



# Meeting Agenda

## Home Fund Advisory Board

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Cary Retlin  
360.570.3956

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**Wednesday, March 11, 2020**

**2:30 PM**

**City Hall Room 207**

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**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**

**6.A** [20-0244](#) Home Fund Manager Staff Report

**6.B** [20-0245](#) Approval of 2020 Olympia Home Fund Capital Awards

**Attachments:** [Family Support Center 2020 Home Fund Application](#)  
[Budget](#)  
[2020 Home Fund RFP](#)

**6.C** [20-0246](#) Report on Project Based Vouchers for Supportive Housing

**6.D** [20-0247](#) Legislative Session Report

**Attachments:** [2849 Summary](#)  
[Budget Side by Side](#)

**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.*



## Meeting Minutes - Draft

### Home Fund Advisory Board

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Cary Retlin  
360.570.3956

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**Tuesday, February 4, 2020**

**2:30 PM**

**City Hall Room 207**

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**1. CALL TO ORDER**

Chair Vatske called the meeting to order at 2:33 p.m.

**1.A ROLL CALL**

**Present:** 8 - Chair Lisa Vatske, Vice Chair Trudy Soucoup, Boardmember Krosbie Carter, Boardmember Craig Chance, Boardmember Matt DeBord, Boardmember Derek Harris, Boardmember Walter Simonsen and Ex-Officio Boardmember Sam Costello

**Absent:** 3 - Boardmember Edward Cates, Boardmember Zach Kosturos and Ex-Officio Boardmember Kevin Bossard

**1.B OTHERS PRESENT**

City of Olympia Community Planning and Development staff:

Home Fund Program Manager Cary Retlin  
Economic Development Director Mike Reid  
Program and Planning Supervisor Amy Buckler  
Program Specialist Megan Kendig

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A** [20-0126](#) Approval of August 14, 2019 Home Fund Advisory Board Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT - None**

**5. ANNOUNCEMENTS - None**

**6. BUSINESS ITEMS**

**6.A**     [20-0119](#)     Economic Ecosystem Discussion

Mr. Reid shared a Powerpoint presentation regarding the Economic Ecosystem.

**Information was received.**

**6.B**     [20-0118](#)     Report on Olympia's Homeless Response Plan

Ms. Buckler shared a Powerpoint presentation regarding Olympia's Homeless Response Plan.

**Information was received.**

**6.C**     [20-0120](#)     Report from Home Fund Manager

Mr. Retlin gave a report regarding the Home Fund Plan.

**Information was received.**

**7.     REPORTS - None****8.     OTHER TOPICS****9.     ADJOURNMENT**

The meeting was adjourned at 4:30 p.m.

**Upcoming**

The next meeting will be March 11, 2020 at 2:30 p.m.

**Accommodations**





## Home Fund Advisory Board

### Home Fund Manager Staff Report

**Agenda Date:** 3/11/2020  
**Agenda Item Number:** 6.A  
**File Number:**20-0244

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

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**Title**

Home Fund Manager Staff Report

**Recommended Action**

Information only. No action requested.

**Report**

**Issue:**

Report from staff and discussion of recent affordable housing activities at the City of Olympia.

**Staff Contact:**

Cary Retlin, City of Olympia Home Fund Manager, Community Planning & Development,  
360.570.3956.

**Presenter(s):**

Cary Retlin, City of Olympia

**Background and Analysis:**

I will update the Home Fund on activities related to affordable housing in Olympia including 2828 Martin Way, the Affordable Housing Impact Fee Abatement Program, and upcoming city and county funding opportunities.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

N/A

**Financial Impact:**

N/A

**Attachments:**

None



## Home Fund Advisory Board

### Approval of 2020 Olympia Home Fund Capital Awards

**Agenda Date:** 3/11/2020  
**Agenda Item Number:** 6.B  
**File Number:**20-0245

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

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#### **Title**

Approval of 2020 Olympia Home Fund Capital Awards

#### **Recommended Action**

Move to approve the recommendation to forward to Council funding recommendations for Home Fund capital awards.

#### **Report**

##### **Issue:**

Deliberation of applications for 2020 Home Fund capital awards.

#### **Staff Contact:**

Cary Retlin, City of Olympia Home Fund Manager, Community Planning & Development,  
360.570.3956.

#### **Presenter(s):**

Cary Retlin, City of Olympia.

#### **Background and Analysis:**

At your August 14 2019 meeting you approved the 2020 Home Fund capital award request for proposal (RFP) criteria. Based on the criteria an RFP was posted on the City website and over 130 potential interested parties were notified of the availability of funds.

One qualifying application was received before the deadline on March 2 at 5PM. That application was prescreened to ensure the bidder met the minimum qualifications and application documents were complete and in order. That application is for construction of supportive housing for homeless families submitted by Family Support Center of South Sound in partnership with their developer, Bellwether Housing. That same team submitted an application last year. This year's application is substantially different. It proposes more units on the site and has reduced costs, in part because of feedback from this body during last year's application process.

The March 11 meeting will provide time for review and discussion of the application and may result in a funding recommendation for Council in April.

**Neighborhood/Community Interests (if known):**

Siting of public housing, behavioral health treatment and homeless shelters and services is of high interest to neighborhoods and businesses.

**Options:**

1. Make Home Fund recommendations to Council
2. Take other action
3. Take no action

**Financial Impact:**

Staff estimate that \$1 million is available in fiscal year 2020 for Home Fund awards from Fund 318. Staff budgeted capital reserves in 2019 and 2020 in the event that sales tax revenue does not meet 2019 projections.

**Attachments:**

Family Support Center Home Fund Application  
Budget  
2020 Home Fund RFP



March 2, 2020

Cary Retlin, Home Fund Manager  
City of Olympia  
601 4<sup>th</sup> Avenue East  
Olympia, WA 98507

Dear Cary Retlin,

The Family Support Center of the South Sound (FSCSS) is excited to submit this funding application for our permanent housing with supportive services project on Olympia's westside. FSCSS anticipates that this project will be a landmark step forward for residents, neighbors and affordable housing advocates. The FSCSS project is the first phase of a multiple-phase development, located on 7<sup>th</sup> Avenue Southwest across the street from FSCSS's main campus.

The FSCSS Family Housing Phase I project will create new affordable homes for sixty-two (62) families with children and individuals, the majority of whom are unsheltered or have experienced domestic violence. Half of the units will serve households at or below 30% of Area Median Income (AMI) and the other half will serve households at or below 50% AMI. This application presents our estimate of construction costs, private investment resources, and the remaining gap that we are requesting from public sources including the City of Olympia and the State of Washington Housing Trust Fund. We have already received a \$400,000 CDBG funding award from the City of Olympia to purchase the property; a \$372,585 commitment from Thurston County; \$530,000 in bridge financing from the Washington State Housing Finance Commission (WSHFC); \$85,000 in bridge financing from Impact Capital, and most recently a \$1,000,000 award from the Federal Home Loan Bank (FHLB). The City of Olympia's funding commitment in this funding round is essential to our project's success. **FSCSS is requesting that the City of Olympia support our project with a commitment of \$1,000,000 towards the development of 62 new homes for the neediest families in Olympia.**

Since our funding request last year, we have gained cost efficiencies by revising the building configuration and planned phasing of the overall project. We have reduced common area square footage and increased the unit count, adjusted the unit mix to continue to meet our main goal of serving families with children while increasing building efficiencies. We have also incorporated additional two- and three-bedroom units into the design. The current layout develops approximately 55% of the lot area, reducing initial site costs and allows for future development phases of the site. The budgets assume Davis Bacon residential wage rates and anticipated procurement requirements for selection of the general contractor. It is important to remember that family units are more expensive on a per unit basis because of the additional square footage necessary to house a family. But this investment in families is essential to building a safe and healthy community for all of our residents.

Thank you for your consideration of this ambitious endeavor. We look forward to discussing this project in more detail over the coming months. Please address questions to Kasey Liedtke, Housing Developer at Bellwether Housing, at 206-588-4803 or [kliedtke@bellwetherhousing.org](mailto:kliedtke@bellwetherhousing.org) or you can contact me at (360)754-9297 x206 or [TrishG@fscss.org](mailto:TrishG@fscss.org).

Sincerely,



**Trish Gregory**  
Executive Director  
Family Support Center of the South Sound

**1. Submitting organization name:**

Family Support Center of South Sound (FSCSS)

**2. Name of primary contact for this application:**

Trish Gregory, Executive Director

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

Trish Gregory, Executive Director  
Family Support Center of the South Sound  
P.O. Box 784  
Olympia, WA 98507  
(360)754-9297  
trishg@fscss.org

**4. Project Name:**

FSCSS Family Housing

**5. Brief description of proposed project:**

Homeless families with children, while the least visible, make up a significant portion of the Thurston County unsheltered homeless population. A 2018 report compiled by Thurston County Health and Social Services, indicated that 15% of the County's households experiencing homelessness were families with children. While this percentage may not sound high, each household is comprised of multiple family members; thus, 41% of the total people experiencing homelessness in that report were children and their parents; sleeping in cars, outdoors, or in places not meant for human habitation.

Current data demonstrates that family homelessness is still a significant issue in our community. As of February 2020, there are 219 unsheltered households on FSCSS master-list, equivalent to 282 parents and 342 children, waiting for a safe, stable, and permanent housing solution. Twenty percent (20%) of these households meet the chronic homeless definition, 40% are actively fleeing domestic violence, 12% are pregnant, and 7% of the heads of households identify as LGBTQ+.

Currently, 79 of the above described households have housing vouchers. Despite sufficient financial support and intensive housing searches on the part of staff and the families, identifying available units has proven extremely difficult. There are simply not enough affordable housing options to meet the demand for housing, even for those with a housing voucher. In the month of January 2020, 47 households held active housing vouchers, but only 3 households successfully identified and moved into housing. The average length of time from issuance of a voucher to moving into a housing unit is currently 75 days.

FSCSS's Family Housing Project will create a significant and measurable reduction in family homelessness in Olympia. This project will create 62 new homes for homeless children and their families as well as survivors of domestic violence. If this project were completed today, the

units could be immediately filled with the households currently holding housing vouchers from FSCSS. In the first year, it is expected that we will serve approximately 209 children, parents, and survivors. City of Olympia Home Fund support is critical to making this vision a reality and it is essential that we receive City support in this round so that we can go into the State HTF and WSHFC funding rounds fully funded.

The site is located on 5 acres of undeveloped land in West Olympia. FSCSS owns the property, which was purchased in November 2018 with support from the City of Olympia, as well as Impact Capital and the Washington State Housing Finance Commission (WSHFC). Permanent affordable housing will be developed on this site in two phases in order to maximize the number of units on the site balanced by currently available public financing.

FSCSS's main campus is located directly across the street from the development site. In addition to FSCSS' own extensive family support programs and services, the office complex features more than 14 additional organizations that provide direct services to families, children, and survivors of violence. FSCSS supportive services are driven by, and responsive, to the individual needs of each household. Residents will be able to choose where to access services, including home visitations, the on-site service space, or across the street at the main campus. All services, regardless of where they are offered, will be provided in close collaboration with the partner organizations located onsite at FSCSS's Main Campus location.

The proposed development emphasizes family-sized units with forty-three 2- and 3- bedroom apartments plus nineteen 1-bedroom units to accommodate single survivors, single pregnant women, or single parent households with a child under age two. Half, or 31 units, will house households at or below 30% AMI and the other half be set aside for households at or below 50% AMI.

Since the initial design that was presented in last year's application, the development team has focused on a more cost efficient site and building layout. The number of units was increased from 44 to 62, allowing us to spread fixed costs and site work more efficiently over a greater number of units. We have scaled down the size of units to 528 square feet (sf) for 1-bedrooms, 768 sf for 2-bedrooms, 1,008 sf for 3-bedroom units.

In addition, the initial project now includes a "C" shaped building that is located at the front portion of the site, reducing the amount of sitework required for Phase I and allowing for a more efficient layout of the family-sized units. The new design allows the building to encircle a courtyard and outdoor play area where the building acts as a barrier from the street, providing natural protection and security for children and their parents. The development will include space for management and service offices as well as community gathering space. This new site layout has resulted in a more efficient development cost per unit that is reflected in the attached budgets.

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

Address:

3524 7<sup>th</sup> Avenue SW  
Olympia, WA 98502

Zoning:

The site is zoned "PO/RM," meaning professional office and residential multifamily.

**7. Name and brief experience of developer:**

Family Support Center of South Sound (FSCSS), founded in 1992, annually provides 4,000 parents, children, and survivors of domestic violence/sexual assault with coordinated supportive services to accomplish the mission, "Working Together to Strengthen All Families". Utilizing a "one-stop-shop" model, the agency works to build strong, healthy, safe, and hopeful families through collaborative programs in an effort to reduce the negative impacts of poverty, homelessness, and family violence.

In July 2013, FSCSS was the successful bidder for \$550,000 of City of Olympia federal HOME capital dollars and the ability to purchase the then vacant "Smith Building" for \$1 to develop Pear Blossom Place, a family shelter and a permanent housing project. FSCSS, with the support of Bellwether Housing who served as the development management consultant for the project, successfully managed the project from start to finish including; overseeing all aspects of the design, permitting, construction, and lease up of the project, identifying and acquiring the additional \$1,550,000 in funding necessary to complete the full renovations; and developing a partnership with Housing Authority of Thurston County to acquire project based vouchers. Pear Blossom Place: A Family Support Community successfully opened its doors in July 2014 and has been at full capacity since that time. Pear Blossom Place includes six shelter suites on the lower level, providing 36 beds for children and their parents year round and upwards of 30 more each night during the cold weather season, November 1-April 30. The second level of Pear Blossom Place is home to six permanent housing units with supportive services. A seventh, ADA accessible unit is located on the first floor adjacent to the shelter.

In 2018, FSCSS ventured into its next real estate project to help advance our mission. We successfully purchased a \$3,400,000 commercial office property along with the vacant land that will be utilized for this proposed development. As part of the commercial office space, Nature Nurtures Farm, will open and operate a childcare center for 96 children, over half of whom will have a childcare subsidy. While construction has not yet started, FSCSS has navigated this process, successfully negotiating permitting requirements as well as identifying an additional \$1,600,000 in funding to complete the necessary renovations and frontage improvements that a change of use prompted. Construction for this project is set to begin soon.

For the FSCSS Family Housing project, FSCSS has contracted with Bellwether Housing as the development management consultant. Bellwether Housing is an experienced developer, construction manager and property manager. Bellwether has developed and sustained high-quality affordable housing, as the largest nonprofit housing developer in the Puget Sound region, since 1980, and has aided other organizations in the development of thousands of units



state-wide. Bellwether's portfolio includes 2,100 apartments in 32 buildings, serving approximately 3,500 people annually.

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

FSCSS will work closely with Bellwether's project management consulting team to ensure the resulting development fulfills the organization's mission. Bellwether has assigned a dedicated Development Management team to collaborate with FSCSS throughout the project. The project team is as follows:

Bellwether Housing Development Management Team:

Kasey Liedtke, Housing Developer, will serve as the lead project manager. Mr. Liedtke has 7 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, Senior Housing Developer, 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. Stephan Petryczka, Associate Housing Developer, and Emma Geyer, Construction Manager will provide additional project support.

Family Support Center of South Sound Team:

Trish Gregory, Executive Director, has 25 years of experience working in social services, 20 of which have been with FSCSS. Ms Gregory has held a leadership position at the agency for the past 14 years. Ms. Gregory is responsible for the development of many of the existing programs and services operated by FSCSS and was directly involved in the acquisition, development, and opening of Pear Blossom Place. Ms. Gregory has extensive experience in grant writing, Federal and State contract compliance, project management, financial management, and supervision of staff.

Natalie Skovran, Deputy Director of FSCSS has worked for FSCSS for over 7 years. Ms. Skovran has grant writing and program development experience, oversees all program management staff, and is working closely with Bellwether to support the development and acquisition of the newest housing project. As the Deputy Director, Ms. Skovran is responsible for the oversight of Pear Blossom Place, including ensuring the apartments are leased up with direct referrals from Coordinated Entry, as well as the shelter placement. Ms. Skovran has helped to develop Thurston County's Coordinated Entry Policies and Procedures, and is well versed in Federal, State, and Local requirements to remain in compliance with Coordinated Entry. Ms. Skovran also oversees the distribution of more than \$500,000 in rapid re-housing

funds, and ensures client portions, unit occupancy, and fair market rents are followed for all clients on the rapid re-housing programs.

**9. Serve priority population (20 percent of score)**

*a. Target population of project:*

This project will prioritize serving unsheltered homeless families with children and survivors who are fleeing domestic violence. All households served by the project will be referred by the Coordinated Entry system, for which FSCSS is the current lead agency, and will prioritize the most vulnerable as determined by the assessment process. All households served will be at or below 50% AMI, with half of the units specifically dedicated to serve households that are at or below 30% AMI. Preference will be given to households who are chronically homeless and unsheltered, or fleeing domestic violence, as per the HUD definition. As stated previously, of the current families and survivors on the master-list, 20% meet the chronic homeless definition wherein the head of households has a disabling condition, has been homeless for either 12 consecutive months, or has experienced 4 episodes of homeless in the last 3 years.

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

FSCSS is proposing 62 units of permanent housing with supportive services. This includes twenty 3-bedroom units, twenty-three 2-bedroom units and nineteen 1-bedroom units. Based on Thurston County occupancy standards the project will be serving approximately 168-250 with an average of 209 individuals at one time.

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

All of the units will serve households that meet one or more of the HUD definitions of homelessness:

- Category 1: Literally homeless or living somewhere not fit for human habitation.
- Category 2: At imminent risk of homelessness (within 14 days)
- Category 3: Homeless under other Federal statutes
- Category 4: Fleeing/Attempting to flee domestic violence

Priority will be given to households who meet Categories 1 and 4. It is expected that 80% of the units will be occupied by families with children. The remaining 20% of the units will be reserved for survivors of domestic violence, many of whom are eligible under both Categories 1 and 4.

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

Half, or 31 units, will serve households at 30% AMI or below. The other half will serve households at or below 50% AMI.

**10. Demonstrate readiness (20 percent of score)**

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

FSCSS has already secured permanent financing from the City of Olympia (CDBG), Thurston County (Home), and the Federal Home Loan Bank (FHLB). We will submit funding applications to the State of Washington Housing Trust Fund in September 2020 and a 9% Tax Credit application in January 2021. We anticipate completing design, permitting and financing in the Fall of 2021 and completing construction by the end of 2022. The project will be fully leased in the first quarter of 2023.

<b><i>Milestone</i></b>	<b><i>Date of Completion</i></b>
<i>City of Olympia CDBG Award/ WSHFC LAP Financing</i>	<i>11/30/2018</i>
<i>Thurston County HOME Award</i>	<i>5/16/2019</i>
<i>FHLB Award</i>	<i>1/23/2020</i>
<i>Begin Construction</i>	<i>10/1/2021</i>
<i>Certificate of Occupancy Issued</i>	<i>12/31/2022</i>
<i>100% Lease-Up</i>	<i>4/1/2023</i>

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

Yes, FSCSS purchased the property in November 2018.

## **11. Reduce homelessness for most vulnerable (10 percent of score)**

*a. Will this project serve homeless households?*

Yes, this project will serve families with children and survivors of domestic violence who meet the federal HUD definition as indicated in questions 9c. Preference will be given to households that are chronically homeless, unsheltered, and those who meet Category 1 (literally homeless) and Category 4 (fleeing domestic violence).

*b. How will this project ensure it is serving the most vulnerable households in Coordinated Entry during lease up?*

FSCSS is the lead Coordinated Entry Provider for Thurston County, and is the designated entry point for homeless families with children and survivors of domestic violence. As the Coordinated Entry provider for these populations, FSCSS is committed to ensuring households have quick and easy access to all available homeless services programming and resources, including placement into permanent units with supportive services. When a household experiencing homelessness seeks Coordinated Entry services from FSCSS, a comprehensive assessment is completed to better understand that household's present situation. Currently, households who are unsheltered are assessed utilizing the Vulnerability Index Family Service Decision Assistance Tool (VI-F-SPDAT), which evaluates their history of homelessness, mental health, medical conditions, and other key elements that are proven to be risk factors linked to increased death on the street. For survivors who are fleeing domestic violence, they are assessed utilizing the Jackie Campbell Danger Assessment, an evidence-based tool that assesses the risk of lethality by their perpetrator. Once the applicable assessment is completed, households are given a score, which then puts them on the County-wide master list which is maintained by FSCSS. As resources become available, the next household on the master list, that is interested and eligible, is offered the resource. Households with the highest score rise to the top of the list, meaning the households with the greatest need, biggest barriers to housing, chronic homelessness, greatest safety needs, AND the least amount of familial and/or community support, are offered services first. Households are offered resources which may include rapid re-housing, shelter, case management, Foundations Community Support services, and referrals into housing programs as they become available. During lease-up and as units become available once FSCSS Family Housing is operational families at the top of the waiting list will be contacted and begin the tenant application process.

Because FSCSS has worked with families experiencing homelessness for more than 28 years, families and survivors regularly hear about the available services by word of mouth, social media, other social service providers, law enforcement, 211, Crisis Clinic, and the Coordinated Entry hotline. FSCSS answers the family extension of the Coordinated Entry hotline 24 hours a day, 7 days a week, providing information about shelter and housing, as well as how to access the Coordinated Entry system. The organization's main office campus is located directly across the street from the development site, a fact that is well known and routinely publicized at community meetings throughout Olympia. Because FSCSS operates Pear Blossom Place, the County's ONLY shelter for homeless families, there is a natural flow of families experiencing homelessness to the organization. Additionally, FSCSS' offices are integrated with a multitude of social service, community service, housing service and coordinated entry providers ensuring that the organization is well-situated within the community to help households who are in need of services and that they will be directed to FSCSS when needed.

c. *How many units or beds will be dedicated to the most vulnerable?*

All 62 apartment units developed in this project will be dedicated to serving the most vulnerable homeless families with children and survivors of violence in our community. As both the lead contracted Coordinated Entry provider, and the point of entry for all homeless families with children and survivors of domestic violence, FSCSS is well-versed and experienced in utilizing a master list to distribute resources based on prioritization. As previously stated, FSCSS uses the VI-F-SPDAT and the Jackie Campbell Danger Assessment to determine placement on the master list for available resources. As resources become available, FSCSS refers to the master list to identify the next interested and eligible household for the resource. FSCSS initiated this

development as a means to fill a critical gap and improve outcomes for the most vulnerable families with children and survivors of violence. FSCSS is dedicated to ending unsheltered family homelessness. A key strategy to accomplish this is to increase the number of available units in our community.

## **12. Provide Supportive housing (20 percent of score)**

### *a. Will this project provide supportive housing?*

This project will provide supportive services for all 62 housing units. Services will be tailored to the individual needs of each household, and will include case management and goal plans to support households in identifying and achieving their goals for greater family stability.

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

Once families have entered FSCSS's housing units, each household's needs will vary. Case managers will work with each family to meet identified needs, including mental health and substance abuse treatment enrollment and participation; assistance with enrolling in mainstream benefits (such as SSDI or SSI), and securing gainful employment; increasing the overall health and stability of their children through early childhood programs, securing IEP or other school-based supports, enrolling in medical care and finding a doctor; bolstering financial stability which can include budgeting, paying off past debts, enrolling in technical or education programs (such as GED courses or college); increasing overall safety through confidential domestic violence advocacy, accessing a protection order or other civil legal route such as parenting plans and dissolutions of marriage. Supportive services offered are trauma-informed and operate from a strengths-based perspective. Programs also operate following best practice standards such as harm reduction, low barriers to entry, and other evidence-based service delivery models.

### *c. How have supportive services been integrated into the design of the proposed project?*

From the early planning stages, prior to even purchasing the property, FSCSS envisioned a campus style facility which would include housing, childcare, multiple other basic need services, and opportunities for family engagement and enrichment. FSCSS recognizes that by serving the most vulnerable households at the proposed housing development it is then incumbent upon the agency to also to provide a comprehensive array of support services to engage families and support their long term stability, including but not limited to those services described in subsection 'b' of this question. The FSCSS Main Campus, located across the street from the housing development, houses the majority of FSCSS's case managers and services including coordinated entry, rapid rehousing, and family resource services, as well as the shelter intake and placement for Pear Blossom Place.

FSCSS believes that services need to be easily accessible and will leverage existing FSCSS programs and services as well as partnerships with other direct service organizations in order to provide services to the new housing development tenants within their own community. The FSCSS Campus houses multiple partner agencies who are committed to helping us in our

mission of strengthening families. Such partners include: Thurston County Volunteer Legal Services who provide free civil legal assistance, Catholic Community Services' volunteer and Veteran programs, Enriching Therapy and Beautiful Instant Psychotherapy who provide mental health care, the Thurston County Prosecutor's and County Clerk's Office as well detectives from across the county who are housed onsite to provide assistance to victims fleeing domestic violence. Parenting and prenatal support are provided through partnerships with Nurse Family Partnership, Parents as Teachers, and ChildCare Action Councils who hosts a Kaliedescope Play and Learn group and accepts referrals to their Homeless Childcare program. FSCSS staff and onsite partners have the flexibility to meet with families at whichever location is the most comfortable and convenient for the family, including the client's home. Each household will be assigned a designated case manager and will have access to FSCSS staff 24 hours a day to assist in mitigating any challenges or crises that arise.

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

FSCSS is a dynamic agency that has a proven track record of securing funding for case management and supportive services for families experiencing homelessness and for survivors of domestic violence through a combination of government grants and contracts, foundation and community grants, corporate, community, and individual contributions, as well fundraising events, faith-based support, and in-kind donations. While not all resources for this development project have been specifically identified, FSCSS has an established contract with Foundational Community Supports (FCS) through Amerigroup and the Health Care Authority for supportive housing services as well as supportive employment services. Proposed services to be offered on-site align with allowable services under FCS. We expect that approximately half of the tenants will be eligible for the FCS Supportive Housing Program. FSCSS currently has County and HUD funded rapid re-housing programs in excess of \$500,000 this fiscal year, which may be utilized to subsidize households at the development, as well as ongoing case management services. FSCSS has successfully secured and managed Washington Balance of State HUD funding, and is actively tracking NOFA's that may provide supportive services for the permanent housing project. FSCSS feels confident in their ability to secure and maintain funding for the supportive services aspect of the project, and will continue to seek out funding and leverage existing awards to support this project.

FSCSS is currently operating a program for Pear Blossom Place shelter guest and apartment tenants funded by Thurston County Treatment Sales Tax that is focused on supporting participation in behavioral and mental health programs. Intensive case management support is offered, and the Adult Needs and Strengths Assessment is completed with adults to assess their behavioral and mental health functioning and needs. It is expected that the services currently offered and being developed for Pear Blossom Place clients can be replicated for those in this affordable housing project.

*e. 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.*

FSCSS has enrolled and begun participating in SAMHSA Supportive Housing Fidelity training and will have fidelity evaluation completed prior to the onset of services at the new facility.

### 13. Cost (30 percent of score)

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

We have made a series of design changes to increase the cost efficiency of the building. It is important to remember that per unit costs of constructing family housing are significantly higher than the cost of developing Single Room Occupancy (SRO) units for homeless individuals. Almost one-third of our proposed units are 3-bedroom units and more than one-third are 2-bedroom units. The typical SRO unit can be 400 sf or smaller. Our 1-bedrooms are designed to serve small families and are 30-50% larger than a typical SRO unit. The 2-bedroom units are at least twice the size and the 3-bedroom units are 2.5 times the size of a typical SRO. In addition to the design changes already made, the development team intends to work diligently and collaboratively with the project architect and an as yet to be selected general contractor to identify additional changes to further increase the cost efficiency of the project.

**a1. Per unit hard construction costs**, including contractor overhead and profit and estimated off-site costs, are \$219,399 per unit or \$229 per square foot. Per bedroom the hard costs are \$108,822. **This is a reduction in hard costs of over (\$22,086) per unit from our previous application.** These numbers include a 3% escalation contingency from today to the expected start of construction and assume federal Residential Davis-Bacon wage rates.

$$\$13,602,768 / 62 = \textbf{\$219,399/unit}; / 59,264 \text{ sf} = \textbf{\$229/sf}$$

$$1\text{BR} \times 19 + 2\text{BR} \times 23 + 3\text{BR} \times 20 = 125 \text{ bedrooms};$$

$$\$13,602,768 / 125 = \textbf{\$108,822/bedroom}$$

**a2. Total project costs excluding land costs are \$324,308/unit. This is a reduction of over (\$41,257)/per unit from our 2019 application.** Including land costs, the total project costs per unit are \$331,675.

$$\$20,564,625 - \$457,500 = \$20,107,125 / 62 = \textbf{\$324,308/unit}$$

$$\$20,564,625 / 62 = \$331,688$$

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

City of Olympia Home Fund Request:  $\$1,000,000 / 62 \text{ Units} = \textbf{\$16,129 / Unit}$ . Divided by the expected occupancy of the project the per bed the Home Fund Request is  $\$1,000,000 / 252 \text{ persons} = \textbf{\$3,968 / person}$  or by bedroom  $/125 = \textbf{\$8,000/bedroom}$ .

**This is a reduction from our 2019 request of over (\$20,234)/unit. This reduction is due to the increase in the number of units in the project and other design changes that we have made.**

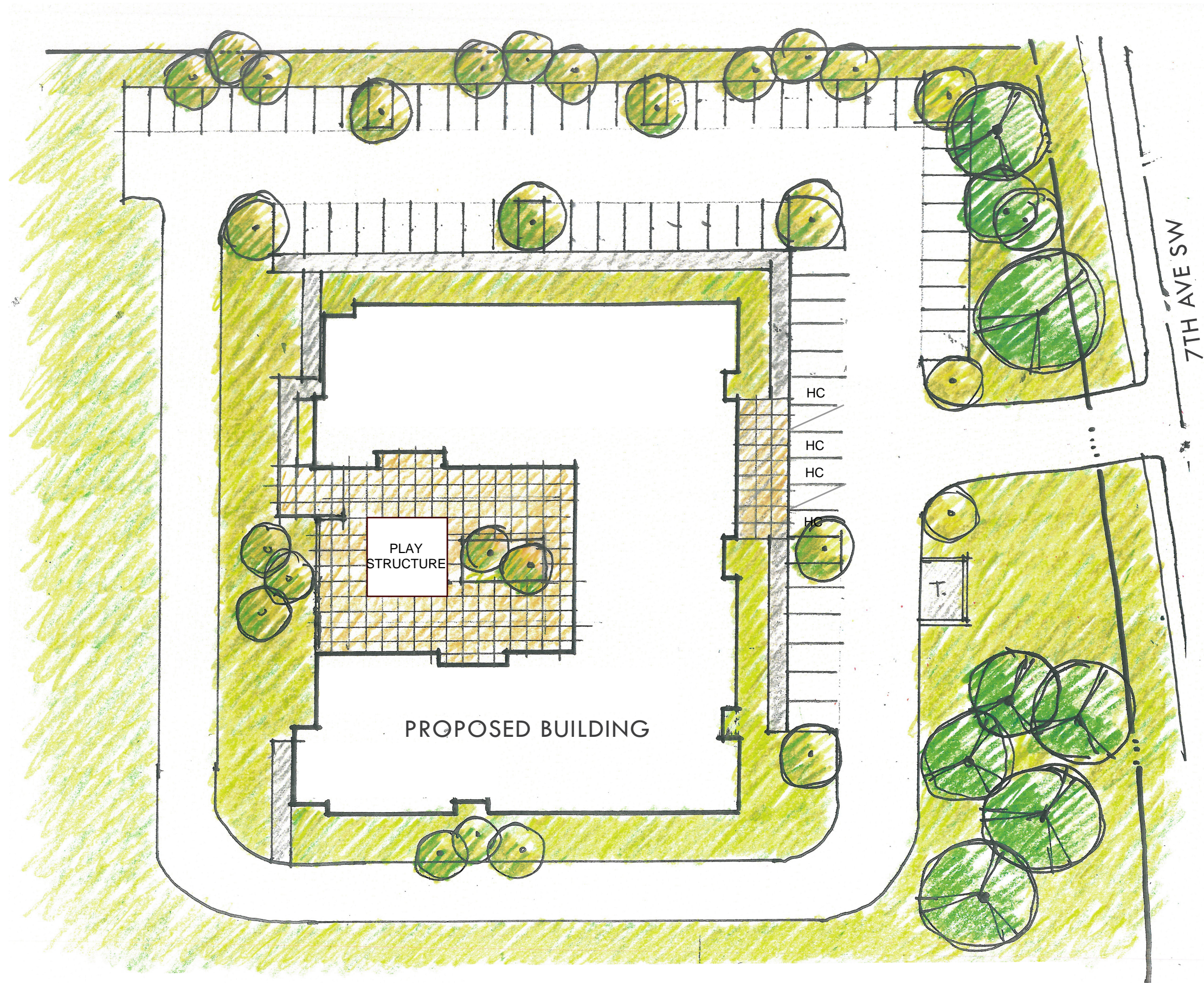
**14. A BUDGET SPREADSHEET MUST BE ATTACHED TO YOUR APPLICATION.** *The budget must be completed in the Washington State Combined Funders Application Spreadsheet and should include estimated income and expenses for:*

- o All estimated fund sources including Olympia Home Fund*
- o Design and Inspection*
- o Project management*
- o Relocation*
- o Title insurance*
- o Environmental review*
- o Permits and fees*
- o Land/property acquisition*
- o Site development*
- o Construction/rehabilitation*
- o Utilities*
- o Other expenses*

Please reference FSCSS's Excel budget document included in our application.



SITE AREA FOR  
FUTURE PHASE



SITE PLAN

SCALE 1" = 30'



**PREFACE NOTE:**

The 2019 Combined Funders Application (CFA) *Forms* were designed to collect data on proposed projects down to the site level, and up to 14 separate buildings on the site can be accommodated by this version of the Forms. For projects consisting of more than 1 site and/or 14 buildings per site, *please contact Sean Harrington at the Department of Commerce at (360) 725-2995 or via email at [sean.harrington@commerce.wa.gov](mailto:sean.harrington@commerce.wa.gov).*

**Definitions**

**Site:** The parcel(s) of land, unified under common ownership, which serve as the location of individual residential buildings or functionally-related groups of buildings. A site may equate to a single tax parcel or may be multiple *contiguous* tax parcels. Properties that are across the street from each other are considered contiguous.

**Multi-Site project:** A project consisting of buildings that are located in two or more locations that are *not* contiguous. For the purposes of this Application, a project that consists of a group of *single family homes* on non-contiguous sites within a single municipality (e.g., a DPA project operating within the City of Walla Walla) that operate with a project-wide budget is not considered a multi-site project. This type of project is considered a single site project with multiple buildings.

**Buildings:** The physical structures on a site included as part of this Application. This primarily includes residential structures, but may also include community buildings that serve the residents of the project.

**Household:** A group of individuals that functions collectively, whether related or not, and inhabits a specific residential space. A household can also refer to one individual that inhabits a specific residential space .

**Units:** Residential living quarters that are separate and distinct from each other and which typically contain complete and separate kitchen and restroom facilities in each unit.

**Bed:** a sleeping space provided to a single individual

**Redevelopment:** New construction on a site , usually preceded by partial or complete demolition of existing structures, with the purpose of providing replacement structures with an intended use similar to those they are replacing. Ideally, this would result in a 1:1 replacement of any previously or currently-existing housing units. The primary examples of Redevelopment are HOPE VI projects.

**Adaptive Reuse:** The alteration of an existing site or building to provide housing, when the previous purpose of the site or

## Validations Checklist

This page is intended as a check that particular elements of the application have been completed or displays as "Concern," please provide a reasoning for why, in your opinion, this element is not a concern.

### Validations

Form	Issue
3	Populations to be served must be ID'd
	Entry Status must be ID'd for all Populations
	Residency Type must be ID'd for all Populations
	All Records must be flagged as Unit or Bed
	A unit count must be provided for all ID'd populations
5	Begin Construction task cannot be deleted
	Schedule Tasks cannot be deleted
6A	Total Sources (cell j121) must at least equal Total Uses (cell j120)
7A	All Sources must have a Source Type selected
	All Sources must be identified as Grant or Loan
	All Loans must have terms
	All Sources must have an Award Date listed
	Total Capital Sources (cell F48) must match Total Sources on Form 6A (cell 118)

responses have been provided. If any of the elements

OK /

## Concern

## Rationale for Concern

OK	
OK	
OK	
OK	
OK	

OK	
Concern	

OK

OK	
OK	
OK	
OK	
OK	

## Form 1: Project Summary

**Project Name:** FSCSS Family Housing Phase I

**Project Sponsor:**

Sponsor Organization: FAMILY SUPPORT CENTER OF THE SOUTH SOUND (FSCSS)

Project Contact Person: TRISH GREGORY, EXECUTIVE DIRECTOR

Phone: 360-754-9297 Email: TRISHG@FSCSS.ORG

**Development Consultant (if applicable):**

Firm: BELLWETHER HOUSING

Consultant Name: KASEY LIEDTKE, HOUSING DEVELOPER

Phone: 206.588.4803 Email: KLIEDTKE@BELLWETHERHOUSING.ORG

Will the Development Consultant serve as the primary contact for the project?

**Name of Ownership Entity:** TBD (LLC)

**Project Location**

Primary Street Address: 3524 7TH AVENUE SW

City: OLYMPIA County: THURSTON Zip: 98502

Legislative District: 22ND Congressional District: 10TH

Census Tract: 105.1 Latitude: 47.04261 Longitude: -122.95707

Tax Parcel ID# 12817430100

**Project Activity (check all that apply)**

Acquisition	<input type="checkbox"/>	HUD/USDA Preservation	<input type="checkbox"/>	Mixed Use	<input type="checkbox"/>
Rehab	<input type="checkbox"/>	Expiring Tax Credit Property	<input type="checkbox"/>	Other	<input type="checkbox"/>
New Construction	<input checked="" type="checkbox"/>	Demolition/Redevelopment	<input type="checkbox"/>		
Adaptive Reuse	<input type="checkbox"/>	Mobile Home Park Preservation	<input type="checkbox"/>		

If Mixed Use or Other, please explain:

Total Sites in project

Total Units in Project

## Form 2A: Building Information

Project Name: FSCSS Family Housing Phase I

Building ID#/Name	Building Address (Street)	Building Address (City)	Building Type	Building Activity	Transitional Housing for the Homeless?	Low-Income Units	Market Rate Units	Common Area Units	TOTAL UNITS	Year building received original Certificate of Occupancy	Expected Placed- In-Service Date (MM/DD/YYYY)
Family Housing Phase I	3524 7th Ave SW	Olympia	Mid-Rise (4-6 floors w elevator)	New Construction	No	62	0	0	62	N/A	12/31/2022
									0		
									0		
									0		
									0		
									0		
									0		
									0		
									0		
									0		
									0		
									0		
					Total Units	62	0	0	62		

## Evergreen Sustainable Development Standard v3.0 Checklist

**Project Name: FSCSS Family Housing Phase I**

Site Region:

Site Activity:

### Design Element: Integrative Process

Criterion #	Criterion Title	Requirement Type/Optional Points	Points
1.1A	Integrative Process & Green Development Plan	Mandatory	x
1.1B	Integrative Process - Advanced Tools	0,2,4,6,8 or 10	0
1.2	Universal Design	up to 3	1
1.3A	Performance Verification	Mandatory	x
1.3B	Commissioning	up to 12 (2 point increments)	6
1.4	Socially Sustainable Living Patterns	0,3 or 6	3
Section 1 SUBTOTAL			10

### Design Element: Location & Neighborhood Fabric

Criterion #	Criterion Title	Requirement Type/Optional Points	Points
2.1	Site Protection	Mandatory	x
2.2	Connections to Existing Development & Infrastructure	Mandatory	X
2.3	Compact Development	Mandatory	x
2.4	Maximizing Density	0 or 5	5
2.5	Access to Services & Public Transportation	Mandatory, +5	5
2.6	Preservation of & Access to Open Space	Mandatory	x
2.7A	Walkable Neighborhoods-Sidewalks & Pathways	Mandatory	x
2.7B	Walkable neighborhoods - Connections to Surrounding Neighborhood	0,3 or 5 -Tribal Only	n/a
2.8	Improving Connectivity to the Community	0 or 2	2
2.9	Greyfield, Brownfield or Adaptive Reuse Site	0 or 5	0
2.10	Access to Fresh, Local Foods	0 or 3	0
Section 2 SUBTOTAL			12

### Design Element: Site Improvements

Criterion #	Criterion Title	Requirement Type/Optional Points	Points
3.1	Environmental Remediation	Mandatory	x
3.2	Erosion & Sedimentation Control	Mandatory	x
3.3a	Landscaping	Mandatory, if providing Landscaping	x
3.3b	Landscaping	0 or 5	5
3.3c	Landscaping-Significant Trees	up to 5	5
3.4	Efficient Irrigation	Mandatory, if installing irrigation	x
3.5	Surface Water Management	0,2,4 or 6	0
3.6	Storm Drain Labels	Mandatory	x
Section 3 SUBTOTAL			10

### Design Element: Water Conservation

Criterion #	Criterion Title	Requirement Type/Optional Points	Points
4.1A	Water-Conserving Fixtures	Mandatory	x
4.1B	Advanced Water-Conserving Fixtures	up to 6, must also achieve 4.4	0
4.2	Water Metering	0 or 2	2
4.3	Water Reuse	0,1,2,4,6,8,10 or 12	0
4.4	Efficient Plumbing Layout & Design	0 or 7	0
Section 4 SUBTOTAL			2

**Design Element: Energy Efficiency**

Criterion #	Criterion Title	Requirement Type/Optional Points	Points
5.1A	Building Performance Standard - New Construction	Mandatory	x
5.1B	Building Performance Standard - Rehab	n/a	
5.2A	Additional Reduction in Energy Use - New Construction	5 to 25 (5 point increments)	0
5.2B	Additional Reduction in Energy Use - Rehab	n/a	
5.3	Shading for South Facing Windows	0,1,2,3 or 4	0
5.4	EnergyStar Appliances	Mandatory, if providing appliances	x
5.5	Central Laundry	0 or 3	3
5.6	Efficient Lighting	Mandatory	x
5.7A	Electricity Meter - New Construction	Mandatory	x
5.7B	Electricity Meter - Rehab	n/a	
5.8A	Renewable Energy	n/a	
5.8B	Photovoltaic/Solar Hot Water Ready	0 or 1	1
5.8C	Solar Water Heating	n/a	
5.9	Domestic Water Heating	Mandatory	x
5.10	Domestic Water Heating	n/a	
5.11	Performance Tested Building Air Sealing	n/a	
5.12	Performance Tested Duct Sealing	n/a	
5.13	Space Heating & Cooling Equipment Replacement	n/a	
Section 5 SUBTOTAL			4

**Design Element: Materials**

Criterion #	Criterion Title	Requirement Type/Optional Points	Points
6.1	Low/No VOC Paints & Primers	Mandatory	x
6.2	Low/No VOC Adhesives & Sealants	Mandatory	x
6.3	Construction Waste Management	up to 5	5
6.4	Environmentally Preferable Materials	up to 10 (0.5 increments)	0
6.5A	Reduced Heat-Island Effect: Roofing	0 or 2	0
6.5B	Reduced Heat-Island Effect: Paving	0 or 2, if paving	0
6.6	Socially Sustainable Products	up to 3	0
Section 6 SUBTOTAL			5

**Design Element: Healthy Living Environment**

Criterion #	Criterion Title	Requirement Type/Optional Points	Points
7.1	Composite Wood Products that Emit Low/No Formaldehyde	Mandatory	x
7.2A	Healthy Flooring Materials	Mandatory, if providing flooring materials	x
7.2B	Healthy Flooring Materials	0 or 6	0
7.3A	Exhaust Fans-Bathroom	Mandatory	x
7.3B	Exhaust Fans-Bathroom	n/a	
7.4A	Exhaust Fans-Kitchen	Mandatory	x
7.4B	Exhaust Fans-Kitchen	n/a	
7.5	Ventilation	Mandatory	x
7.6	Clothes Dryer Exhaust	Mandatory	x
7.7	Combustion Equipment	Mandatory	n/a
7.8	Mold Prevention: Surfaces	Mandatory	x
7.9	Mold Prevention: Tub & Shower Enclosures	Mandatory	x
7.10	Vapor Barrier Strategies	Mandatory	x
7.11	Radon Mitigation	Mandatory	n/a
7.12	Water Drainage	Mandatory	x
7.13A	Enhanced Building Envelope Design	Mandatory	x
7.13B	Enhanced Building Envelope Design	0,2,3,4,5,6,7 or 8	3
7.14	Garage Isolation	Mandatory	x
7.15	Integrated Pest Management	Mandatory	x
7.16	Lead-Safe Work Practices	Mandatory	x
7.17	Smoke-Free Bulding	Mandatory	x
Section 7 SUBTOTAL			3



Design Element: Operations, Maintenance & Resident Management

Criterion #	Criterion Title	Requirement Type/Optional Points	Points
8.1A	Building Maintenance Manual & Unit Turnover Plan	Mandatory	x
8.1B	O&M Instructions for Maintenance Staff	0 or 7	7
8.2	Emergency Management Plan	Mandatory for Multifamily Projects	x
8.3	Resident Manual & Orientation Example	Mandatory	x
8.4	Project Data Collection	0,3,5 or 8	0
8.5	Educational Signage	Mandatory	x
Section 8 SUBTOTAL			7

Thresholds

In order to ensure that your project will pass the threshold for the Evergreen Sustainable Development Standard, we advise building in a "cushion" of 5-10 points above what is required.

New Construction projects must achieve 50 points

Rehab - Moderate and Rehab - Substantial projects must achieve 40 points

Section 1	10
Section 2	12
Section 3	10
Section 4	2
Section 5	4
Section 6	5
Section 7	3
Section 8	7
Overall Checklist Total	53

## Form 2B: Square Footage Details

Project Name: FSCSS Family Housing Phase I

Building #	RESIDENTIAL								NON-RESIDENTIAL		TOTAL
	# of Floors	Low-Income Units	Common Area/ Manager Units	Market Rate Units	Common Area for Residential Services	Other Common Area	Structured Residential Parking	Total Residential Gross Square Footage	# of floors	Gross Square Footage	Total Gross Square Footage
Family Housing Phase I	4	46,444	0	0	1,576	11,244	0	59,264	0	0	59,264
0								0			0
0								0			0
0								0			0
0								0			0
0								0			0
0								0			0
0								0			0
0								0			0
0								0			0
0								0			0
0								0			0
0								0			0
0								0			0
0								0			0
0								0			0
Total:		46,444	0	0	1,576	11,244	0	59,264		0	59,264

### Form 3: Populations to be Served

**Project Name: FSCSS Family Housing Phase I**

[illegible]

<b>Total Low Income Populaton Units</b>	62
---	----

### Population Type Notes

**FSCSS will provide permanent housing with supportive services to unsheltered families with children or individuals as well as households that have experienced domestic violence. Although the goal is to serve homeless households in 100% of the units we are allowing for some flexibility to serve other low-income households or homeless households that fall into the Level 4 designation of homelessness.**

Form 5: Project Schedule

Project Name: FSCSS Family Housing Phase I

Category	Tasks	Date Completed or Expected Complete
Site Control	Purchase and Sale Agreement / Option	3/20/2018
Site Control	Maximum Extensions	
Site Control	Closing	11/30/2018
Feasibility/Due Diligence	Site survey	6/1/2018
Feasibility/Due Diligence	Market study	12/30/2020
Feasibility/Due Diligence	Phase I Environmental Assessment	4/20/2018
Feasibility/Due Diligence	Phase 2 Environmental Assessment	
Feasibility/Due Diligence	SEPA	6/15/2021
Feasibility/Due Diligence	NEPA Clearance	12/31/2020
Feasibility/Due Diligence	Choice Limiting Actions Clearance	12/31/2020
Feasibility/Due Diligence	Capital needs assessment	
Feasibility/Due Diligence	Neighborhood notification (if required)	6/27/2018
Relocation	Planning and budget	
Financing	Appraisal	6/1/2018
Financing	Application for funding (specify source):	3/2/2020
Financing	Application for funding (specify source):	5/31/2019
Financing	Application for funding (specify source):	9/26/2020
Financing	Application for funding (specify source):	1/20/2021
Financing	Application for funding (specify source):	4/4/2019
Financing	Application for Service funding	
Financing	Lender selection	6/1/2021
Financing	Funding for services awarded	
Financing	Award date for funding source (specify):	4/1/2020
Financing	Award date for funding source (specify):	12/1/2019
Financing	Award date for funding source (specify):	12/1/2020
Financing	Award date for funding source (specify):	3/1/2021
Financing	Award date for funding source (specify):	5/16/2019
Financing	Capital Finance Closing	12/15/2021
Financing	Permanent Financing Conversion	
Design/Permitting	Preliminary drawings completed	9/1/2020
Design/Permitting	Zoning approval	
Design/Permitting	Building permit application submitted	4/15/2021
Design/Permitting	Building permits issued	9/15/2021
Design/Permitting	Submit Evergreen Project Plan	8/1/2021
Design/Permitting	Final Plans and Specs Completed	10/1/2021
Construction	Selection of general contractor	6/1/2020
Construction	Begin Construction	10/1/2021
Construction	Issued certificate of occupancy	12/31/2022
Occupancy	Selection of management entity	9/1/2020
Occupancy	Selection of service providers	
Occupancy	Begin lease-up	1/1/2023
Occupancy	100% lease-up	4/1/2023
Occupancy	Placed in service - 1st Building	1/1/2023
Occupancy	Placed in service - Last Building	
Occupancy	Evergreen Sustainable Development Standard Occupancy Manual Approval	11/1/2022
Occupancy	Projected First LIHTC Year	1/1/2023
Occupancy	Service Funding Starts	

Notes / Status
Complete
N/A
Complete
Complete
Complete
N/A
N/A
Complete
N/A
Complete
City of Olympia HOME - complete
FHLB - complete
State HTF
WSHFC 9%
Thurston County HOME-complete
N/A
N/A
City of Olympia HOME - pending
FHLB - complete
State HTF
WSHFC
Thurston County HOME-complete
N/A
N/A
N/A
N/A
N/A
N/A

Form 6A: Development Budgets

Project Name: FSCSS Family Housing Phase I

Date of Budget	3/2/2020	% Total Project Cost	Total Project Cost	Residential total	RESIDENTIAL			
					Source:	Source:	Source:	Source:
					CITY- Home Levy Funds	COUNTY - HOME Funds	STATE - HTF	FHLB - AHF

Acquisition Costs:

Land	2%	\$ 457,500	\$ 457,500				
Existing Structures	0%	\$ -	\$ -				
Liens	0%	\$ -	\$ -				
Closing, Title & Recording Costs	0%	\$ 13,356	\$ 13,356				
Extension payment	0%	\$ -	\$ -				
Other:	0%	\$ -	\$ -				
SUBTOTAL	2%	\$ 470,856	\$ 470,856	\$ -	\$ -	\$ -	\$ -

Construction:

Demolition	0%	\$ -	\$ -				
New Building	62%	\$ 12,766,927	\$ 12,766,927	\$ 855,082	\$ 318,591	\$ 2,915,247	\$ 855,082
Rehabilitation	0%	\$ -	\$ -				
Contractor Profit	2%	\$ 322,336	\$ 322,336				
Contractor Overhead	2%	\$ 363,505	\$ 363,505				
New Construction Contingency	5%	\$ 743,391	\$ 743,391	\$ 55,918	\$ 20,834	\$ 167,753	\$ 55,918
Rehab Contingency	0%	\$ -	\$ -				
Accessory Building	0%	\$ -	\$ -				
Site Work / Infrastructure	0%		\$ -				
Off site Infrastructure	1%	\$ 150,000	\$ 150,000				
Environmental Abatement - Building	0%	\$ -	\$ -				
Environmental Abatement - Land	0%	\$ -	\$ -				
Sales Tax	6%	\$ 1,265,057	\$ 1,265,057	\$ 89,000	\$ 33,160	\$ 267,000	\$ 89,000
Bond Premium	1%	\$ 114,711	\$ 114,711				
Equipment and Furnishings	0%	\$ 27,500	\$ 27,500				
Other:	0%		\$ -				
SUBTOTAL	77%	\$ 15,753,427	\$ 15,753,427	\$ 1,000,000	\$ 372,585	\$ 3,350,000	\$ 1,000,000

Form 6A: Development Budgets

Project Name: FSCSS Family Housing Phase I

Date of Budget	3/2/2020	% Total Project Cost	Total Project Cost	Residential total	RESIDENTIAL			
					Source:	Source:	Source:	Source:
					CITY- Home Levy Funds	COUNTY - HOME Funds	STATE - HTF	FHLB - AHF

<b>Soft Costs:</b>								
Buyer's Appraisal	0%		\$	-				
Market Study	0%	\$	4,000	\$	4,000			
Architect	3%	\$	569,111	\$	569,111			
Engineering	0%	\$	25,000	\$	25,000			
Environmental Assessment	0%	\$	4,000	\$	4,000			
Geotechnical Study	0%	\$	15,000	\$	15,000			
Boundary & Topographic Survey	0%	\$	28,560	\$	28,560			
Legal - Real Estate	0%	\$	20,000	\$	20,000			
Developer Fee	2%	\$	380,456	\$	380,456			
Project Management / Dev. Consultant Fees	2%	\$	508,414	\$	508,414			
Other Consultants	0%		\$	-				
Soft Cost Contingency	1%	\$	115,625	\$	115,625			
Other:	0%	\$	-	\$	-			
SUBTOTAL		8%	\$	1,670,166	\$	1,670,166	\$	- \$

<b>Pre-Development / Bridge Financing</b>								
Bridge Loan Fees	0%	\$	4,875	\$	4,875			
Bridge Loan Interest	0%	\$	58,150	\$	58,150			
SUBTOTAL		0%	\$	63,025	\$	63,025	\$	- \$

<b>Construction Financing</b>								
Construction Loan Fees	1%	\$	148,651	\$	148,651			
Construction Loan Expenses	0%	\$	10,000	\$	10,000			
Construction Loan Legal	0%	\$	35,000	\$	35,000			
Construction Period Interest	1%	\$	129,562	\$	129,562			
Lease-up Period Interest	2%	\$	362,778	\$	362,778			
SUBTOTAL		3%	\$	685,991	\$	685,991	\$	- \$

Form 6A: Development Budgets

Project Name: FSCSS Family Housing Phase I

Date of Budget	3/2/2020	% Total Project Cost	Total Project Cost	Residential total	RESIDENTIAL			
					Source:	Source:	Source:	Source:
					CITY- Home Levy Funds	COUNTY - HOME Funds	STATE - HTF	FHLB - AHF

<b>Permanent Financing</b>								
Permanent Loan Fees	0%	\$	-	\$	-			
Permanent Loan Expenses	0%	\$	-	\$	-			
Permanent Loan Legal	0%	\$	-	\$	-			
LIHTC Fees	1%	\$	146,388	\$	146,388			
LIHTC Legal	0%	\$	45,000	\$	45,000			
LIHTC Owners Title Policy	0%	\$	10,000	\$	10,000			
State HTF Fees	0%	\$	71,000	\$	71,000			
Other: <input type="text"/>	0%			\$	-			
<b>SUBTOTAL</b>	1%	\$	272,388	\$	272,388	\$	-	\$

<b>Capitalized Reserves</b>								
Operating Reserves	1%	\$	184,604	\$	184,604			
Replacement Reserves	0%	\$	21,700	\$	21,700			
Other: <input type="text"/>	0%	\$	-	\$	-			
<b>SUBTOTAL</b>	1%	\$	206,304	\$	206,304	\$	-	\$

<b>Other Development Costs</b>								
Real Estate Tax	0%	\$	10,000	\$	10,000			
Insurance	1%	\$	161,028	\$	161,028		\$	126,896
Relocation (from Form 4)	0%	\$	-	\$	-			
Bidding Costs	0%	\$	-	\$	-			
Permits, Fees & Hookups	6%	\$	1,154,441	\$	1,154,441		\$	38,972
Impact/Mitigation Fees	0%	\$	-	\$	-			
Development Period Utilities	0%	\$	-	\$	-			
Nonprofit Donation	0%	\$	25,000	\$	25,000			
Accounting/Audit	0%	\$	15,000	\$	15,000			
3 <sup>rd</sup> Party Certification of final development cost				\$	-			
Marketing/Leasing Expenses	0%	\$	2,000	\$	2,000			
Carrying Costs at Rent up/Lease Up Reserve	0%	\$	75,000	\$	75,000			
<b>SUBTOTAL</b>	7%	\$	1,442,469	\$	1,442,469	\$	-	\$



Form 6A: Development Budgets

Project Name: FSCSS Family Housing Phase I

Date of Budget	3/2/2020	% Total Project Cost	Total Project Cost	Residential total	RESIDENTIAL			
					Source:	Source:	Source:	Source:
					CITY- Home Levy Funds	COUNTY - HOME Funds	STATE - HTF	FHLB - AHF

Bond Related Costs of Issuance (4% Tax Credit/Bond Projects Only)

Issuer Fees & Related Expenses	0%	\$	-	\$	-				
Bond Counsel	0%	\$	-	\$	-				
Trustee Fees & Expenses	0%	\$	-	\$	-				
Underwriter Fees & Counsel	0%	\$	-	\$	-				
Placement Agent Fees & Counsel	0%	\$	-	\$	-				
Borrower's Counsel - Bond Related	0%	\$	-	\$	-				
Rating Agency	0%	\$	-	\$	-				
SUBTOTAL	0%	\$	-	\$	-	\$	-	\$	-

Total Development Cost:	20,564,625	20,564,625				
Total Sources:	20,564,625.279	20,564,625	1,000,000	372,585	3,515,868	1,000,000

Source:		non-residential total	Source:	
CITY - CDBG	LIHTC 9% - Equity			
\$ 200,000	\$ 257,500	\$ -		
		\$ -		
		\$ -		
	\$ 13,356	\$ -		
		\$ -		
		\$ -		
\$ 200,000	\$ 270,856	\$ -	\$ -	\$ -
		\$ -		
	\$ 7,822,925	\$ -		
		\$ -		
	\$ 322,336	\$ -		
	\$ 363,505	\$ -		
	\$ 442,968	\$ -		
		\$ -		
		\$ -		
		\$ -		
	\$ 150,000	\$ -		
		\$ -		
		\$ -		
	\$ 786,897	\$ -		
	\$ 114,711	\$ -		
	\$ 27,500	\$ -		
		\$ -		
\$ -	\$ 10,030,842	\$ -	\$ -	\$ -

Source:		non-residential total	Source:	
CITY - CDBG	LIHTC 9% - Equity			
		\$ -		
	\$ 4,000	\$ -		
	\$ 569,111	\$ -		
	\$ 25,000	\$ -		
	\$ 4,000	\$ -		
	\$ 15,000	\$ -		
	\$ 28,560	\$ -		
	\$ 20,000	\$ -		
	\$ 380,456	\$ -		
	\$ 508,414	\$ -		
		\$ -		
	\$ 115,625	\$ -		
		\$ -		
\$ -	\$ 1,670,166	\$ -	\$ -	\$ -
	\$ 4,875	\$ -		
	\$ 58,150	\$ -		
\$ -	\$ 63,025	\$ -	\$ -	\$ -
	\$ 148,651	\$ -		
	\$ 10,000	\$ -		
	\$ 35,000	\$ -		
	\$ 129,562	\$ -		
	\$ 362,778	\$ -		
\$ -	\$ 685,991	\$ -	\$ -	\$ -

Source:		non-residential total	Source:	
CITY - CDBG	LIHTC 9% - Equity			
		\$ -		
		\$ -		
		\$ -		
	\$ 146,388	\$ -		
	\$ 45,000	\$ -		
	\$ 10,000	\$ -		
	\$ 71,000	\$ -		
		\$ -		
\$ -	\$ 272,388	\$ -	\$ -	\$ -
	\$ 184,604	\$ -		
	\$ 21,700	\$ -		
		\$ -		
\$ -	\$ 206,304	\$ -	\$ -	\$ -
	\$ 10,000	\$ -		
	\$ 34,132	\$ -		
		\$ -		
		\$ -		
	\$ 1,115,469	\$ -		
		\$ -		
		\$ -		
	\$ 25,000	\$ -		
	\$ 15,000	\$ -		
		\$ -		
	\$ 2,000	\$ -		
	\$ 75,000	\$ -		
\$ -	\$ 1,276,601	\$ -	\$ -	\$ -

Source:		non-residential total	Source:	
CITY - CDBG	LIHTC 9% - Equity			
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -		
200,000	14,476,172	\$ -	\$ -	\$ -

## Form 6B: Development Budget Details

Project Name: FSCSS Family Housing Phase I

R E S I D E N T I A L	
Residential Total	Explanation (Be as specific as possible and include any deviations from the cost estimate)

### Acquisition Costs:

Land	\$ 457,500.00	Actual cost
Existing Structures	\$ -	
Liens	\$ -	
Closing, Title & Recording Costs	\$ 13,356.00	Actual cost
Extension payment	\$ -	
Other	\$ -	

### Construction:

Demolition	\$ -	N/A
New Building	\$ 12,766,927.00	Construction estimate
Rehabilitation	\$ -	N/A
Contractor Profit	\$ 322,336.00	Construction estimate
Contractor Overhead	\$ 363,505.00	Construction estimate
New Construction Contingency	\$ 743,391.00	5% of construction costs
Rehab Contingency	\$ -	N/A
Accessory Building	\$ -	N/A
Site Work / Infrastructure	\$ -	Included in New Building above
Off site Infrastructure	\$ 150,000.00	N/A
Environmental Abatement - Building	\$ -	N/A
Environmental Abatement - Land	\$ -	N/A
Sales Tax	\$ 1,265,057.00	9.3%
Bond Premium	\$ 114,711.00	Quote based on estimated construction amount
Equipment and Furnishings	\$ 27,500.00	Community room furniture, office equipment and maintenance equipment
Other Construction Costs	\$ -	

### Soft Costs:

Buyer's Appraisal	\$ -	N/A
Market Study	\$ 4,000.00	Estmate based on similar projects
Architect	\$ 569,110.72	Estimate based on similar projects. Includes Engineering
Engineering	\$ 25,000.00	Special Inspections
Environmental Assessment	\$ 4,000.00	Phase I
Geotechnical Study	\$ 15,000.00	Estimate based on similar projects
Boundary & Topographic Survey	\$ 28,560.00	Estimate based on similar projects
Legal - Real Estate	\$ 20,000.00	Estimate based on similar projects
Developer Fee	\$ 380,456.00	
Project Management / Dev. Consultant Fees	\$ 508,414.00	Per development consultant contract with Bellwether Housing
Other Consultants	\$ -	
Soft Cost Contingency	\$ 115,625.00	
Other	\$ -	

### Pre-Development / Bridge Financing

Bridge Loan Fees	\$ 4,875.00	Actual cost
Bridge Loan Interest	\$ 58,150.00	

Form 6B: Development Budget Details

Project Name: FSCSS Family Housing Phase I

R E S I D E N T I A L	
Residential Total	Explanation (Be as specific as possible and include any deviations from the cost estimate)

Construction Financing

Construction Loan Fees	\$ 148,650.57	1% of Total Construction Loan, Appraisal, Legal, etc...
Construction Loan Expenses	\$ 10,000.00	Title & Recording
Construction Loan Legal	\$ 35,000.00	Borrower Legal
Construction Period Interest	\$ 129,562.00	
Lease-up Period Interest	\$ 362,778.00	

Permanent Financing

Permanent Loan Fees	\$ -	
Permanent Loan Expenses	\$ -	
Permanent Loan Legal	\$ -	
LIHTC Fees	\$ 146,388.00	Application Fee, Credit Reservation Fee
LIHTC Legal	\$ 45,000.00	Developer related Legal
LIHTC Owners Title Policy	\$ 10,000.00	Owner Standard Coverage Premium, Recording fees, Title Reports
State HTF Fees	\$ 71,000.00	2% of HTF Fee
Other	\$ -	

Capitalized Reserves

Operating Reserves	\$ 184,604.00	6 months of Operating Expenses
Replacement Reserves	\$ 21,700.00	\$350 per unit
Other Reserves	\$ -	

Other Development Costs

Real Estate Tax	\$ 10,000.00	Fully tax exempt
Insurance	\$ 161,027.99	Builder's Risk and General Liability
Relocation	\$ -	
Bidding Costs	\$ -	
Permits, Fees & Hookups	\$ 1,154,441.00	Estimated fees from City of Olympia website (see sources on 6E)
Impact/Mitigation Fees	\$ -	See details in 6E
Development Period Utilities	\$ -	
Nonprofit Donation	\$ 25,000.00	
Accounting/Audit	\$ 15,000.00	Tax Returns and Final Cost Certification and 10% Test
3 <sup>rd</sup> Party Certification of final development cost	\$ -	
Marketing/Leasing Expenses	\$ 2,000.00	
Carrying Costs at Rent up/ Lease Up Reserve	\$ 75,000.00	

Bond Related Costs of Issuance (4% Tax Credit/Bond Projects Only)

Issuer Fees & Related Expenses	\$ -	
Bond Counsel	\$ -	
Trustee Fees & Expenses	\$ -	
Underwriter Fees & Counsel	\$ -	
Placement Agent Fees & Counsel	\$ -	
Borrower's Counsel - Bond Related	\$ -	
Rating Agency	\$ -	







## Form 6C: LIHTC Budget (Basis Calculation)

Project Name: FSCSS Family Housing Phase I

R E S I D E N T I A L		
Total Residential Project Cost	Eligible Basis	
	Acquisition	New Construction / Rehab

### Acquisition Costs:

Land	\$ 457,500		
Existing Structures	\$ -		
Liens	\$ -		
Closing, Title & Recording Costs	\$ 13,356	\$ 13,356	
Extension payment	\$ -		
Other: <input type="text"/>	\$ -		
<b>SUBTOTAL</b>	<b>\$ 470,856</b>	<b>\$ 13,356</b>	<b>\$ -</b>

### Construction:

Demolition	\$ -		\$ -
New Building	\$ 12,766,927		\$ 12,766,927
Rehabilitation	\$ -		\$ -
Contractor Profit	\$ 322,336		\$ 322,336
Contractor Overhead	\$ 363,505		\$ 363,505
New Construction Contingency	\$ 743,391		\$ 743,391
Rehab Contingency	\$ -		\$ -
Accessory Building	\$ -		\$ -
Site Work / Infrastructure	\$ -		\$ -
Off site Infrastructure	\$ 150,000		
Environmental Abatement (Building)	\$ -		\$ -
Environmental Abatement (Land)	\$ -		\$ -
Sales Tax	\$ 1,265,057		\$ 1,265,057
Bond Premium	\$ 114,711		\$ 114,711
Equipment and Furnishings	\$ 27,500		\$ 27,500
Other: <input type="text"/>	\$ -		\$ -
<b>SUBTOTAL</b>	<b>\$ 15,753,427</b>	<b>\$ -</b>	<b>\$ 15,603,427</b>

### Soft Costs:

Buyer's Appraisal	\$ -		
Market Study	\$ 4,000		
Architect	\$ 569,111		\$ 569,111
Engineering	\$ 25,000		\$ 25,000
Environmental Assessment	\$ 4,000		\$ 4,000
Geotechnical Study	\$ 15,000		\$ 15,000
Boundary & Topographic Survey	\$ 28,560		\$ 28,560
Legal - Real Estate	\$ 20,000		\$ 20,000
Developer Fee	\$ 380,456		\$ 380,456
Project Management / Dev Consultant Fees	\$ 508,414		\$ 508,414
Other Consultants	\$ -		\$ -
Soft Cost Contingency	\$ 115,625		
Other: <input type="text"/>	\$ -		\$ -
<b>SUBTOTAL</b>	<b>\$ 1,670,166</b>	<b>\$ -</b>	<b>\$ 1,550,541</b>

## Form 6C: LIHTC Budget (Basis Calculation)

Project Name: FSCSS Family Housing Phase I

		R E S I D E N T I A L		
		Total Residential Project Cost	Eligible Basis	
			Acquisition	New Construction / Rehab
<b>Pre-Development / Bridge Financing</b>				
Bridge Loan Fees	\$	4,875		
Bridge Loan Interest	\$	58,150		
<b>SUBTOTAL</b>	\$	63,025	\$ -	\$ -
<b>Construction Financing</b>				
Construction Loan Fees	\$	148,651		\$ 148,651
Construction Loan Expenses	\$	10,000		\$ 10,000
Construction Loan Legal	\$	35,000		\$ 35,000
Construction Period Interest	\$	129,562		\$ 129,562
Lease-up Period Interest	\$	362,778		
<b>SUBTOTAL</b>	\$	685,991	\$ -	\$ 323,213
<b>Permanent Financing</b>				
Permanent Loan Fees	\$	-		
Permanent Loan Expenses	\$	-		
Permanent Loan Legal	\$	-		
LIHTC Fees	\$	146,388		
LIHTC Legal	\$	45,000		
LIHTC Owners Title Policy	\$	10,000		
State HTF Fees	\$	71,000		
Other: <input type="text"/>	\$	-		
<b>SUBTOTAL</b>	\$	272,388	\$ -	\$ -
<b>Capitalized Reserves</b>				
Operating Reserves	\$	184,604		
Replacement Reserves	\$	21,700		
Other: <input type="text"/>	\$	-		
<b>SUBTOTAL</b>	\$	206,304	\$ -	\$ -
<b>Other Development Costs</b>				
Real Estate Tax	\$	10,000		\$ 10,000
Insurance	\$	161,028		\$ 161,028
Relocation	\$	-		\$ -
Bidding Costs	\$	-		\$ -
Permits, Fees & Hookups	\$	1,154,441		\$ 1,154,441
Impact/Mitigation Fees	\$	-		\$ -
Development Period Utilities	\$	-		\$ -
Nonprofit Donation	\$	25,000		
Accounting/Audit	\$	15,000		
3 <sup>rd</sup> Party Certification of final development cost	\$	-		\$ -
Marketing/Leasing Expenses	\$	2,000		
Carrying Costs at Rent up/ Lease Up Reserve	\$	75,000		
<b>SUBTOTAL</b>	\$	1,442,469	\$ -	\$ 1,325,469

Form 6C: LIHTC Budget (Basis Calculation)

Project Name: FSCSS Family Housing Phase I

R E S I D E N T I A L			
Total Residential Project Cost	Eligible Basis		
	Acquisition	New Construction / Rehab	
<b>Bond Related Costs of Issuance (4% Tax Credit/Bond Projects Only)</b>			
Issuer Fees & Related Expenses	\$ -		
Bond Counsel	\$ -		
Trustee Fees & Expenses	\$ -		
Underwriter Fees & Counsel	\$ -		
Placement Agent Fees & Counsel	\$ -		
Borrower's Counsel - Bond Related	\$ -		
Rating Agency	\$ -		
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -
<b>TOTALS:</b>	\$ 20,564,625	\$ 13,356	\$ 18,802,649

## Form 6E Fee Schedule

Project Name: FSCSS Family Housing Phase I

Fee	Qty	Unit Price	Total
<b>Pre-entitlement</b>			
Department Reviews	1.039	\$ 16,500.00	\$ 17,143.50
			\$ 17,143.50
<b>Entitlement</b>			
Site Plan	1.039	\$ 900.00	\$ 935.10
Transportation/Engrg			\$ -
Geologic/Hazard			\$ -
SEPA	1.039	\$ 3,680.00	\$ 3,823.52
Tree Removal			\$ -
Clear and Grade			\$ -
Other	1.039	\$ 440.00	\$ 457.16
Site Inspections	17187	\$ 1.00	\$ 17,187.00
	<b>SUBTOTAL</b>		\$ 22,402.78
<b>Building Permit</b>			
Building	\$ 94,671.75	\$ 1.00	\$ 94,671.75
Mechanical	\$ 10,700.04	\$ 1.00	\$ 10,700.04
Plumbing	\$ 5,245.29	\$ 1.00	\$ 5,245.29
Fire - Technical	\$ 274,028.69	\$ 1.00	\$ 274,028.69
Fire - Alarm			\$ -
Fire - Sprinkler			\$ -
Electrical	\$ 976.87	\$ 1.00	\$ 976.87
Inspections		\$ 1.00	\$ -
	<b>SUBTOTAL</b>		\$ 385,622.64
<b>Hook Ups</b>			
Sewer and Side Sewer	149383	\$ 1.00	\$ 149,383.00
Water Meter Charge	850	\$ 1.00	\$ 850.00
Capital Facilities Charge			
Wastewater	4652	\$ 1.00	\$ 4,652.00
Water District	77370	\$ 1.00	\$ 77,370.00
	<b>SUBTOTAL</b>		\$ 232,255.00
<b>Impact Fees</b>			
Fire			\$ -
Parks	62	\$ 3,944.04	\$ 244,530.73
Transportation/Engrg	62	\$ 1,960.07	\$ 121,524.56
Schools	62	\$ 2,112.29	\$ 130,961.79
	<b>SUBTOTAL</b>		\$ 497,017.08
<b>Other</b>			
			\$ -
	<b>SUBTOTAL</b>		\$ -
<b>TOTAL</b>			\$ 1,154,441.00

Comments

<https://ci-olympia-wa.smartgovcommunity.com/Public/DocumentsView/Download/062c07ee-eae1-4c7e-99d6-a7c901471c81>

<https://ci-olympia-wa.smartgovcommunity.com/Public/DocumentsView/Download/a8af09d3-b04f-46be-b9e5-a7c90146a796>  
<https://ci-olympia-wa.smartgovcommunity.com/Public/DocumentsView/Download/caf52783-cb19-41ae-962f-aa180109f34e>  
<https://ci-olympia-wa.smartgovcommunity.com/Public/DocumentsView/Download/34e1ac77-0f75-431e-9219-aa18010a1c8a>  
<https://ci-olympia-wa.smartgovcommunity.com/Public/DocumentsView/Download/25d1706c-b1d0-4154-a769-aa6200fbb790>

<https://ci-olympia-wa.smartgovcommunity.com/Public/DocumentsView/Download/3abf375d-195c-42f7-9660-aa180109bec1>

<https://ci-olympia-wa.smartgovcommunity.com/Public/DocumentsView/Download/a39c9b36-a65d-4c39-a3ec-a7c90146e005>  
15.04.060.B Exemptions  
W/ 2% DISCOUNT FOR BUS STATION  
15.04.060.A.10 Exemptions



Form 6E  
Fee Schedule

CFA Forms

Form 7A: Financing Sources

Project Name: FSCSS Family Housing Phase I

Bridge Financing

Bridge Source Name	Bridge Source Type	Proposed Amount	Committed Amount	Interest Rate	Loan Term	Amortization Period	Source of Repayment
Impact Capital - Phase I	Bank		85,000	0.000%		24 mo	
Impact Capital - Phase II	Bank	565,000		6.500%		24 mo	
LAP Loan	State - other		530,000	6.500%		24 mo	
	Subtotals	565,000	615,000				
Total Bridge Financing			1,180,000				

Permanent Financing - Residential

Residential Source Name	Residential Source Type	Proposed Amount	Committed Amount	Public / Private	Application Date	(Projected) Award Date	Grant/ Loan	Funding Type	Debt Type	Interest Rate	Loan Term	Amortization Period	Repayment Structure
City of Olympia Home	City	\$ 1,000,000		Public	4/2/2020	4/15/2020	Loan	Forgivable	Soft	1.000	50 years	0	Deferred
Thurston County HOME	County		\$ 372,585	Public	3/4/2019	4/4/2020	Loan	Forgivable	Soft	1.00%	50 years	0	Deferred
WA State HTF	State - Housing Trust Fund	\$ 3,515,868		Public	9/26/2020	12/8/2020	Grant	Deferred	Soft	1.00%	50 years	0	Deferred
FHLB AHP	Bank		\$ 1,000,000	Private	5/31/2019	12/1/2019	Loan	Deferred	Soft	1.00%	50 years	0	Deferred
City of Olympia CDBG	Federal		\$ 200,000	Public	6/20/2019	11/30/2018	Grant	Recoverable	Soft	1.00%	50 years	0	Deferred
LIHTC Equity	Private	\$ 14,476,172		Private	1/9/2021	1/27/2021	Grant						
	Subtotal	\$ 18,992,040	\$ 1,572,585										
Total Residential Sources			\$ 20,564,625										

Permanent Financing - Non-Residential

Non Residential Source Name	Non Residential Source Type	Proposed Amount	Committed Amount	Public / Private	Application Date	(Projected) Award Date	Grant/ Loan	Funding Type	Debt Type	Interest Rate	Loan Term	Amortization Period	Repayment Structure
N/A	-----			Select...			Select...		Select...				
N/A	-----												
	Subtotal	\$ -	\$ -										
Total Non Residential Sources			\$ -										
Total Capital Sources			\$ 20,564,625										



## Form 8A: Proposed Rents and AMIs Served

Project Name: FSCSS Family Housing Phase I

% of Median Income Served	Qty.	Unit Type	# ADA Compliant	Avg Unit Square Footage	Tenant - Paid Monthly Rent	Tenant - Paid Utilities (Utility Allowance)	Sum of Tenant - Paid Rent and Utilities	PHA / HUD / USDA Subsidy Payment	Gross Monthly Rent	Annual Gross Tenant Paid Rental Income	Annual Gross Rental Subsidy Income	Annual Gross Rental Income
30%	10	1 BR		708	\$ 386	\$ 85	\$ 471	\$ -	\$ 471	\$ 46,320	\$ -	\$ 46,320
50%	9	1 BR		708	\$ 700	\$ 85	\$ 785	\$ -	\$ 785	\$ 75,600	\$ -	\$ 75,600
30%	12	2 BR		1008	\$ 453	\$ 112	\$ 565	\$ -	\$ 565	\$ 65,232	\$ -	\$ 65,232
50%	11	2 BR		1008	\$ 830	\$ 112	\$ 942	\$ -	\$ 942	\$ 109,560	\$ -	\$ 109,560
30%	10	3 BR		1188	\$ 515	\$ 137	\$ 652	\$ -	\$ 652	\$ 61,800	\$ -	\$ 61,800
50%	10	3 BR		1188	\$ 951	\$ 137	\$ 1,088	\$ -	\$ 1,088	\$ 114,120	\$ -	\$ 114,120
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAUs / Managers												
Market Rate					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>62</b>									\$ 472,632	\$ -	\$ 472,632

Summary of Units

AMI Targets	Beds	SRO	Studio	1 BR	2 BR	3 BR	4 BR	5+ BR	Total Units
25%	-	-	-	-	-	-	-	-	0
30%	-	-	-	10	12	10	-	-	32
35%	-	-	-	-	-	-	-	-	0
40%	-	-	-	-	-	-	-	-	0
45%	-	-	-	-	-	-	-	-	0
50%	-	-	-	9	11	10	-	-	30
55%	-	-	-	-	-	-	-	-	0
60%	-	-	-	-	-	-	-	-	0
65%	-	-	-	-	-	-	-	-	0
80%	-	-	-	-	-	-	-	-	0
Total Low-Income Units	0	0	0	19	23	20	0	0	62
Market Rate	-	-	-	-	-	-	-	-	0
CAUs / Managers	-	-	-	-	-	-	-	-	0
TOTAL UNITS	0	0	0	19	23	20	0	0	62
# of ADA Compliant Units	0	0	0	0	0	0	0	0	0
Avg Sq Ft	0	0	0	708	1008	1188	0	0	

Form 8B: Operating, Service and Rent Subsidy Sources

Project Name: FSCSS Family Housing Phase I

ANNUAL RENT SUBSIDY SOURCES (Do Not Include Operating or Service Funding Sources Here. Do not include PHA/HUD/USDA rental subsidy))

Source	Proposed Funding	Committed/ Conditional Funding	Total Funding	Length of Commitment	Projected Commitment Start	Projected Commitment End
	\$ -	\$ -	\$ -			
	\$ -	\$ -	\$ -			
	\$ -	\$ -	\$ -			
	\$ -	\$ -	\$ -			
Gross Annual Rent Subsidy	\$ -	\$ -	\$ -			

ANNUAL OPERATING SUBSIDY SOURCES (Do Not Include Service or Rent Subsidy Dollars Here)

Source	Proposed Funding	Committed/ Conditional Funding	Total Funding	Length of Commitment	Projected Commitment Start	Projected Commitment End
	\$ -	\$ -	\$ -			
	\$ -	\$ -	\$ -			
	\$ -	\$ -	\$ -			
	\$ -	\$ -	\$ -			
Gross Annual Operating Subsidy	\$ -	\$ -	\$ -			

ANNUAL SERVICE FUNDING SOURCES (Do Not Include Operating or Rent Subsidy Dollars Here)

Source	Proposed Funding	Committed/ Conditional Funding	Total Funding	Length of Commitment	Projected Commitment Start	Projected Commitment End
	\$ -	\$ -	\$ -			
	\$ -	\$ -	\$ -			
	\$ -	\$ -	\$ -			
	\$ -	\$ -	\$ -			
Gross Annual Services Funding	\$ -	\$ -	\$ -			

## Form 8C: Personnel (Service and Operating) and Non-Personnel Expenses

**Project Name: FSCSS Family Housing Phase I**

Operating Personnel Expenses for First Year of Project									
Job Title	On Site or Off Site?	Name of agency that employs this person	Full-time Annual Salary of an FTE in this position.	% of time this person will work on this project	Total cost for this person on this project	Benefit Fund Type	Benefit Percent	Benefit Amount	Total Project Cost for this person
Building Manager	On Site	FSCSS	\$ 50,000	100%	\$ 50,000	Percent	30%	\$ 15,000	\$ 65,000
Cleaner / Light Maintenance	On Site	FSCSS	\$ 45,000	50%	\$ 22,500	Percent	30%	\$ 6,750	\$ 29,250
Property Management Fee	Off Site	FSCSS	\$ 26,689	100%	\$ 26,689		0%	\$ -	\$ 26,689
			\$ -	0%	\$ -		0%	\$ -	\$ -
			\$ -	0%	\$ -		0%	\$ -	\$ -
			\$ -	0%	\$ -		0%	\$ -	\$ -
			\$ -	0%	\$ -		0%	\$ -	\$ -
			\$ -	0%	\$ -		0%	\$ -	\$ -
			\$ -	0%	\$ -		0%	\$ -	\$ -
							Subtotal: Onsite		\$ 94,250
							Subtotal: Off Site		\$ 26,689
<b>Total Operating Personnel Expenses</b>									<b>\$ 120,939</b>

### Costs Are Covered By Listed Funding

Operating Sources					
Project Cash Flow	Enter Source Name on Form 8B	Enter Source Name on Form 8B	Enter Source Name on Form 8B	Enter Source Name on Form 8B	
\$ 65,000	\$ -	\$ -	\$ -	\$ -	-
\$ 29,250	\$ -	\$ -	\$ -	\$ -	-
\$ 26,689	\$ -	\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	\$ -	\$ -	-
\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>\$ 120,939</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

Service Personnel Expenses for First Year of Project									
Staff Title*	Name of agency that employs this person	Full-time Annual Salary of an FTE in this position.	% of time this person will work on this project	Total cost for this person on this project	Benefit Fund Type	Benefit Percent	Benefit Amount	Total Project Cost for this person	
		\$ -	0%	\$ -	Select...		\$ -	\$ -	
		\$ -	0%	\$ -			\$ -	\$ -	
		\$ -	0%	\$ -			\$ -	\$ -	
		\$ -	0%	\$ -			\$ -	\$ -	
		\$ -	0%	\$ -			\$ -	\$ -	
		\$ -	0%	\$ -			\$ -	\$ -	
		\$ -	0%	\$ -			\$ -	\$ -	
		\$ -	0%	\$ -			\$ -	\$ -	
		\$ -	0%	\$ -			\$ -	\$ -	
		\$ -	0%	\$ -			\$ -	\$ -	
<b>Total Service Personnel Expenses</b>									<b>\$ -</b>

[illegible]

Non-Personnel Service Expenses for First Year of Project		
Client Assistance Costs		\$ -
Local Travel/Mileage		\$ -
Equipment		\$ -
Supplies		\$ -
Telecommunications/Computers		\$ 3,000
Printing/Duplication		\$ -
Other:		\$ -
Other:		\$ -
Other:		\$ -
Project Administrative Costs		\$ -
<b>Total Service Non-Personnel Expenses</b>		<b>\$ 3,000</b>

### Non-Personnel Service Costs Are Covered By Listed Funding

Project Cash Flow	Enter Source Name on Form 8B	Enter Source Name on Form 8B	Enter Source Name on Form 8B	Enter Source Name on Form 8B
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 3,000	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 3,000	\$ -	\$ -	\$ -	\$ -

Notes \_\_\_\_\_

Support services will be provided by FSCSS through already available funding sources.

Form 8D: Operating Pro Forma

Project Name: FSCSS Family Housing Phase I

Pro Forma Date

REVENUES

		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Residential Income	Escalator															
Gross Tenant Paid Rental Income	2.5%	\$ 472,632.00	\$ 484,447.80	\$ 496,559.00	\$ 508,972.97	\$ 521,697.29	\$ 534,739.73	\$ 548,108.22	\$ 561,810.93	\$ 575,856.20	\$ 590,252.60	\$ 605,008.92	\$ 620,134.14	\$ 635,637.49	\$ 651,528.43	\$ 667,816.64
Gross Rental PHA/HUD/USDA Subsidy	4.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gross Rental Subsidy Income	4.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gross Annual Operating Subsidy Sources		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Sources:																
Other tenant income	2.5%	\$ 8,000.00	\$ 8,200.00	\$ 8,405.00	\$ 8,615.13	\$ 8,830.50	\$ 9,051.27	\$ 9,277.55	\$ 9,509.49	\$ 9,747.22	\$ 9,990.90	\$ 10,240.68	\$ 10,496.69	\$ 10,759.11	\$ 11,028.09	\$ 11,303.79
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Residential Income	=	\$ 480,632.00	\$ 492,647.80	\$ 504,964.00	\$ 517,588.09	\$ 530,527.80	\$ 543,790.99	\$ 557,385.77	\$ 571,320.41	\$ 585,603.42	\$ 600,243.51	\$ 615,249.59	\$ 630,630.83	\$ 646,396.61	\$ 662,556.52	\$ 679,120.43
Total Non-Residential Income		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROJECT INCOME	=	\$ 480,632.00	\$ 492,647.80	\$ 504,964.00	\$ 517,588.09	\$ 530,527.80	\$ 543,790.99	\$ 557,385.77	\$ 571,320.41	\$ 585,603.42	\$ 600,243.51	\$ 615,249.59	\$ 630,630.83	\$ 646,396.61	\$ 662,556.52	\$ 679,120.43
	Annual %															
Less Annual Residential Vacancy	5.0%	\$ (24,031.60)	\$ (24,632.39)	\$ (25,248.20)	\$ (25,879.40)	\$ (26,526.39)	\$ (27,189.55)	\$ (27,869.29)	\$ (28,566.02)	\$ (29,280.17)	\$ (30,012.18)	\$ (30,762.48)	\$ (31,531.54)	\$ (32,319.83)	\$ (33,127.83)	\$ (33,956.02)
Less Annual Non-Residential Vacancy		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EFFECTIVE GROSS INCOME (EGI)	=	\$ 456,600.40	\$ 468,015.41	\$ 479,715.80	\$ 491,708.69	\$ 504,001.41	\$ 516,601.44	\$ 529,516.48	\$ 542,754.39	\$ 556,323.25	\$ 570,231.33	\$ 584,487.11	\$ 599,099.29	\$ 614,076.78	\$ 629,428.69	\$ 645,164.41
Total Annual Service Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Expenses	3.0% \$ 48.39	\$ 3,000.00	\$ 3,090.00	\$ 3,182.70	\$ 3,278.18	\$ 3,376.53	\$ 3,477.82	\$ 3,582.16	\$ 3,689.62	\$ 3,800.31	\$ 3,914.32	\$ 4,031.75	\$ 4,152.70	\$ 4,277.28	\$ 4,405.60	\$ 4,537.77
EXPENSES (enter on Page 2)																
NET OPERATING INCOME	=	\$ 59,391.63	\$ 57,044.33	\$ 54,504.93	\$ 51,763.97	\$ 48,811.61	\$ 45,637.57	\$ 42,231.17	\$ 38,581.26	\$ 34,676.24	\$ 30,504.03	\$ 26,052.02	\$ 21,307.12	\$ 16,255.67	\$ 10,883.46	\$ 5,175.69
((EGI+Services Funding) - Total Expenses)																
DEBT SERVICE																
Hard Debt	Loan Amount	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Lender 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lender 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lender 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Hard Debt Service		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Coverage Ratio (Hard Debt)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow		\$ 59,391.63	\$ 57,044.33	\$ 54,504.93	\$ 51,763.97	\$ 48,811.61	\$ 45,637.57	\$ 42,231.17	\$ 38,581.26	\$ 34,676.24	\$ 30,504.03	\$ 26,052.02	\$ 21,307.12	\$ 16,255.67	\$ 10,883.46	\$ 5,175.69
Soft Debt	Loan Amount	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Lender 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lender 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lender 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lender 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Soft Debt Service		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overall Debt Coverage Ratio		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overall Cash Flow		\$ 59,391.63	\$ 57,044.33	\$ 54,504.93	\$ 51,763.97	\$ 48,811.61	\$ 45,637.57	\$ 42,231.17	\$ 38,581.26	\$ 34,676.24	\$ 30,504.03	\$ 26,052.02	\$ 21,307.12	\$ 16,255.67	\$ 10,883.46	\$ 5,175.69

Form 8D: Operating Pro Forma (Page 2)

Project Name: FSCSS Family Housing Phase I

Pro Forma Date

Operating Expenses-		Expenses Per Unit (Y1)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Escalator																	
Management - On-site	3.5%	\$ 1,520.16	\$ 94,250.00	\$ 97,548.75	\$ 100,962.96	\$ 104,496.66	\$ 108,154.04	\$ 111,939.43	\$ 115,857.31	\$ 119,912.32	\$ 124,109.25	\$ 128,453.08	\$ 132,948.93	\$ 137,602.15	\$ 142,418.22	\$ 147,402.86	\$ 152,561.96
Management - Off-site	3.5%	\$ 430.46	\$ 26,688.77	\$ 27,622.88	\$ 28,589.68	\$ 29,590.32	\$ 30,625.98	\$ 31,697.89	\$ 32,807.31	\$ 33,955.57	\$ 35,144.01	\$ 36,374.05	\$ 37,647.15	\$ 38,964.80	\$ 40,328.56	\$ 41,740.06	\$ 43,200.97
Accounting	3.5%	\$ 262.74	\$ 16,290.00	\$ 16,860.15	\$ 17,450.26	\$ 18,061.01	\$ 18,693.15	\$ 19,347.41	\$ 20,024.57	\$ 20,725.43	\$ 21,450.82	\$ 22,201.60	\$ 22,978.65	\$ 23,782.91	\$ 24,615.31	\$ 25,476.84	\$ 26,368.53
Legal Services	3.5%	\$ 48.39	\$ 3,000.00	\$ 3,105.00	\$ 3,213.68	\$ 3,326.15	\$ 3,442.57	\$ 3,563.06	\$ 3,687.77	\$ 3,816.84	\$ 3,950.43	\$ 4,088.69	\$ 4,231.80	\$ 4,379.91	\$ 4,533.21	\$ 4,691.87	\$ 4,856.08
Insurance	3.5%	\$ 335.48	\$ 20,800.00	\$ 21,528.00	\$ 22,281.48	\$ 23,061.33	\$ 23,868.48	\$ 24,703.88	\$ 25,568.51	\$ 26,463.41	\$ 27,389.63	\$ 28,348.26	\$ 29,340.45	\$ 30,367.37	\$ 31,430.23	\$ 32,530.29	\$ 33,668.85
Real Estate Taxes	3.5%	\$ 24.19	\$ 1,500.00	\$ 1,552.50	\$ 1,606.84	\$ 1,663.08	\$ 1,721.28	\$ 1,781.53	\$ 1,843.88	\$ 1,908.42	\$ 1,975.21	\$ 2,044.35	\$ 2,115.90	\$ 2,189.95	\$ 2,266.60	\$ 2,345.93	\$ 2,428.04
Marketing	3.5%	\$ 16.13	\$ 1,000.00	\$ 1,035.00	\$ 1,071.23	\$ 1,108.72	\$ 1,147.52	\$ 1,187.69	\$ 1,229.26	\$ 1,272.28	\$ 1,316.81	\$ 1,362.90	\$ 1,410.60	\$ 1,459.97	\$ 1,511.07	\$ 1,563.96	\$ 1,618.69
Security	3.5%	\$ 112.90	\$ 7,000.00	\$ 7,245.00	\$ 7,498.58	\$ 7,761.03	\$ 8,032.66	\$ 8,313.80	\$ 8,604.79	\$ 8,905.95	\$ 9,217.66	\$ 9,540.28	\$ 9,874.19	\$ 10,219.79	\$ 10,577.48	\$ 10,947.69	\$ 11,330.86
Maintenance and janitorial	3.5%	\$ 328.71	\$ 20,380.00	\$ 21,093.30	\$ 21,831.57	\$ 22,595.67	\$ 23,386.52	\$ 24,205.05	\$ 25,052.22	\$ 25,929.05	\$ 26,836.57	\$ 27,775.85	\$ 28,748.00	\$ 29,754.18	\$ 30,795.58	\$ 31,873.42	\$ 32,988.99
Decorating/Turnover	3.5%	\$ 193.71	\$ 12,010.00	\$ 12,430.35	\$ 12,865.41	\$ 13,315.70	\$ 13,781.75	\$ 14,264.11	\$ 14,763.36	\$ 15,280.07	\$ 15,814.88	\$ 16,368.40	\$ 16,941.29	\$ 17,534.24	\$ 18,147.93	\$ 18,783.11	\$ 19,440.52
Contract Repairs	3.5%	\$ 212.77	\$ 13,192.00	\$ 13,653.72	\$ 14,131.60	\$ 14,626.21	\$ 15,138.12	\$ 15,667.96	\$ 16,216.34	\$ 16,783.91	\$ 17,371.34	\$ 17,979.34	\$ 18,608.62	\$ 19,259.92	\$ 19,934.02	\$ 20,631.71	\$ 21,353.82
Landscaping	3.5%	\$ 290.32	\$ 18,000.00	\$ 18,630.00	\$ 19,282.05	\$ 19,956.92	\$ 20,655.41	\$ 21,378.35	\$ 22,126.60	\$ 22,901.03	\$ 23,702.56	\$ 24,532.15	\$ 25,390.78	\$ 26,279.45	\$ 27,199.24	\$ 28,151.21	\$ 29,136.50
Pest Control	3.5%	\$ 96.77	\$ 6,210.00	\$ 6,210.00	\$ 6,427.35	\$ 6,652.31	\$ 6,885.14	\$ 7,126.12	\$ 7,375.53	\$ 7,633.68	\$ 7,900.85	\$ 8,177.38	\$ 8,463.59	\$ 8,759.82	\$ 9,066.41	\$ 9,383.74	\$ 9,712.17
Fire Safety	3.5%	\$ 80.65	\$ 5,000.00	\$ 5,175.00	\$ 5,356.13	\$ 5,543.59	\$ 5,737.62	\$ 5,938.43	\$ 6,146.28	\$ 6,361.40	\$ 6,584.05	\$ 6,814.49	\$ 7,052.99	\$ 7,299.85	\$ 7,555.34	\$ 7,819.78	\$ 8,093.47
Elevator	3.5%	\$ 177.42	\$ 11,000.00	\$ 11,385.00	\$ 11,783.48	\$ 12,195.90	\$ 12,622.75	\$ 13,064.55	\$ 13,521.81	\$ 13,995.07	\$ 14,484.90	\$ 14,991.87	\$ 15,516.59	\$ 16,059.67	\$ 16,621.76	\$ 17,203.52	\$ 17,805.64
Water & Sewer	3.5%	\$ 747.00	\$ 46,314.00	\$ 47,934.99	\$ 49,612.71	\$ 51,349.16	\$ 53,146.38	\$ 55,006.50	\$ 56,931.73	\$ 58,924.34	\$ 60,986.69	\$ 63,121.23	\$ 65,330.47	\$ 67,617.04	\$ 69,983.63	\$ 72,433.06	\$ 74,968.22
Garbage Removal	3.5%	\$ 312.00	\$ 19,344.00	\$ 20,021.04	\$ 20,721.78	\$ 21,447.04	\$ 22,197.68	\$ 22,974.60	\$ 23,778.72	\$ 24,610.97	\$ 25,472.35	\$ 26,363.89	\$ 27,286.62	\$ 28,241.65	\$ 29,230.11	\$ 30,253.17	\$ 31,312.03
Electric	3.5%	\$ 250.00	\$ 15,500.00	\$ 16,042.50	\$ 16,603.99	\$ 17,185.13	\$ 17,786.61	\$ 18,409.14	\$ 19,053.46	\$ 19,720.33	\$ 20,410.54	\$ 21,124.91	\$ 21,864.28	\$ 22,629.53	\$ 23,421.56	\$ 24,241.32	\$ 25,089.77
Oil/Gas/Other	3.5%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	3.5%	\$ 48.39	\$ 3,000.00	\$ 3,105.00	\$ 3,213.68	\$ 3,326.15	\$ 3,442.57	\$ 3,563.06	\$ 3,687.77	\$ 3,816.84	\$ 3,950.43	\$ 4,088.69	\$ 4,231.80	\$ 4,379.91	\$ 4,533.21	\$ 4,691.87	\$ 4,856.08
Other	3.5%	\$ 116.77	\$ 7,240.00	\$ 7,493.40	\$ 7,755.67	\$ 8,027.12	\$ 8,308.07	\$ 8,598.85	\$ 8,899.81	\$ 9,211.30	\$ 9,533.70	\$ 9,867.38	\$ 10,212.74	\$ 10,570.18	\$ 10,940.14	\$ 11,323.04	\$ 11,719.35
Total Residential Operating Expenses		\$ 5,604.98	\$ 347,508.77	\$ 359,671.58	\$ 372,260.08	\$ 385,289.19	\$ 398,774.31	\$ 412,731.41	\$ 427,177.01	\$ 442,128.20	\$ 457,602.69	\$ 473,618.78	\$ 490,195.44	\$ 507,352.28	\$ 525,109.61	\$ 543,488.45	\$ 562,510.54

Partnership and Asset Management Costs-		Expenses Per Unit (Y1)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Escalator																	
Asset Mgmt Fee	3.0%	\$ 80.65	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64	\$ 5,627.54	\$ 5,796.37	\$ 5,970.26	\$ 6,149.37	\$ 6,333.85	\$ 6,523.87	\$ 6,719.58	\$ 6,921.17	\$ 7,128.80	\$ 7,342.67	\$ 7,562.95
Partnership Mgmt Fee	3.0%	\$ 322.58	\$ 20,000.00	\$ 20,600.00	\$ 21,218.00	\$ 21,854.54	\$ 22,510.18	\$ 23,185.48	\$ 23,881.05	\$ 24,597.48	\$ 25,335.40	\$ 26,095.46	\$ 26,878.33	\$ 27,684.68	\$ 28,515.22	\$ 29,370.67	\$ 30,251.79
Total Partnership and Management Costs			\$ 25,000.00	\$ 25,750.00	\$ 26,522.50	\$ 27,318.18	\$ 28,137.72	\$ 28,981.85	\$ 29,851.31	\$ 30,746.85	\$ 31,669.25	\$ 32,619.33	\$ 33,597.91	\$ 34,605.85	\$ 35,644.02	\$ 36,713.34	\$ 37,814.74

Replacement Reserve	3.5%	\$ 350.00	\$ 21,700.00	\$ 22,459.50	\$ 23,245.58	\$ 24,059.18	\$ 24,901.25	\$ 25,772.79	\$ 26,674.84	\$ 27,608.46	\$ 28,574.76	\$ 29,574.87	\$ 30,609.99	\$ 31,681.34	\$ 32,790.19	\$ 33,937.85	\$ 35,125.67
Operating Reserve	3.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Reserves			\$ 21,700.00	\$ 22,459.50	\$ 23,245.58	\$ 24,059.18	\$ 24,901.25	\$ 25,772.79	\$ 26,674.84	\$ 27,608.46	\$ 28,574.76	\$ 29,574.87	\$ 30,609.99	\$ 31,681.34	\$ 32,790.19	\$ 33,937.85	\$ 35,125.67

Non-Residential Expenses	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROJECT EXPENSES	=		\$ 397,208.77	\$ 410,971.08	\$ 425,210.86	\$ 439,944.72	\$ 455,189.80	\$ 470,963.87	\$ 487,285.31	\$ 504,173.13	\$ 521,647.01	\$ 539,727.30	\$ 558,435.09	\$ 577,792.17	\$ 597,821.11	\$ 618,545.24	\$ 639,988.73

Form 8D

Operating Pro Forma

CFA Forms

NET OPERATING INCOME (EGI - Total Expenses)	=	\$ 59,391.63	\$ 57,044.33	\$ 54,504.93	\$ 51,763.97	\$ 48,811.61	\$ 45,637.57	\$ 42,231.17	\$ 38,581.26	\$ 34,676.24	\$ 30,504.03	\$ 26,052.02	\$ 21,307.12	\$ 16,255.67	\$ 10,883.46	\$ 5,175.69
Additional Comments:																

## Form 8E: Operating Pro Forma Details

Project Name: FSCSS Family Housing Phase I

### Vacancy Rates and Inflation Factors

Please explain how you arrived at the vacancy and inflation factors used in the Operating Pro Forma

We are using a 5% Vacancy Rate which is typical for underwriting purposes but is higher than the actual vacancy rate across our portfolio.

### Operating Expense Estimates

#### Operating Expenses-

Management - On-site	Staff costs
Management - Off-site	Based on other Bellwether consultant projects
Accounting	Annual audits and tax returns
Legal Services	Based on other Bellwether consultant projects
Insurance	General liability and property insurance premiums
Real Estate Taxes	100% State Tax Exemption assumed
Marketing	Based on other Bellwether consultant projects
Security	Based on other Bellwether consultant projects
Maintenance and janitorial	Includes supplies, materials, tools and equipment, office expenses and maintenance overhead
Decorating/Turnover	Carpet Cleaning, Painting, Appliances, Blinds and other turnover costs
Contract Repairs	HVAC/Boiler, Windows and other contract repairs
Landscaping	Based on other Bellwether consultant projects
Pest Control	Based on other Bellwether consultant projects
Fire Safety	Based on other Bellwether consultant projects
Elevator	Elevator Monitoring
Water & Sewer	Based on per bedroom usage in new buildings
Garbage Removal	Based on per bedroom usage in new buildings
Electric	Based on per bedroom usage in new buildings
Oil/Gas/Other	Based on per bedroom usage in new buildings
Telephone	Telephone and internet
Other (identify and include cost estimate for each)	Based on other Bellwether consultant projects
	Based on other Bellwether consultant projects

#### Reserves-

Replacement Reserve	\$350 PUPY
Operating Reserve	



## Form 9A: Project Team

**Project Name:** FSCSS Family Housing Phase I

### **Project Sponsor / Developer**

Firm Name: FAMILY SUPPORT CENTER OF THE SOUTH SOUND (FSCSS)  
Address: 3545 7TH AVE SW STE 200  
City: OLYMPIA State: WA Zip Code: 98502  
Federal Tax ID #: 91-2003828  
Unified Business Identifier: 601-967-753

### **Executive**

Director/CEO/President: TRISH GREGORY, EXECUTIVE DIRECTOR  
Phone: 360-754-9297 x 206 Fax: N/A  
Email: TRISHG@FSCSS.ORG  
Contact Person and Title: TRISH GREGORY, EXECUTIVE DIRECTOR  
Phone: 360-754-9297 Fax:   
Email: TRISHG@FSCSS.ORG

### **Development Consultant**

Firm Name: BELLWETHER HOUSING  
Contact Person and Title: KASEY LIEDTKE, HOUSING DEVELOPER  
Address: 1651 BELLEVUE AVENUE  
City: SEATTLE State: WA Zip Code: 98122  
Phone: 206.588.4803 Fax: N/A  
Email: KLIEDTKE@BELLWETHERHOUSING.ORG

### **Architect**

Firm Name: TBD  
Contact Person and Title:   
Phone: Email:

### **Project Attorney**

Firm Name: TBD  
Contact Person and Title:   
Phone: Email:

### **Market Study Firm**

Firm Name: TBD  
Contact Person and Title:   
Phone: Email:

## Form 9A: Project Team (Page 2)

Project Name: **FSCSS Family Housing Phase I**

### Ownership Entity for Completed Project

Entity Name: **TBD LLC**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

### Property Management Firm

Firm Name: **TBD**

Contact Person and Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### General Contractor

Firm Name: **TBD**

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Evergreen Coordinator

Firm Name: **TBD**

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Seller/Lessor

Firm Name: **N/A**

Contact Person and Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Form 9B: Identity of Interest Matrix

Project Name: FSCSS Family Housing Phase I

	Ownership Entity	Project Sponsor/Developer	General Partner(s)	Party(ies) to a Joint Venture	Managing Member(s) of LLC	Company Member(s) and/or Managers of LLC	Seller/Lessor of Land or Building(s)	General Contractor(s)	Project Management	Engineer(s)	Architect(s)	Subcontractor(s)	Material Supplier(s)	Attorney(s)	Accountant(s)	Lender(s)	Property Manager	Syndicator(s)	Board Member(s)	Other
Project Sponsor/Developer	X																			
General Partner(s)		X																		
Party(ies) to a Joint Venture																				
Managing Member(s) of LLC		X	X																	
Company Member(s) and/or Manager(s) of LLC																				
Seller/Lessor of Land or Building(s) included in Project																				
General Contractor(s)																				
Project Management Consultant(s)																				
Engineer(s)																				
Architect(s)																				
Subcontractor(s)																				
Material Supplier(s)																				
Attorney(s)																				
Accountant(s)																				
Lender(s)																				
Property Manager(s)																				
Syndicator(s)																				
Board Member(s)																				
Other:																				
Other:																				

Explanation of identified Identities of Interest:

Form 9C: Project Sponsor Experience

Project Name: FSCSS Family Housing Phase I

Sponsor History

Projects Completed	Project Type	Activity Type	Role (owner, developer, etc.)	City and State	# Units	Date Development Activities Began	On Time, On Budget?	Placed in Service Date	Type of Financing (HTF, HUD, etc.)
Pear Blossom Place	MF	R	Owner	Olympia, WA	6 units, plus 36 shelter beds	2013	Select...	2014	HTF, CDBG, HOME

Sponsor Pipeline

Projects Currently Being Developed	Project Type	Activity Type	Role (owner, developer, etc.)	City and State	# Units	Project Status	On Time, On Budget?	Projected PIS Date	Type of Financing (HTF, HUD, etc.)
Family Housing I	MF	NC	Owner	Olympia, WA	62	Predevelopment	Select...	1/1/2023	4% LIHTC, County, City, FHLB

## Form 9D: Project Development Consultant Experience

Project Name: FSCSS Family Housing Phase I

### Development Consultant History

Developer Consultant Name:	BELLWETHER HOUSING							
Projects Completed	Project Type	Activity Type	City and State	# Units	Date Development Activities Began	On Time, On Budget?	Placed in Service Date	Type of Financing (HTF, HUD, etc.)
Parker Apartments	MF	R	Seattle, WA	50	11/2012	Yes, Yes	01/2015	4% LIHTC, Bonds, OH, Sponsor Loan
Sunset House	MF	R	Seattle, WA	82	01/2010	Yes, Yes	07/2012	9% LIHTC, OH
Rose Street Apartments	MF	NC	Seattle, WA	71	03/2007	Yes, Yes	03/2011	4% LIHTC, Bonds, OH, CTED, King County DD, Capital Campaign
Canaday House	MF	NC	Seattle, WA	83	2007	Yes, Yes	07/2010	9% LIHTC, OH, King County, HUD, EDI Grant, HTF
Arbora Court	MF	NC	Seattle, WA	133	12/2016	Yes, Yes	06/ 2018	4% & 9% LIHTC, HTF, County, City
Anchor Flats	MF	NC	Seattle, WA	70	03/2015	Yes, Yes	06/2018	4% LIHTC, City
Compass Broadview	MF	NC	Seattle, WA	59	12/2017	Yes, Yes	02/2019	4% LIHTC, City
Valhalla	MF	R	Tacome, WA	26	12/2016	Yes, Yes	08/2018	HOME, City

### Development Consultant Pipeline

Projects Currently Being Developed	Project Type	Activity Type	City and State	# Units	Project Status	On Time, On Budget?	Projected Placed in Service Date	Type of Financing (HTF, HUD, etc.)
The Confluence	MF	NC	Tukwila, WA	103	Predevelopment	Yes, Yes	June 2020	4% LIHTC
Cedar Crossing	MF	NC	Seattle, WA	254	Predevelopment	Yes, Yes	May 2022	4% LIHTC, HTF, County, City
The Rise on Madison	MF	NC	Seattle, WA	250	Predevelopment	Yes, Yes	October 2022	4% & 9% LIHTC, HTF, County, City
Rose Street II	MF	NC	Seattle, WA	160	Predevelopment	Yes, Yes	February 2022	4% LIHTC

## LIHTC ALLOCATION CRITERIA SCORING

Complete the Scoring Worksheet below by indicating the number of points in the green boxes and entering additional details where indicated. Please refer to Chapter 6 of the *Policies* (<http://www.wshfc.org/mhcf/9percent/2020application/c.Policies.pdf>) for definitions and specific details on each allocation criterion. By making a selection, the Project Owner agrees that, if it receives an Allocation of Credit, it will comply with all of the requirements related to the selected Allocation Criteria as set forth in the *Policies*. The Project Owner is responsible for demonstrating that the Project qualifies for all selected Allocation Criteria and ensuring that all required attachments are submitted.

**POINTS  
SELECTED**

### 1 ADDITIONAL LOW-INCOME HOUSING SET-ASIDES

**60**

The Applicant commits the Project to serve the following combination of Income Set-Asides:

Lower Income County:	Select Lower Income County
Set-Aside Combination:	None
Higher Income County:	Select Higher Income County
Set-Aside Combination:	Option 2: 50% @ 30% AMI, 50% @ 50% AMI (60 Points)

#### Calculation of Units - Please fill in green fields

Low-Income Units		Income Target		Set-Aside Units
50%	@	30% AMI	=	31
0%	@	40% AMI	=	0
50%	@	50% AMI	=	31
0%	@	60% AMI	=	0
62 Total Low-Income Housing Units				

### 2 ADDITIONAL LOW-INCOME HOUSING USE PERIOD

**44**

Two points will be awarded for every year of the Additional Low-Income Housing Use Period up to 22 years.

- 22 years - 44 points

### 3 HOUSING COMMITMENTS FOR PRIORITY POPULATIONS

**35**

Indicate the Priority Population set-aside(s) below. If you select Category A or B, you may not select anything under Category C.

#### Category A. Supportive Housing for the Homeless (35 points - King and Non-Metro Pools; 25 points - Metro Pool)

50% of Total Housing Units as Supportive Housing for the Homeless (Non-Metro pool) - 35 Points	
75% of units set aside for Homeless (King County only) =	0 units
50% of units set aside for Homeless (Metro and Non-Metro only) =	31 units

#### Category B. 75% Farmworker Housing (35 points)

No Points Taken	
75% of units set aside for Farmworkers (Metro and Non-Metro only) =	0 units

#### Category C. Housing Commitments for other Priority Populations (Up to Two - 10 points each)

No Points Taken	
No Points Taken	
20% of units set aside for Farmworkers =	0 units
20% of units set aside for Large Households =	0 units
20% of units set aside for Persons with Disabilities =	0 units
20% of units set aside for Permanent Housing for Homeless =	0 units
100% of units set aside for the Elderly =	0 units

**4 LEVERAGE SCORING****10**

Points will be awarded to projects based on the percentage of "other sources leveraged" as a percentage of Total Project Costs.

Total Project Costs (from Form 6D, Cell G35):	20,564,625
Source of Funds:	City Home Levy
Amount of Funds:	\$ 1,000,000.00
Source of Funds:	County HOME
Amount of Funds:	\$ 372,585.00
Source of Funds:	State HTF
Amount of Funds:	\$ 3,515,868.28
Source of Funds:	FHLB
Amount of Funds:	\$ 1,000,000.00
Source of Funds:	City CDBG
Amount of Funds:	\$ 200,000.00
Source of Funds:	Enter name of Source
Amount of Funds:	\$ -
Total Amount of Leveraging:	\$ 6,088,453.28
Percentage of Total Project Costs:	29.6%
Points Earned	Non-Metro 23% and above - 10 Points

Please see Policies for a list of sources and exclusions.

**5 PUBLIC LEVERAGE****2**

Two Points will be awarded to projects that have 50% or more public resources committed as part of the "other sources leveraged."

Total Amount of Leveraging:	\$ 6,088,453
Amount of Public Resources	\$ 6,088,453
Percentage of Leveraging:	100.0%

**6 PROJECT-BASED RENTAL ASSISTANCE (PBRA)****2**

Points will be awarded to projects with Project-Based Rental Assistance that is committed at the time of application.

Type of Rental Assistance:	Project Based Vouchers
Number of Units with Rental Assistance:	8
Percent of Units with Rental Assistance:	13%

**7 DEVELOPER FEES****10**

Project Owner makes a commitment to limit the maximum Developer Fees for the Project to:

10% - 10 Points

**8 AT-RISK OF LOSS OR MARKET CONVERSION****0**

Points will be awarded to Rehabilitation projects with expiring federal use agreements that have received preapproval for being at risk of market conversion.

**EXPIRING FEDERAL USE RESTRICTION:**

At Risk Scenario	Chose which scenario puts units at risk
Type of federal use restriction:	Enter type of federal use restriction
Expiration date:	Enter expiration date of federal use restriction
Number of units at risk:	Enter number of units at risk

9 HISTORIC PROPERTY 0

Five points will be awarded to New Production Projects meeting the definition of an Historic Property and using the federal Historic Tax Credit in their financing.

Not a Historic property

Number of Housing Units in Project: 0 units  
Number of Housing Units in Buildings designated as historic property: 0 units  
Percentage of Housing Units designated historic: 0 %

10 ELIGIBLE TRIBAL AREA 0

Points will be awarded to those Projects located on an eligible Indian Reservation or within the service area of an eligible tribe.

Eligible Tribe: Select tribal area

\*\*Projects claiming these points are not eligible for points under #12-17 below.

11 LOCATION EFFICIENT PROJECTS 0

Two Points will be awarded to those Projects that provide nearby access to food and exceed the minimum Access to Services criterion of ESDS.

Select one: No Points Taken

12 AREA TARGETED BY A LOCAL JURISDICTION 0

Two Points will be awarded to Projects in King County or Metro Counties that are located in a specific geographic area that is targeted by the local jurisdiction for affordable housing.

Project is located in Select location

13 COMMUNITY REVITALIZATION PLAN 0

One Point will be awarded to Projects in King County or Metro Counties that contribute to a preapproved Community Revitalization Plan.

Project is located in Select location

14 TRANSIT ORIENTED DEVELOPMENT 0

One Point will be awarded to Projects in King County that are located within the 10-minute walkshed of a Transit Oriented Development.

Project is located in Select Location

15 HIGH AND VERY HIGH OPPORTUNITY AREAS 0

One Point will be awarded to Projects in King County that are located in a census tract determined to be a High or Very High Opportunity Area.

Project is located in Select Location



16 JOB CENTERS	1
----------------	---

One Point will be awarded to Projects in or near the top 50 Metro or Non-Metro job growth places.

Project is located	in a Non-Metro County and within 10 mil	Olympia
--------------------	---	---------

17 NONPROFIT SPONSOR	5
----------------------	---

Five Points will be awarded to those Projects that qualify under one of the three scenarios below. Indicate Nonprofit involvement below:

Nonprofit Only
----------------

18 DONATION IN SUPPORT OF LOCAL HOUSING NEEDS	5
---	---

Five Points will be awarded to Projects whose Owners agree to contribute to a local Nonprofit Organization an amount depending on Total Project Costs:

\$0 - \$12,500,000 TPC = \$15,000 Donation
\$12,500,001 and above = \$25,000 Donation

19 EVENTUAL TENANT OWNERSHIP	0
------------------------------	---

Two Points will be awarded to Projects that have a preapproved plan for eventual tenant ownership after the initial 15-year Compliance Period.

20 UTILITY ALLOWANCE OPTION	2
-----------------------------	---

Two Points will be awarded to Projects that use a utility allowance that is based on actual usage estimate or an energy consumption model.

21A COST CONTAINMENT INCENTIVE	0
--------------------------------	---

One Point will be awarded if the project is below the applicable TDC limit at the time of application.  
Three Points will be awarded if the project is more than 5% below the TDC limit.  
Six Points will be awarded if the project is more than 10% below the TDC limit.

Applicable Total Development Cost Limit:	\$	-
Project's Total Development Cost (from TDC Limit tab):	\$	-
Percentage below applicable TDC Limit:		#DIV/0!

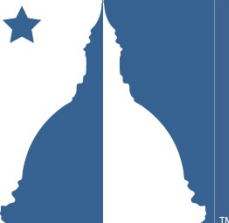
TOTAL POINTS SELECTED BY APPLICANT	176
------------------------------------	-----

21B COST CONTAINMENT INCENTIVE	0
--------------------------------	---

Projects will be awarded Two Points depending on how they compare to the applicable median Cost/SF in its TDC Limit Area.

Project's Total Development Cost (from TDC Limit tab):	0
Gross Residential Square Footage from CFA Form 2B:	0
Cost / SF:	#DIV/0!

TOTAL POINTS AWARDED	
----------------------	--



# Request for Proposal (RFP)

City of Olympia | Capital of Washington State

## OLYMPIA HOME FUND: CAPITAL FUNDS FOR SUPPORTIVE HOUSING

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

The Home Fund has set the goal of supporting the construction of 300 units of supportive housing in Thurston County in the next five years.

### **APPLICATION REQUIREMENTS**

- At least 40 percent of the units in 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 **5 PM PDT, Monday March 2, 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](#)<sup>1</sup>.

### **OBJECTIVES**

- **Construct new affordable housing units, shelter beds, or treatment beds in Thurston County Washington.** 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:

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<sup>1</sup> 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 developer will be required to enter into a contract with the City with a duration of up to five years. The City Council has budgeted up to \$1,000,000 for these activities for fiscal year 2020. The City may award multiple contracts, or choose 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 5:00 p.m. Pacific Time on Monday March 2, 2020** to [cretlin@ci.olympia.wa.us](mailto: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** must be submitted in writing to Cary Retlin, Home Fund Manager, at [cretlin@ci.olympia.wa.us](mailto:cretlin@ci.olympia.wa.us). **Questions via telephone will not be accepted.** All questions related to this RFP (detailed in Exhibit C) must be received by Friday February 21, 2020 at 5:00 p.m. Pacific Time. Questions received after this date may not be answered.

**To Make Public Records Request:** To obtain records related to this RFP via a public records request, please visit our [Public Records webpage](#). Public records fee apply.

After 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) 2019 income limits<sup>2</sup>.
- 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 adults<sup>3</sup>
  - Other people with special needs including:
    - Individuals with disabilities,
    - Individuals with behavioral health challenges,
    - Survivors of domestic violence,
    - Veterans.

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<sup>2</sup> 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.

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

**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 the most vulnerable (10 percent of score)**

Priority will be placed on housing projects that target vulnerable homeless 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
Reduce homelessness for the most vulnerable	10
Provide supportive housing	20
Cost	30
<b>Total possible score</b>	<b>100</b>

## **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 selection criteria contained in this RFP.

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 is 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.

The selected respondent(s) will be an independent contractor, not City employee.

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

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

Washington State Law and Venue: Any resulting contracts, (if any) must 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 must 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 Monday **March 2, 2020 at 5 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, Home Fund Manager, at [cretlin@ci.olympia.wa.us](mailto:cretlin@ci.olympia.wa.us)

***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"***

**2020 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)** *Priority Population is defined on RFP page 4)*

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

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

*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 most vulnerable (10 percent of score)**

*a. Will this project serve the most vulnerable homeless households?*

*b. How will this project ensure it is serving the most vulnerable households in Coordinated Entry during lease up?*

*c. How many units or beds will be dedicated to the most vulnerable?*

**12. Provide Supportive housing (20 percent of score)**

a. Will this project provide supportive housing?

- b. What are the targeted supportive needs of the households served?
- c. How have supportive services been integrated into the design of the proposed project?
- d. How will services, like case management or behavioral health, be funded?
- e. Has the provider of these services been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity? If yes, estimate the most recent date and evaluating organization.

**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:

- |  |  |
|--|--|
| <input type="checkbox"/> All estimated fund sources<br>including Olympia Home Fund | <input type="checkbox"/> Permits and fees            |
| <input type="checkbox"/> Design and inspection                                     | <input type="checkbox"/> Land/property acquisition   |
| <input type="checkbox"/> Project management  | <input type="checkbox"/> Site development            |
| <input type="checkbox"/> Relocation  | <input type="checkbox"/> Construction/rehabilitation |
| <input type="checkbox"/> Title Insurance   | <input type="checkbox"/> Utilities                   |
| <input type="checkbox"/> Environmental review                                      | <input type="checkbox"/> Other expenses              |



## Home Fund Advisory Board

### Report on Project Based Vouchers for Supportive Housing

**Agenda Date:** 3/11/2020  
**Agenda Item Number:** 6.C  
**File Number:** 20-0246

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

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#### **Title**

Report on Project Based Vouchers for Supportive Housing

#### **Recommended Action**

Information only. No action requested.

#### **Report**

##### **Issue:**

Report and discussion of Project Based Vouchers in Thurston County

#### **Staff Contact:**

Cary Retlin, City of Olympia Home Fund Manager, Community Planning & Development,  
360.570.3956.

#### **Presenter(s):**

Craig Chance, Executive Director, Housing Authority of Thurston County

#### **Background and Analysis:**

Project-based vouchers are a component of a Housing Authority's Housing Choice Voucher program. Housing authorities are not generally allocated additional funding for Project Based units; housing authorities use tenant-based voucher funding to allocate project-based units through a competitive process.

Supportive housing often rely on Project Based Vouchers to help pay rents in some of the units. This conversation will provide context on how Olympia and Thurston County can continue to provide supportive housing with fewer as availability of Project Based Vouchers decline.

#### **Neighborhood/Community Interests (if known):**

Affordable housing is a significant interest for neighborhoods and businesses.

#### **Options:**

N/A

#### **Financial Impact:**

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

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N/A

**Attachments:**

None



## Home Fund Advisory Board

### Legislative Session Report

**Agenda Date:** 3/11/2020  
**Agenda Item Number:** 6.D  
**File Number:**20-0247

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

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#### **Title**

Legislative Session Report

#### **Recommended Action**

Information only. No action requested.

#### **Report**

##### **Issue:**

Discussion of the 2020 Legislative Session.

#### **Staff Contact:**

Cary Retlin, City of Olympia Home Fund Manager, Community Planning & Development,  
360.570.3956.

#### **Presenter(s):**

Trudy Soucoup, Chief Executive Officer, Homes First.

#### **Background and Analysis:**

The 2020 State Legislative Session included funds and new legislative changes relevant to affordable housing. Trudy will update the Board on what those changes mean for Olympia and Thurston County.

#### **Neighborhood/Community Interests (if known):**

Affordable housing is a significant concern to neighborhoods and businesses in Olympia.

#### **Options:**

N/A

#### **Financial Impact:**

N/A

#### **Attachments:**

2849 Summary

Budget Side By Side



## HB 2849 – Brief Summary

<https://app.leg.wa.gov/billsummary?BillNumber=2849&Year=2019&Initiative=false>

- Combines and de-duplicates the two statutes authorizing the Housing Trust Fund program: 43.185 and 43.185A; removes obsolete language.
- Removes language about the program being a continuously renewable resource.
- Defines extremely low-income as up to 30% AMI in urban and up to 50% AMI in rural areas.
- Defines low-income as up to 80% AMI (instead of *less than* 80% AMI).
- Expands the first-time homebuyer definition to match the definition from the 2019-21 capital budget (which matches the FHA definition).
- Creates a new portfolio monitoring account that Commerce can use for portfolio monitoring and preservation activities, to be funded with revenue from the HTF repayment account. Commerce will annually certify its monitoring and preservation costs to the Treasurer who will transfer funds from the HTF repayment account into the monitoring account, up to 0.35% of the annual portfolio value. *[Discussions are taking place about future sources when the HTF repayment account is empty.]*
- Authorizes Commerce to use up to 4% of the capital appropriation for project development and budget implementation activities (1% of which is subject to approval by OFM). The remaining 96% of capital budget will be allocated to projects.
- Removes Commerce's authority to assess 2% contract fees.
- Combines and clarifies project prioritization criteria to be used in funding rounds.
- Requires that Commerce uses separate application forms for homeownership projects.
- Establishes the preservation program, largely based on the capital budget provisos from the last two biennia.
- Codifies reporting requirements, such as JLARC's recommendations for cost certifications, and reporting awards data including AMIs.
- Codifies loan terms from bill enactment through June 2025:
  - Full deferral for projects with min. 50% of the units dedicated to very low-income (50% AMI), permanent supportive housing, or homeless people.
  - Cash-flow payments for all other loans, and 15-year deferred for LIHTC projects.
- Requires Commerce to convene AHAB and stakeholders and study these loan terms and make recommendations via a report to Legislature and Governor in October 2022.
- Codifies that projects need to stay affordable for min. of 40 years, except for homeownership which need to stay affordable for min. 25 years.



# 2019-2021 CAPITAL BUDGET

HOUSING TRUST FUND SECTION	2019-21 Budget PASSED 4/28/2019	NEW	
		Senate Supplemental 2/26/20	House Supplemental 2/27/20
COMPETITIVE - "Traditional" Housing Trust Fund (incl. \$20 Mil. in population set-asides)	\$ 57,050,000	\$ 57,050,000	\$ 55,666,000
COMPETITIVE - Chronic Mental Illness Permanent Supportive Housing	\$ 35,000,000	\$ 35,000,000	\$ 35,000,000
COMPETITIVE - Ultra-High Energy Efficient Affordable Housing	\$ 7,000,000	\$ 7,000,000	\$ 7,000,000
COMPETITIVE - Private Contribution Match	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000
COMPETITIVE - Modular Housing	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000
COMPETITIVE - HTF Portfolio Preservation	\$ 10,000,000	\$ 10,000,000	\$ 20,000,000
COMPETITIVE - Permanent Supportive Housing	\$ -	\$ -	\$ 60,000,000
COMPETITIVE - Cottage communities to shelter individuals and households experiencing homelessness (minimum of four individual structures in the same location)	\$ -	\$ -	\$ 5,000,000
COMPETITIVE (first come, first served) - Preservation of multifamily housing at risk of losing affordability due to expiration of use restrictions, particularly in rural areas	\$ -	\$ 10,000,000	\$ 15,000,000
DIRECT APPROPRIATIONS - 15 vs 12 vs 14 member-selected projects	\$ 45,950,000	\$ 42,950,000	\$ 47,084,000
<b>Total</b>	<b>\$ 175,000,000</b>	<b>\$ 182,000,000</b>	<b>\$ 264,750,000</b>
	Additional funds	7,000,000	89,750,000

ENHANCED SHELTERS SECTION	2019-21 Budget PASSED 4/28/2019	NEW	
		Senate Supplemental 2/26/20	House Supplemental 2/27/20
COMPETITIVE - Enhanced Shelter Capacity Grants	\$ -	\$ 15,000,000	\$ 7,182,000
DIRECT APPROPRIATIONS - 11 member-selected projects	\$ -	\$ -	\$ 7,818,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 15,000,000</b>	<b>\$ 15,000,000</b>
	Additional funds	15,000,000	15,000,000

MOBILE COMMUNITY PRESERVATION SECTION	2019-21 Budget PASSED 4/28/2019	NEW	
		Senate Supplemental 2/26/20	House Supplemental 2/27/20
DIRECT APPROPRIATION - NW Cooperative Development Center-Resident Owned Communities	\$ 1,000,000	\$ 1,000,000	\$ 2,000,000
<b>Total</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 2,000,000</b>
	Additional funds	-	1,000,000

<b>TOTAL CAPITAL INVESTMENTS IN HOUSING</b>	<b>\$ 176,000,000</b>	<b>\$ 198,000,000</b>	<b>\$ 281,750,000</b>
	Additional funds	22,000,000	105,750,000