

Regional Housing Council

Agenda: Wednesday January 24th, 2023 (4:00 p.m. – 6:00 p.m.)

(Hybrid – Zoom & Atrium Board Room)

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 Cox	
2	4:05 – 4:07	Approval of December 13th Minutes	Carolyn Cox	Action
3	4:07 – 4:15	Public Comment	Carolyn Cox	
4	4:15 – 4:20	Affirm Commissioner Clouse as Vice Chair & Scheduling of Election for Chair & Vice Chair	Carolyn Cox	Action & Discussion
5	4:20 – 4:40	2024 Request for Proposal/Request for Information	Jacinda Steltjes & Keylee Marineau	Action
6	4:40 – 5:10	Off-Cycle Funding Request Policies	Keylee Marineau & Alex Persse	Action
7	5:10 – 5:30	Right of Way Update	Tom Webster & Keylee Marineau	Update & Action
8	5:30 – 5:40	Advisory Board Recruitment Update	Keylee Marineau & Alex Persse	Information
9	5:40 – 5:45	Communications Update	Elisa Sparkman	Update
10	5:45 – 5:50	RHC 2024 Meeting Schedule and Location	Tom Webster	Information and Discussion
11	5:50 – 6:00	Good of the Order	Carolyn Cox	Information
12	6:00	Upcoming Meetings <ul style="list-style-type: none"> • Next RHC Meeting Wednesday February 28th, 2023, 4pm Location: TBD 		

REGIONAL HOUSING COUNCIL

Wednesday December 13th, 2023, Meeting Minutes

ATTENDEES:

Lacey: Carolyn Cox and Ryan Andrews

Tumwater: Michael Althaus, Joan Cathey, and Brad Medrud

Olympia: Dani Madrone, Clark Gilman, Darian Lightfoot, and Jacinda Steltjes

Yelm: Gary Cooper

Thurston County: Carolina Mejia, Tom Webster, Keylee Marineau, Elisa Sparkman, Cody Anderson

Affordable Housing Advisory Board: Taulana Reed

Homeless Services Advisory Board: Tammie Smith and KayVin Hill

Meeting began at 4:00 pm.

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

Agenda Item 2: Minutes from November 8th meeting, motion and second, approved.

Agenda Item 3: Public Comment – No Comment

Agenda Item 4: TRPC Housing Allocation Presentation

Allison Osterberg from the Thurston Regional Planning Council (TRPC) presented on Housing Need Allocations. The TRPC began working on this project in response to a change in state law in 2021 – House Bill 1220. This bill made several changes to the requirements for local jurisdictions including that, “jurisdiction must plan for and accommodate housing affordable to all economic segments of the population.” The focus for this effort is that the jurisdictions will need to demonstrate in their Comprehensive (Comp) Plans that they have the policies and regulations in place that enable enough housing to be constructed to support residents that are at different income levels.

The new requirements are supplementary to the work that has already been done including Comp Plans, County Wide Planning Policies, the Homeless Crisis Response Plan, and Housing Action Plans. These plans have policies that promote housing affordable to people who have a range of income across all jurisdictions. Allison explained that the new legislation differs in the way that jurisdictions need to be more specific with how they quantify the need of housing for different income levels and document in their Comprehensive Plans to demonstrate that their policies will help allow for housing that will meet those needs.

Allison presented two graphics that detailed the type of population this plan is intended to serve. The first compares income category, percent of Area Median Income (AMI) and equivalent household income (based on HUD estimate for a four-person household). The second considers income category, percent of AMI, and typical jobs that may fall in this range for household income. Additional slides highlighted the need of housing allocations in Thurston County, outlined a process for this development, considered the allocation values, presented four samples of county housing projections that compares existing housing and future housing/housing need, and ended with a Plan Update Process.

Dani asked why the TRPC focused on the AMI of a household of 4 when Thurston County has an average household of 2.5. Allison responded that these are the income breakouts that they are required to use. The complete presentation slides can be viewed in the December Agenda Packet.

Agenda Item 5: Manufactured Home Park Update

Jacinda provided an update on the Manufactured Home Park (MHP) preservation project. Earlier this year, legislation was passed that requires MHP owners to provide public notice when they are put up for sale. Once the notification is given, the community members of the park have 70 days to put together a package to submit an offer. Between September and October, the RHC and jurisdictional staff reviewed their Housing Action Plans and identified items that could benefit from being elevated to the RHC. A policy or program to preserve MHP was one of the items. Simultaneously, Victoria, from Northwest Cooperative Development Center (NWCDC), reached out regarding a MHP for sale in hopes of helping the community members purchase the park. A subgroup was created which includes some RHC members and jurisdictional staff that are focusing on Claudia's Estates.

Jacinda recalled a previous conversation within the RHC regarding the risk of the park being unaffordable to the residents and ensuring that they are looking at parks that can be helped to purchase in an equitable way. Equitable considerations include overrepresented racial or ethnic composition within the Homeless Crisis Response Plan, the condition of the housing, average income of residents, access to other available sources, etc. The Thurston Affordable Housing Advisory Board (TAHAB) will consider making a recommendation of a funding amount or percentage to be set aside annually for helping to purchase MHP in their meeting tomorrow. This month, an invitation will be issued to the TAHAB and the Homeless Services Advisory Board (HSAB) to participate a work group to form a policy or program regarding MHP preservation which will then be elevated to the RHC.

Jacinda also provided a brief update on Claudia's Estates. After Victoria met with the RHC in November, the NWCDC put in an offer on behalf of the residents to purchase the park. The seller was provided another offer that was comparable in price but had a shorter timeline. Ultimately, the seller chose the opposing offer.

Agenda Item 6: Tech Team Update

Darian provided an update on the RHC Technical Team. The Franz Anderson Interlocal Agreement (ILA) has now been approved by all jurisdictions. Another ILA was signed last night between the County and the City to support ARPA funding for Quince Street Village. Darian reported that overall, the proposals to Commerce for Right of Way funding was supported. Out of the two purchase proposals, one is moving forward. Although the apartment complex is no longer available for purchase, an offer was placed for purchase for a hotel in Olympia. The offer was accepted and now Interfaith Works is going through the due diligence process. Additionally, Quince Street Village was supported and New Hope, a tiny home village at First Christian Church, was supported and will add 8 beds to the Right of Way Initiative. Lastly, Olympia, Lacey and Tumwater are moving forward with an RFP to find a consultant to look at displacement from a regional perspective to address it within their Comprehensive Plan.

Agenda Item 7: Advisory Board Updates

The Chair of the TAHAB, Talauna Reed, updated that the executive members of the Advisory Boards met for the first time discuss collaboration. They reviewed the board recruitment process and discussed how to streamline them so that both boards are in line with each other. Vice Chair of the HSAB, KayVin Hill, added that they discussed the interview process and how to uniformly recruit new members to the board, specifically what identities they are seeking to fill those positions. Also, they discussed what kind of role they envision the RHC play in the recruitment process. Talauna added that the executive members discussed the idea of forming a committee from each board that is willing to commit to doing the work of recruiting new members. Keylee stated that herself and Alex have been working to create a timeline of the recruitment process. Tammie Smith, the Chair of the HSAB, added that they also created a timeline of what they will focus on during future meetings. Tom updated that Alex Persse has been hired as the Affordable Housing Program Manager and will help to facilitate future TAHAB meetings.

Agenda Item 8: Housing Trust Fund Information

Darian presented on the Housing Trust Fund Applications. Applications were due in September. They received 87 multi-family applications requesting \$437,566,276 to construct 6,046 affordable housing units. Over \$290 million is available to applicants in this funding round, so not every application will be funded. There are 5 multi-family projects that were submitted from Thurston County: Foundation for the Challenged (15 units), Housing Authority (36 Units), Homes First (4 Units), Interfaith Works and TWG (68 Units), and LIHI (70 Units) with a total request of \$25 million.

Homeownership applications were due in October. They received 48 applications seeking \$94.4 Million in total requested funds to create 943 affordable homeownership units. This is an increase of 41% in total funds requested from the 2022 funding round. There were 3 Thurston County Homeownership Projects: Habitat for Humanity Blvd (112 Units), Habitat for Humanity Longmire Phase 2 (14 Units), and Thurston Housing Land Trust (4 Units) with a total request of \$13 million. Jacinda commented that any of the applications that are not funded through this application will likely come through during the HOME Funds RFP.

Agenda Item 9: Communications Update

Elisa gave a communications update. She and the Tech Team will be putting together a 2023 summary of the Rights of Way Initiative to highlight what has occurred during the year and what to anticipate next year. This will be sent out mid-January.

Agenda Item 10: Good of the Order

Olympia: Dani updated that the Olympia City Council voted on a Rental Housing Registry Program. In Olympia, all rental housing units will need to register with the City of Olympia. They will phase in doing housing inspections once every five years. The Council also voted on a restructure and expansion of the Multi-Family Tax Exemption.

Thurston County: No update

Yelm: No Update

Lacey: Carolyn proposed returning to in person meetings. Tom will investigate room availability.

Meeting Adjourned: 5:33pm

Next Meeting: January 24, 2023, 4:00 pm – hybrid (Zoom & Atrium Board Room)

Homeless Services Request for Proposals- 2024: Priorities and Revenue

Homeless Services Advisory Board Priorities

Thurston County is accepting applications for use of 2163 funds that address the following categories of activities.

Cold Weather Shelter

Thurston County intends to award funds for programs that provide overnight emergency shelter beds during the cold weather season of November 1, 2024 through April 30, 2025. It is expected that separate contracts will be awarded for cold weather shelters serving single adults, youth (ages 18-24 years of age), and families. Funding for Cold Weather Shelter programs will be awarded on an annual basis.

Hazardous Weather Shelter

Thurston County intends to award funds for programs that provide services during hazardous or dangerous weather events as defined in the Thurston County Hazardous Weather Plan. Contracts will be for 12 months, as hazardous or dangerous weather may occur outside of the cold weather season. Services may include providing shelter-in-place survival supplies to unsheltered persons during hazardous or dangerous weather events, or it may include providing staff and operations support to expand shelter capacity during a County-declared event. Funding for Hazardous Weather Shelter programs will be awarded on an annual basis.

Estimated Homeless Services Revenues for February 2024 RFP

Revenue Source	Purpose/Use of Funds	2023 Awards	2024 RFP – Estimated Amount Available	Notes
Homeless Services - Local Funds Only				
2163	Local – Homeless services	\$1,500,000	\$1,500,000	Project document recording fees to be flat.
County Home Fund	Local – Housing-related services	\$1,350,000	\$1,548,000	Total projected County Local Home Fund is \$5.1 million. 30% for capital.
Sub-Total		\$2,850,000	\$3,048,00	
Basic Needs				
HSF	Local Sales Tax	\$333,323		
Sub-Total				
Total		\$13,139,830	\$10,570,000	

2163 Set Asides for 2024 - Proposed

	2023	2024	Length of Award	Notes
One-Year Set Aside				
Cold and Hazardous Weather	\$265,800	\$265,800	1 year	Original set-aside was \$250,000
Point in Time Count	\$25,000	\$25,000	1 year	
Emergency Funds	\$200,000	\$200,000	1 year	As of January 2024, \$0 Emergency Funds have been utilized
Sub-total	\$490,800			
Two-year Set Aside Set in 2023				
Coordinated Entry	\$350,000	\$350,000	2 years	\$100,000 additional funding from HEN was provided in 2023. \$250,000 was the original set aside.
Housing Basic Needs	\$270,963	\$270,963	2 years	Original set-aside was \$200,000.
Lived Experience Steering Committee stipends and support	\$50,000	\$50,000	2 years	Cost of stipend and for agency to manage
Advisory Board stipends	Up to \$25,000	Up to \$25,000	2 years	To be paid from Olympia Home Fund Revenue. Reduce transfer of Home Fund to County by up to \$25k to cover stipends for Advisory Board members.
DEI Training for Agencies	\$22,500	\$22,500	2 years	Original set-aside was up to \$60,000
Sub-total	\$618,463	\$618,463		
Totals	\$1,109,263			

Human Services Fund Revenue

Jurisdiction	2023 Contribution	2024 Contribution
Thurston County`	\$121,068	\$130,540.02
Olympia	\$120,701	\$127,983.00
Lacey	\$78,140.36	\$80,507.16
Tumwater	\$50,449.74	\$50,771.00
SubTotal	\$370,359.10	\$389,801.18
10% Admin	\$37,035.10	\$38,980.18
Total to Award	\$333,324	\$350,821

Affordable Housing Request for Proposals- 2024: Priorities and Revenue

Affordable Housing Advisory Board Priorities

Thurston County is soliciting applications for federal HOME Investment Partnership Program (HOME), HOME American Rescue Plan Act (HOME ARP) funds, local SHB 2060 Affordable Housing (2060), local SHB 1406 (1406), and Thurston County & City of Olympia combined Local Home Fund for eligible activities that provide affordable housing, construct or acquire behavioral health facilities, or fund the operations and maintenance costs of new units of affordable housing or facilities where housing-related programs are provided in Thurston County. Proposed projects must meet the eligibility criteria of at least one fund source, including serving the required target population to benefit individuals at or below a specific area median income (AMI) threshold.

Estimated Revenues for 2024 Affordable Housing Capital Projects

Revenue Source	Purpose/Use of Funds	2023 Awards	2024 RFP – Estimated Amount Available	Notes
HOME	Federal – affordable housing	\$925,220	\$925,000	Not expecting major change in federal budget allocation
2060	Local – affordable housing	\$250,000	\$225,000	
HOME ARP	Federal – rental housing for qualifying populations	\$1,450,401	\$1,450,401	HOME ARP Allocation Plan amended to shift funding from services to rental housing
1406	Local – affordable housing	\$900,000	1,200,000	
Olympia Home Fund	Local – affordable housing	\$1,700,000	\$2,100,000	
County Home Fund	Local – affordable housing	\$2,700,000	\$3,060,00	Total projected County Local Home Fund is \$5.1 million. 60% for capital.
Sub-total		\$7,925,621	\$8,990,401	
Amount available in 2024 RFP			\$7,192,401	
Amount reserved for Opportunity Fund			\$1,798,000	

Regional Housing Council's 2024 Request for Proposals (RFP) Scoring Criteria

Criteria #	Criteria	Points-Capital	Points-Homeless Services
1	Importance to the Community. Direct impact on addressing RFP priorities.	20	20
2	Project Design. Clearly defined scope, goals, outcomes/performance measures, and plan for long-term financial sustainability	15	15
3	Cost Effectiveness. The total project cost is appropriate for the expected impact.	15	15
4	Partnerships and Collaborations. Project formally collaborates with partner organizations to maximize impacts.	5	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	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	10
6	Financial Capacity. Organization has the financial capacity and processes in place to successfully manage capital project financing requirements. <i>Capital Projects Only:</i> Project financial sustainability will also be considered under this criterion. Does the project has a clear and reasonable plan to sustain the operations of the project.	10	10
7	Responsive Application. All relevant questions answered and information is responsive to the questions asked.	5	5
8	Staff Capacity. Evidence of qualified staff and capacity to manage project	10	NA
9	Timeliness. Ready to begin project within 12 months and reasonable expectation to complete project within 36 months.	10	NA
10	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 unresolved program monitoring finding – 0 points 	5	5
	Total Maximum Score (Total of average reviewer score plus administrative score)	120	100

RHC's 2024 Request for Information (RFI): Priorities and Scoring Criteria

RFI Priorities and Process

- The 2024 RFI will be used to place projects onto the Pipeline for years 2025, 2026 and 2027. In future years, the RFI will be used to place projects onto the Pipeline in the 3rd year after the RFI is issued.
- Up to 60% of the annually anticipated available funding in years 2025, 2026 and 2027 will be dedicated toward projects placed onto the Pipeline through the 2024 RFI process.
- All capital projects eligible for funding under the anticipated available funding sources will be accepted. These include multi-family rental, single-family rental, single-family homeownership, rehabilitation/preservation activities, and acquisition.
- Rent assistance proposals will not be considered under the 2024 RFI.
- Per funding requirements, projects must serve low-income households, primarily those with incomes at or below 60% area median income.
- No specific funding priorities are being recommended. The TAHAB sees value in considering all eligible projects serving all eligible populations. Projects that serve households with a lower area median income will have a higher baseline score under the Importance to Community scoring criterion.

RFI Scoring Criteria

Criteria #	Criteria	Points
1	Importance to the Community. The project meets a need in the community.	25
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
5	Project Supports Vulnerable and Historically Disadvantaged Populations and Organization has Demonstrated Commitment to Equity . 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. 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).	20
6	Financial Capacity and Project Sustainability. Organization has the financial capacity and processes in place to successfully manage capital project financing requirements and project has identified and realistic plans to be financially sustainable.	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
	Total Maximum Score	115

RHC Opportunity Fund Request Policy for Capital Projects– Draft

An off-cycle funding request is a request that occurs outside of the RHC’s annual Request for Proposal (RFP) process, which typically occurs in February, with funding awards made in May. The Thurston Affordable Housing Advisory Board approved the creation of the “Opportunity Fund” that will allow for the review and possible funding of off-cycle requests. Requests may include proposals for activities that support the preservation of manufactured/mobile home parks.

Requests should follow the Opportunity Fund policy and procedure.

Funding Availability

- 1) As part of the RHC’s annual RFP process, the Thurston Affordable Housing Advisory Board (TAHAB) recommends that the RHC reserve a portion of local funds available for capital projects for potential off-cycle requests. These funds set aside will represent the Opportunity Fund. If funds remain unobligated at the end of a calendar year, the RHC may either roll unused funds back into the following year’s annual RFP processor maintain or add to the reserve for future Opportunity Fund awards.

Criteria

1. Project must be eligible under the local Home Fund.
2. Project funding must be time sensitive so that the project could not proceed if applying for funding through the next annual RFP process.
3. Funding must be essential to realize the project. Other funding necessary to fully fund the project must be committed or identified with a strong likelihood of commitment.
4. The project applicant must submit a request for funding that provides at a minimum, the information required as part of the Request for Information/Pipeline process as well as a sources and uses budget. Additional information may be requested if necessary to evaluate the project in accordance with this policy.
5. The project must be scheduled to be under contract within 12 months of funding approval.
6. The project must have been unforeseen by the applicant at the time of the most recent RFP.
7. The project must be located in Thurston County and intend to serve/benefit Thurston County residents.
8. The funds are primarily intended to be used for acquisition. Rehabilitation may be appropriate, when accompanied by acquisition of a property or building. This includes funds needed to preserve manufactured home communities (MHC) or to assist residents to acquire the MHC.
 - a. In general, funding requested for the new construction of units are most appropriate to be funded through the annual RFP process.
 - b. New construction projects that are seeking 4% Low Income Housing Tax Credit (LIHTC) funding, may request funding under this policy during 2024. Beginning with the 2025 funding cycle, these projects must be on the Affordable Housing Capital Pipeline. Projects will be placed on this Pipeline through an annual Request for Information process. Projects on the Pipeline seeking 4% LIHTC funding will be allowed to submit an off-cycle application to receive a commitment of funding in time to include this commitment in an application to the Washington State Housing Finance Commission.
 - c. Gap financing for previously approved new construction projects may be considered, if the gap in financing is due to market factors outside of the control of the applicant and

additional funding is needed to close the project and no other funding source is available. Projects seeking gap funding should make every effort to apply for such funding through the annual RFP process before submitting an out of cycle funding request.

Other Considerations

Other factors for the TAHAB and RHC to consider when reviewing the application

- Does the proposed project meet an urgent or emergency need in the community? This may include, but is not limited to:
 - o Preventing the displacement or loss of housing for low-income households;
 - o Preventing the loss of affordable housing units;
 - o Addressing imminent threats to health and safety of low-income Thurston County residents due to housing conditions; and
 - o Addressing a priority need in the community that would have a substantial impact on the availability of affordable housing that would not occur without funding the request.
- What are the possible negative impacts of not funding the request?
- Is funding available?
- How would an award impact other projects in the Pipeline or other anticipated applications for funding?

Process

1. A request for Opportunity Funds should be presented to the RHC Tech Team. The applicant may submit its request to via any member/jurisdiction of the RHC. The request should include the completed RFI application. The County will provide the most current RFI request package, upon request. The TAHAB may create an Opportunity Fund application for this purpose.
2. The Tech Team will determine if the request meets the criteria for an off-cycle request.
3. If the request is eligible, the Thurston Affordable Housing Advisory Board will review the request. The TAHAB will review the request to determine if the project is a priority/critical project for the region. If recommended for funding, the TAHAB will identify the recommended funding amount and source of funding. The applicant may be invited to present to and answer questions from the TAHAB, but should not be present during deliberations.
4. The TAHAB will present its recommendation to the RHC in a timely manner.
5. If recommended by the RHC, Thurston County Office of Housing and Homeless Prevention (OHHP) will take the recommendation to the Board of County Commissioners (BoCC) at its next available meeting for approval.

All parties will work to move a request through this process as quickly and efficiently as possible. It is anticipated that the complete process may take 2 months once the full request is submitted until BoCC approval, but should take no more than 4 months, unless additional information is requested of the applicant.

Dated: Draft 1/19/2024

Regional Housing Council Homeless Services Emergency Fund

Policy and Procedures for Homeless Services

Purpose

To establish a Homeless Services Emergency Fund (HSE) to assist service providers facing an imminent loss of client housing and homeless services. The HSE funds are intended to provide an interim solution to an urgent and acute problem that was unforeseen by the applicant. The terms emergency or urgent are intended to describe the need of residents of Thurston County who face significant or imminent health and safety danger due to an unforeseen external circumstance. It is not intended to provide funding to solely address emergency or urgent needs of an organization due to budgeting short falls.

I. Emergency Funding

The Regional Housing Council (RHC) will set aside a minimum of \$200,000 of available homeless services funds to establish an HSE fund allocation. The RHC may decide to allocate additional funds or funds from other sources to add to the HSE fund. Any HSE funds not allocated by the end of the contract period, will be added into the following year's HSE fund pool.

II. Submitting a Request

Homeless Services Emergency Fund activities must be eligible to receive the allocated homeless services funds, which are intended to support homeless services for low-income populations.

Eligible activities may include, but are not limited to:

- Support to a large encampment experiencing a sweep wherein individuals will be displaced, and support is not available elsewhere in the community.
- The standing up of a new program to address a public health/safety threat such as the threat of smoke/fire to an encampment or the local community.
- Support for a shelter experiencing an issue with the facility that could lead to the displacement of individuals residing there and could be mitigated by repairs.

An agency requesting HSE funds must first submit a written request to the Homeless Services Advisory Board (HSAB) that addresses the following:

- a. A narrative request that addresses the following:
 - i. Why the emergency funding is needed, specifically addressing the health and safety consequences of failing to provide the HSE funds, as well as the nature of the circumstance that led to this emergency, including the timeframe within which funds are needed.
 - ii. A statement that clearly differentiates between current homeless response services and the urgency of the proposed services.
 - iii. A description of how the emergency funds will be used.
 - iv. A description of how the agency intends to fund the services ongoing once HSE funds are expended if funding is not being used for a one time cost.

- v. A statement describing that no alternative sources of funding are available to the agency to address the need, and list of partner agencies within the Homeless Crisis Response System who have been solicited for support.
 - vi. Summary of past HSE fund requests made by organization within the last three years, whether approved or not.
- b. A budget specifying how the HSE funds will be used.

III. Evaluating a Request

The HSAB will evaluate requests for HSE funds based on the following criteria:

1. The agency and activity are each eligible for SB 2163 funding
2. Failure to provide HSE funds will either:
 - a. Reduce or eliminate an existing service that serves a vulnerable population and reducing or eliminating the service will result in a clear and direct threat to health and safety; or
 - b. Address an imminent and clear threat to health and safety that was not known during the time of program application for annual RFP process; or
 - c. Result in the displacement of homeless or formerly homeless individuals or households.
3. The requesting agency is in good standing with all current or recent contracts with Thurston County.

IV. Decision-Making Process

The Homeless Services Advisory Board and Regional Housing Council, respectively, will adhere to the following process for receiving and deciding upon funding requests:

1. Requests for HSE funds must be submitted to Thurston County and discussion of the request will be added to the agenda for the upcoming HSAB meeting. If there is no HSAB/RHC meeting scheduled within two weeks from date of submission, an emergency meeting will be called.
2. HSAB members will discuss and vote on the request at the first available meeting.
3. The HSAB chair/co-chair will present the request and their recommendations at the first available RHC meeting.
4. RHC will make the final decision to approve the request.
5. HSE funding awards must be approved by Thurston's Board of County Commissioners (BoCC). Contracts will be executed in a timely fashion following BoCC approval.
6. The Office of Housing and Homeless Prevention will distribute HSE funds until all HSE emergency funds are exhausted.
7. Agencies may not receive more than one HSE funding award per year.

The Homeless Services Emergency Fund Policy and Procedures will be reviewed on an annual basis. If changes are needed, the HSAB Chair and Co-Chair will provide recommended changes to the RHC for approval.

Policy approved by:

Policy effective date:

Next review/revision date (one year from effective date):

Thurston Regional Housing Council is Recruiting Members for its Two Advisory Boards

Applications due January 31, 2024 for open positions on the Homeless Services Advisory Board and the Thurston Affordable Housing Advisory Board.

Monday, January 22, 2024

The Thurston Regional Housing Council (RHC) is recruiting new members for the Thurston Affordable Housing Advisory Board and the Homeless Services Advisory Board. These advisory boards make recommendations to the RHC on priorities, funding and policies related to federal, state and local funds under their respective purviews. With a minimum of eight and a maximum of 14 voting members, each board is made up of a broad-based group of residents and community partners who advise the RHC on how best to invest limited affordable-housing money and related social-services dollars.

Thurston Affordable Housing Advisory Board (TAHAB)

The Thurston Affordable Housing Advisory Board makes recommendations on expenditures of the combined county-wide and Olympia Home Fund, the federal HOME Investment Partnership, HB 1406 and HB 2060, and any other existing or future fund sources controlled by the RHC.

Thurston Affordable Housing Advisory Board is recruiting for three positions with an emphasis on selecting applicants with experience or representation in any of these areas:

- Affordable housing lender
- Behavioral health or primary care provider
- Real estate broker
- Lives or works in Tumwater
- Lives or works in Lacey

Learn more about Thurston Affordable Housing Advisory Board and apply at bit.ly/TAHABapp. Applications are due January 31, 2024.

Homeless Services Advisory Board (HSAB)

The Homeless Services Advisory Board makes recommendations related to the expenditures of the Consolidated Homeless Grant, Housing and Essential Needs, HB 2163 and HB 1277, Emergency Housing Fund, and the Human Services Fund. Additionally, it makes recommendations on any funding designated for homeless services by the RHC from the Thurston County Home Fund.

The Homeless Services Advisory Board is recruiting for four positions with an emphasis on selecting applicants with experience or representation in any of these areas:

- Veteran advocate
- Behavioral health or primary care provider
- Disability service provider
- Lives or works in Tumwater

Learn more about the Homeless Services Advisory Board and apply at bit.ly/HSABapp. Applications are due January 31, 2024.

Regional Housing Council Members

Carolyn Cox, Chair
City of Lacey
Councilmember

Carolina Mejia, Vice-Chair
Thurston County
Commissioner

Dani Madrone
City of Olympia
Councilmember

Michael Althausen
City of Tumwater
Councilmember

Trevor Palmer
City of Yelm
Councilmember

Applicants must live or work in Thurston County and have experience or expertise related to homeless services or affordable housing to be eligible to serve on these advisory boards. Thurston Regional Housing Council is committed to centering people with lived experience/expertise within homelessness, eligible to live in subsidized housing and those who's identity groups are overrepresented within those seeking services in Thurston County's Homeless Crisis Response System, including Black, Indigenous, People of Color, LGBTQIA+, and people living with disabilities.

Although there will be an emphasis on selecting applicants with experiences/representation above, all eligible and interested applicants are encouraged to apply.

To learn more about Thurston Regional Housing Council visit bit.ly/ThurstonRHC.

Thurston County Rights of Way Initiative

2023 Snapshot

Governor Inslee's Rights of Way Initiative (ROW) provides funding to help move people living in camps along the state's highways and freeways into safer living situations and permanently clear these encampments.

Thurston County Rights of Way

6



Encampments Cleared

168



New enhanced shelter units

265



Residents moved into
shelter from encampments

Outreach Work

Outreach Specialists from Olympia Mutual Aid Partners (OlyMAP) and the Cities of Olympia & Lacey connect with camp residents and help them transition to shelter.

Shelter Partners

Existing shelters in the community collaborated to shelter residents from camps. Interfaith Works holds up to 24 beds for people moving from the camps.

Hotel Programs

SafePlace Olympia and Family Support Center of South Sound have placed 20 households from encampments into their hotel programs.

Maple Court

Maple Court, previously a Days Inn, is a new enhanced shelter with 118 furnished rooms. The facility is managed by the Low Income Housing Institute with onsite staff to help residents access services and move into permanent housing.

129 residents
8 vacancies

as of 12/26/2023



Franz Anderson Tiny Home Village

Franz Anderson Tiny Home Village has 50 units. The village is operated by Olympia Mutual Aid Partners and offers onsite services including case management, mental health and substance use support, and employment navigation.

50 residents
0 vacancies

as of 12/26/2023



2024 Plans

The Thurston County region will continue to collaborate on the Rights of Way Initiative and the Encampment Resolution Program. Partners include Thurston Regional Housing Council, Thurston County, City of Olympia,



City of Lacey, City of Tumwater, Washington State Department of Commerce, Washington State Department of Transportation, Olympia Mutual Aid Partners, Interfaith Works, SafePlace Olympia, Family Support Center of South Sound, the Low Income Housing Institute, and other local non-profit organizations.

bit.ly/ThurstonRHC



RHC 2024 Meeting Schedule

January 24th	4-6pm	Hybrid	Atrium, Room 110
February 28th	4-6pm	Hybrid	TBD
March 27th	4-6pm	Hybrid	TBD
April 24th	4-6pm	Hybrid	TBD
May 8th	4-6pm	Hybrid	TBD
June 26th	4-6pm	Hybrid	TBD
July 24th	4-6pm	Hybrid	TBD
August 28th	4-6pm	Hybrid	TBD
September 25th	4-6pm	Hybrid	TBD
October 23rd	4-6pm	Hybrid	TBD
November 13th	4-6pm	Hybrid	TBD
December 11th	4-6pm	Hybrid	TBD