION TO PROPOSERS

Questions related to this RFP shall be submitted in writing to Cary Retlin, Home Fund Manager, at cretlin@ci.olympia.wa.us. **Questions via telephone will not be accepted.** All questions to this RFP (detailed in Exhibit C) must be received by Monday May 6, 2019 at 4:00 p.m. Pacific Daylight Time. Questions received after this date may not be answered.

To Make Public Records Request: To obtain project plans and specifications for City projects via public records request, please visit our [Public Records webpage](#). Public records fee apply.

After your application submittal, the Home Fund Advisory Board or staff may arrange an interview for those respondents that are short listed or select from submitted written material.

SELECTION CRITERIA

Any project that submitted a 2019 Consolidated Grant Application to Thurston County for the Housing Construction Pipeline is eligible to apply for these funds. Applications that do not meet this criteria will not be considered in this funding round.

1. Serve priority population (25 percent of score)

The Olympia Home Fund will prioritize projects and programs serving the most vulnerable members of our community:

- a. **Households with incomes below 50 percent of AMI** based on U.S. Department of Housing and Urban Development (HUD) income limits².
- b. **Those priority populations also include one or a mix of the following:**
 - Seniors (age 62 or over)
 - Single adults who are chronically homeless and have a disability
 - Families with children
 - Unaccompanied homeless youth or young adults³
 - Other people with special needs including:
 - Individuals with disabilities,
 - Individuals with behavioral health challenges,
 - Survivors of domestic violence,
 - Veterans.

² This round is targeting projects that serve income levels at or below 50 percent of median income. The Olympia Home Fund Administrative and Financial Plan (2017) targets up to 60 percent of median income. This round is targeted to serve even lower income levels.

³ This population is not currently included in the Olympia Home Fund Administrative and Financial Plan (2017) but is included in RCW 82.14.530.

| 2018 Olympia-Tumwater WA MSA 50 Percent Income Limits (Median Fam. Income \$77,700) | | | | | |
|---|----------------------|--------------------|----------------------|--------------------|----------------------|
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| \$27,200 | \$680 | \$31,100 | \$778 | \$38,850 | \$971 |

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https://www.huduser.gov/portal/datasets/il/il2018/2018sum_mtsp.odn?inputname=METRO36500M36500*Olympia-Tumwater%2C+WA+MSA&area_choice=hmfa&year=2018

2. Demonstrate readiness (25 percent of score)

Readiness is defined as projects that have site control, a percentage of other committed fund sources, development teams in place or other measures of preparation for construction and tenancy.

3. Reduce homelessness for most vulnerable (15 percent of score)

Priority will be placed on housing projects that target vulnerable households who are currently or recently homeless. Any project serving homeless households must do so in collaboration with a Thurston County coordinated entry provider.

4. Provide Supportive housing (10 percent of score)

Supportive services can be provided by the housing operator, or by another partnering agency. Projects that include agencies that have been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity will be prioritized.

5. Cost (10 percent of score)

Projects will be encouraged to strive to maximize per-unit cost effectiveness and leverage of non-City funds to increase financial stability. Examples of leverage include donations of cash or property, awards of cash or property, or anticipated awards from philanthropic or public sources.

The City may select more than one respondent to receive an award. Proposals will be evaluated based on the following criteria (the application questions are attached in Exhibit C):

Selection Criteria Scoring Summary

| | |
|-----------------------------|------------|
| Serve priority population | 25 |
| Demonstrate readiness | 25 |
| Reduce homelessness | 15 |
| Provide supportive housing | 10 |
| Cost | 10 |
| Total possible score | 100 |

TITLE VI ASSURANCE

1. Title VI Assurances For Consultants, Subconsultants, Suppliers, and Manufacturers

During the performance of this contract, the consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "consultant") agrees as follows:

2. Compliance With Regulations

The consultant shall comply with the Regulations Relative to Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (hereinafter DOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

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4. Solicitations for Subcontracts, including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential sub-consultant or supplier shall be notified by the consultant of the consultant's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

5. Information and Reports

The consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Agency or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to Agency, or the Washington State Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.

6. Sanctions for Noncompliance

In the event of the consultant's noncompliance with the nondiscrimination provisions of this contract, Agency and the Washington State Department of Transportation shall impose such contract sanctions as it, or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the consultant under the contract until the consultant complies, and/or;
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Incorporation of Provisions – The consultant shall include the provisions of paragraphs (1) through (6) above in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The consultant shall take such action with respect to any sub-consultant or procurement as Agency or the U.S. Department of Transportation, Federal Highway Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a consultant becomes involved in, or is threatened with, litigation with a sub-consultant or supplier as a result of such direction, the consultant may request Agency enter into such litigation to protect the interests of the Agency and, in addition, the consultant may request the United States to enter into such litigation to protect the interests of the United States.

DISCRETION AND LIABILITY WAIVER

The City reserves the right to reject all proposals or to request and obtain, from one or more of the respondents, supplementary information as may be necessary for the City to analyze the proposals pursuant to the consultant selection criteria contained herein.

The respondent, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The City shall not be responsible for any costs incurred by the respondents in preparing, submitting or presenting its response to the RFP.

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Consultants on City contracts estimated to \$50,000 or more are required to comply with Olympia's Equal Benefits Ordinance, and Equal Benefits Compliance Declaration (Exhibits A & B).

DIRECTIONS FOR DELIVERY OF APPLICATION (PROPOSAL RESPONSE)

The deadline for submission of proposals is **May 15, 2019 at 4 PM.**

All applications must include:

1. A scan of the signed Equal Benefits Compliance Declaration (Exhibit B)
2. A scan of the signed Statement Of Compliance With Nondiscrimination Requirement (Exhibit A)
3. A Microsoft Word narrative response to the application questions (Exhibit C) and;
4. A Microsoft Excel Budget.

Application documents must be emailed to Cary Retlin at cretlin@ci.olympia.wa.us

Cary Retlin
Home Fund Manager
Community Planning & Development
City of Olympia
360-570-3956

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.

Consultant Name

Signature

Name (please print)

Date

Title

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. Indicate below the methods you will employ to ensure that this policy is communicated to your employees, if applicable.

_____ affirms compliance with the City of Olympia's nondiscrimination ordinance and contract provisions. **Please check all that apply:**

☐ Nondiscrimination provisions are posted on printed material with broad distribution (newsletters, brochures, etc.).

What type, and how often? _____

☐ 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.

What type of meeting, and how often? _____

☐ If, in addition to two of the above methods, you use other methods of providing notice of nondiscrimination, please list:

☐ If the above are not applicable to the contract agency or vendor, please check here and sign below to verify that you will comply with the City of Olympia's nondiscrimination ordinance.

Failure to implement 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.

(Signature)

(Date)

Print Name of Person Signing

Date

Title

Exhibit "C"

2019 Olympia Home Fund Application Questions

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

These questions closely match the 2019 Thurston County Affordable Housing RFP questions to reduce administrative burden for applicants.

1. Submitting organization name:

2. Name of primary contact for this application:

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

4. Project Name:

5. Brief description of proposed project:

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

7. Name and brief experience of developer:

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

9. Serve priority population (25 percent of score)

a. *Target population of project:*

b. *Proposed number of units or beds total:*

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

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

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

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

10.Demonstrate readiness (25 percent of score)

a. What is your estimated timeline for completion? When will the project reach full occupancy?

b. Has a site been purchased for this purpose or are their properties available for this rehabilitation?

11.Reduce homelessness for most vulnerable (15 percent of score)

a. *Will this project serve homeless households?*

b. *If yes, how will this project ensure placement through Coordinated Entry?*

c. *How will this project prioritize serving the most vulnerable households in Coordinated Entry?*

12.Provide Supportive housing (10 percent of score)

a. Will this project provide supportive housing?

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

- c. How will services, like case management or behavioral health, be funded?
- d. Has the operator of this housing been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity? If yes, estimate the most recent date and include the evaluating organization.

13. Cost (10 percent of score)

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

Please include your calculation

- b. Average cost per Home Fund dollar requested?

Please include your calculation

14. A BUDGET SPREADSHEET MUST BE ATTACHED TO YOUR APPLICATION.

The budget should include estimated income and expenses for:

- | | |
|---|-------------------------------|
| ✓ All estimated fund sources including Olympia Home Fund | ✓ Permits and fees |
| ✓ Design and inspection | ✓ Land/property acquisition |
| ✓ Project management | ✓ Site development |
| ✓ Relocation | ✓ Construction/rehabilitation |
| ✓ Title Insurance | ✓ Utilities |
| ✓ Environmental review | ✓ Other expenses |

