

Regional Housing Council

Agenda: Wednesday May 24th, 2023 (4:00 p.m. – 5:00 p.m.) (via Zoom)

Carolyn Cox: Chair, Carolina Mejia: Vice-Chair

#	TIME	AGENDA ITEM	LEAD	ACTION
1	4:00 – 4:05	Welcome and Introductions <ul style="list-style-type: none">• Check-in• Review Agenda/Meeting Purpose	Carolyn	
2	4:05 – 4:07	Approval of May 10th minutes	Carolyn	Action
3	4:07-4:10	Public Comment	Carolyn	
4	4:10 – 4:30	Homeless Services Advisory Board Funding Update and Recommendations <ul style="list-style-type: none">a) EPRA & Basic Needs Recommendationsb) Funding Update from Commerce	Keylee	Information and Action
5	4:30 – 4:50	Affordable Housing Advisory Board – RFP Priority Recommendation	Tom, Jacinda, & Grace	Information And Action
6	4:50-5:00	Tech Team – Preliminary Discussion RHC Annual Work Plan	Tom	Information
7	4:55-5:00	Good of the Order	Carolyn	
8	5:00	Upcoming Meetings <ul style="list-style-type: none">• Next RHC Meeting Wednesday June 28th, 2023, 4pm Location: Atrium Room 110		

REGIONAL HOUSING COUNCIL

Wednesday May 10th, 2023 Meeting Minutes

ATTENDEES:

Lacey: Carolyn Cox, Ryan Andrews, Jennifer Adams

Tumwater: Michael Althaus, Joan Cathey, Brad Medrud

Olympia: Dani Madrone, Darian Lightfoot, Jacinda Steltjes

Yelm: Brian Hess, Gary Cooper

Thurston County: Carolina Mejia, David Bayne, Tom Webster, Keylee Marineau, Elisa Sparkman

Affordable Housing Advisory Board: Grace Lee

Meeting began at 4:00 pm.

Agenda Item 1: Agenda approved, motion, and second.

Agenda Item 2: Minutes from April 26th meeting, motion and second, approved.

Agenda Item 3: Affordable Housing Advisory Board Funding Recommendations

Tom updated the group that at the last meeting Kendra Cherry was introduced as the Affordable Housing Advisory Board Chair. However, due to work conflicts she will be unable to fill that roll so Grace, as Vice Chair, will be representing the group for this meeting.

Grace presented the three applications they received for Capital funding and their proposed projects. These included an application from Habitat for Humanity for their Yelm Longmire project where they are building townhouse duplexes, and then two applications from HomesFirst. One was for the acquisition of 721 O'Farrell Street and the other was for a Rental Housing Property Acquisition.

There was a total of \$1,175,220 to award, the board decided to meet each projects funding request which totaled \$1,075,000. This left \$100,220 of 2060 funding which the board recommended carrying over to the summer Local Home Fund RFP.

Tom clarified that the representatives from Habitat and HomesFirst who sit on this board, excused themselves from this discussion and did not take part in the decision-making process.

Tom requested that the RHC move to approve these recommendations. Michael put forth a motion to approve, Dani seconded, approved.

Agenda Item 4: Homeless Services Advisory Board Recommendations

Keylee presented the recommendations for who will facilitate the Lived Experience Steering Committee and Basic Needs.

The board chose to recommend Interfaith Works as the facilitator, funding them at \$50,000. For the Basic Needs applications there was \$561,260 in asks and only \$333,323 to award.

The only program not recommended for funding was Oly Camp Kitties to service cats living in encampments. It was determined that this would not be an eligible program. Michael asked what services SideWalk's program would be providing. Keylee explained this would help fund their Ride Home program as well as Rent Assistance. Joan was concerned that the Other Bank is only being funded at half their ask and was curious if there was a reason why. Keylee explained that the board decided programs that scored above 80 would receive their full ask unless it was a larger ask, in which case they would receive 80%. Programs that received scores below 80 would receive 80% of their ask except for Haven House which the board felt strongly awarding their minimum ask. Dani asked if all these projects had and received their minimum ask? Keylee answered no. Dani expressed concern if these projects can be successful if they aren't being funded at their minimum request. She would like a little more detail around these program descriptions and what their minimum asks are before she is comfortable approving or making a recommendation. Carolyn asked if this was the full funding source for these programs. Keylee said it depends on the agency and services they are providing.

Carolyn asked how the group wanted to proceed with these recommendations. Michael stated he wanted to honor their recommendations and is okay with approving and moving this forward. However, if the RHC decides to send these back for further review, he suggests sending them back with specific things to review. Carolina recommended having these sent back for further review and Brian and Dani both agreed. Tom mentioned that since SideWalk's application included Rent Assistance it should not be considered in this funding source and is more appropriate as a Housing Basic Needs application which would free up funds to go towards other programs that would better qualify so that is something the board can further review. Carolyn proposed they approve the recommendation for the LESC and hold off on approving the Basic Needs recommendations until some of the questions from the discussion tonight are answered. She put forth a motion to approve the recommendation for Interfaith Works to facilitate the LESC and be funded at \$50,000, Dani seconded, approved.

Keylee and Tom wanted to be sure that the RHC was okay with board members approving overall funding packages for different funding sources that may include their agencies if they aren't participating in direct funding decision for their agency specifically. The group agreed that is fine.

Agenda Item 5: Homeless Services Funding and Process for Awards

Keylee explained that because of the volume of applications the Homeless Services Advisory Board split the applications into two review periods, prioritizing programs that start July 1. Those were reviewed on May 1st and recommendations are being presented at this meeting. On May 15th the board will meet again to discuss programs that begin September 1st, and they will bring recommendations to the RHC for those at a later date.

In addition to the volume of requests, there is currently a significant funding deficit to be able to fund these programs. Commerce has stated that they have put funding aside to help backfill some of this deficit but at this time we don't know how much funding they will make available to Thurston County. Postponing review and funding recommendation of these applications will hopefully allow Commerce time to make further funding decisions so there is a better idea of how much will be available.

Agenda Item 6: RHC Stipend Policy and Process

Darian explained that the City of Olympia has signed all advisory board members on as sub-contractors. They are only able to make payments to these members per meeting they attend. Currently they are not able to pay per application being reviewed. Tom presented alternative options which include contracting with a third party to pay those stipends. Another option would be for the county to take on these payments, and though there is currently no policy for the county to pay stipends these funds could be paid out of the local home fund. Michael wanted to clarify if this is a stipend in addition to meeting stipends or instead of meeting stipends as well as what the rate to review would be? Tom answered this would be stipends for both meetings and applications, but he doesn't currently have a rate for the application stipend. Dani put forth a motion for the county to direct their staff to explore options to pay stipends to Regional Housing Council Advisory Committees members for meetings and grant applications reviews either in house, at the county, or through a third-party provider. Her motion was seconded by Michael, approved.

Agenda Item 7: Good of the Order

Gary shared Yelm has their Housing Action Plan in final draft form, and they will be taking it to their planning commission and council for approval.

Darian mentioned the Franz Anderson project continues to move forward and Jacinda has been meeting with the different jurisdictions to update them on what's going on.

Carolyn and Ryan welcomed Jennifer to their team as Lacey's new Housing Coordinator.

Elisa gave an update on what she's working on from a communications standpoint for the RHC. She has been working on an outline for a community wide newsletter around Housing. Which she hopes to present to the group soon. She also encouraged everyone to reach out to her about any specific communication asks they may have.

Jacinda shared that the Affordable Housing Advisory Board will begin looking at funding priorities for the Home fund and 1406 RFP coming up.

Meeting Adjourned: 5:32 pm

Next Meeting: May 24, 2023, 4:00 pm

Regional Housing Council
Funding Recommendations for 2023-2025 Homeless Services
Eviction Prevention Rent Assistance Funds

2023 Eviction Prevention Rent Assistance					
Agency	Project	Average Score	2023 Funding Request	Minimum Funding Request*	Award Recommendation
Family Support Center	Targeted Prevention for Families	91	\$ 550,000	\$ 550,000	\$ 439,902.00
Partners in Prevention Education	EPRA	77.4	\$ 750,000	\$ 700,000	\$ 533,080.00
Community Youth Services	Eviction Prevention Rental Assistance	76.8	\$ 200,000	\$ 200,000	\$ 151,966.00
Subtotal			\$ 1,500,000	\$1,450,000	\$ 1,124,948.00

* Thurston County originally projected that approximately \$1.4 million would be available for EPRA awards, which was the basis for minimum funding requests. With the lower than expected final award from Commerce, the HSAB was unable to meet minimum requests. It is understood that rent assistance program is scalable, resulting in fewer household being served as a result of the lower funding amount.

Regional Housing Council

Funding Recommendations for 2023-2025 Homeless Services

Set Aside – Consolidated Homeless Grant and Basic Needs – Human Services Fund

2023 Basic Needs - Human Services Fund					
Agency	Project	Average Scores	2023 Funding Request	Minimum Funding Request	Award Recommendations
Thurston County Food Bank	Food Bank Collaboration	90.3	\$85,000	\$80000*	\$85,000
Catholic Community Services	Community Kitchen	86.8	\$190,000	\$0	\$122,000
Rochester Organization of Families	Emergency Needs	84.0	\$15,000	\$0	\$15,000
Olympia Mutual Aid Partners	Stability Stay Basic Needs	82.8	\$16,000	\$0	\$16,000
Thurston County Food Bank	The Other Bank	79.0	\$15,000	\$10000*	\$12,000
Together!	Basic Needs	79.0	\$40,000	can match HSF 1:1	\$32,000
Olympia Mutual Aid Partners	Smoke and Fire Mitigation Basic Needs	76.3	\$80,000	\$0	\$27,323
Olympia Mutual Aid Partners	Nickerson/New Hope Site Support	72.6	\$10,000	\$0	\$8,000
Community Youth Services	Haven House	71.0	\$34,260	\$16,000	\$16,000
Oly Camp Kitties	Oly Camp Kitties	62.0	\$26,000	\$0	
Total			\$511,260		\$333,323

Summer 2023 Estimated Capital Funding Availability and Recommended Priority

County and Olympia local Home Fund:	\$4,400,000
Southport Financial	(\$1,325,000)
1406 Funds:	\$900,000
HOME ARP:	\$1,450,401
2060 Funds:	\$100,000
Total Funds to Award:	\$5,525,401

Recommended Priority: All eligible projects will be considered for funding. Projects must meet eligibility criteria for at least one funding source. No further prioritization or preference is provided.

Thurston County's 2023 Regional Housing Council (RHC) Consolidated RFP Scoring Criteria – Capital Projects

Criteria #	Criteria	Points
1	Importance to the Community. Direct impact on addressing RFP priorities. Projects that have the following characteristics will score higher in importance to the community:	20
2	Project Design. Clearly defined scope, goals, outcomes/performance measures, and plan for long-term financial sustainability	15
3	Cost Effectiveness. The total project cost is appropriate for the expected impact.	15
4	Partnerships and Collaborations. Project formally collaborates with partner organizations to maximize impacts.	5
5a	Supports Vulnerable and Historically Disadvantaged Populations. Project is accessible to persons with disabilities. Agency is actively engaging in processes aimed to reduce racial disparity in rental housing and homeownership. Agencies are providing training to ensure culturally competent services are provided to vulnerable and historically disadvantaged populations.	15
5b	By and For/Culturally Specific Organization and/or BIPOC leadership in Organization. Applicant agency is a by and for/culturally specific organization that serves and are substantially governed by marginalized populations including LGBTQIA and/or has senior leadership positions filled by persons who self-identify as Black, Indigenous, or Person of Color (BIPOC). Senior leadership includes, but is not limited to Executive Director, Chief Executive Officer, Chief Financial Officer, Senior Developer, Chair of the Board of Directors, President, or Vice President.	10
6	Financial Capacity. Organization has the financial capacity and processes in place to successfully manage capital project financing requirements.	10
7	Responsive Application. All relevant questions answered and information is responsive to the questions asked.	5
8	Staff Capacity. Evidence of qualified staff and capacity to manage project	10
9	Timeliness. Ready to begin project within 12 months and reasonable expectation to complete project within 36 months.	10
12	Past Compliance. <ul style="list-style-type: none"> No unresolved audit or program monitoring finding (no program monitoring conducted - ok) – 5 points Audit finding, no audit conducted or resolved program monitoring finding – 0 points	5
Total Maximum Score (Total of average reviewer score plus administrative score)		120

Regional Housing Council - Proposed Format for Annual Workplan

Name	Description/Product	Lead	Hours	Timeframe	Policy Support
Individual project					
Project X	Brief description	Jurisdiction lead	Ballpark estimate of total hours to complete project (e.g. 80 hours)	Rough estimate of target completion date (e.g., Fall 2024)	What policy document the activity links to (e.g., 5 year Homeless Response Plan)
Ongoing Activities					
Activity Y	Brief description	Jurisdiction lead	Ballpark estimate of total hours to complete project (e.g. 80 hours)	Indicate frequency or timing of activity (e.g. annual, Spring 2024)	What policy document the activity links to (e.g., 5 year Homeless Response Plan)
Low Priority/On hold Projects					
Project Z	Brief description	TBD	TBD	TBD	What policy document the activity links to (e.g., 5 year Homeless Response Plan)

Funding Summary – Fund Sources for Summer 2023 Affordable Housing RFP

Funding Source	Max AMI	Eligible Population	Eligible Activities
Local Home Fund	60% AMI	<ul style="list-style-type: none"> • People with disabilities or behavioral health disabilities • Veterans • Senior citizens • People who are homeless or at-risk of being homeless, including families with children • Unaccompanied homeless youth or young adult, or • Domestic violence survivors 	<ul style="list-style-type: none"> • Construct or acquire affordable housing • Construct or acquire mental and behavioral health-related facilities • Acquire land for these purpose • Fund the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided
1406	60% AMI	No target population	<ul style="list-style-type: none"> • Acquiring, rehabilitating, or constructing affordable housing • Funding the operations and maintenance costs of new units of affordable or supportive housing • Rent assistance to tenants
HOME ARP	80% AMI*	<ul style="list-style-type: none"> • Homeless • At-risk of homelessness • Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking • In other populations where providing supportive services would prevent the family's homelessness or would serve those with the greatest risk of housing instability • Veterans and families that include a veteran family member that meet one of the preceding criteria 	Acquire, rehabilitate, or construct affordable rental housing
2060	50% AMI	<ul style="list-style-type: none"> • Priority for extremely low income households at 30% AMI or below 	<ul style="list-style-type: none"> • Acquiring, rehabilitating, or constructing affordable housing • Supporting building operations of housing projects eligible for housing trust fund • Rent assistance to tenants • Operating costs for emergency shelter and overnight youth shelter

* 70% of HOME ARP units must serve households based on eligible population. Up to 30% of HOME ARP units may serve those with incomes up to 80% AM