



**Thurston Affordable Housing Advisory Board
January 18, 2023, 3:00-4:30PM
The Atrium, Room 188
Agenda**

<https://us06web.zoom.us/j/81624981630>

- 1) Attendance (2 mins)**
- 2) Approve December 14, 2023 Minutes (2 mins)**
- 3) Approve January 18, 2023 Agenda (2 mins)**
- 4) Announcements and Regional Housing Council Update (Presenter: Talauna Reed, 2 mins.)**
No update. The next Regional Housing Council meeting will occur on January 24.
- 5) Business Items**

5a) 2024 Request for Information Scoring Criteria (Presenters: Jacinda Steltjes, Tom Webster & Talauna Reed, 30 mins.) Action Required

Presenters will provide a summary of the actions approved by the board to date for the upcoming RFI soliciting projects to be placed onto the Affordable Housing Capital Pipeline for years 2025, 2026, and 2027. See Exhibit A. Information only.

The board will then be asked to take action on two items concerning scoring criteria.

Item 1 is concerning the Supports Vulnerable and Historically Disadvantaged Populations scoring and the By and For/Culturally Specific Organization and/or BIPOC Leadership in Organization scoring criteria. A proposed way in which these criteria could be combined to achieve the TAHAB's RFI goals and a proposal for adjusting the points associated with this new scoring criterion from 25 to 20 and the Importance to Community scoring criterion from 20 to 25 will be presented. See Exhibit B. Action is required.

Item 2 concerns the Importance to the Community scoring criteria and the creation of an Area Median Income rubric to assist in scoring. A draft rubric and proposal for

adjusting the points associated with this criterion from 20 to 25 will be presented. See Exhibit C. Action is required.

Handouts:

Exhibit A: Summary of 2024 RFI Funding Priorities and Scoring Criteria

Exhibit B: 2024 Request for Information Scoring Criteria

Exhibit C: Importance to the Community Scoring Criterion, AMI Rubric

5b) Opportunity Fund Request Process (Presenter: Talauna Reed, Jacinda Steltjes, Tom Webster, 30 mins) Action Required

The RHC would like to establish an out of cycle funding request process to accommodate proposals for funding assistance that may arise at times that do not correlate with the traditional RFP issued annually in February. In December, the TAHAB voted to create the Opportunity Fund and to accept requests for emergency situations, land acquisition and funding to assist tenants in purchasing their mobile home community. The board further voted to set aside 20% of annual capital funding for the Opportunity Fund.

The Regional Housing Council's staff technical team has compiled a draft policy covering the process for how Opportunity Funds could be requested and awarded. TAHAB is being asked to discuss and refine the draft policy so that a recommendation from the board can be presented to the Regional Housing Council in February 2024. Action is required.

Handout:

Exhibit D: RHC Opportunity Fund Request Policy– Draft

5c) 2024 Request for Proposal Overview (Presenters: Talauna Reed, Tom Webster, and Jacinda Steltjes, 5 mins.) Information Only

At the Regional Housing Council meeting on January 24th, the RHC will be asked to approve the priorities, funding levels and scoring criteria for the Request for Proposals that will be issued in February. The information presented to the RHC will be decisions previously made by the TAHAB. The agenda item will share the information that will be presented to the RHC for approval.

Handout:

Exhibit E: RHC Request for Proposals Priorities, Funding and Scoring Criteria

5d) Manufactured/Mobile Home Park Preservation Policy/Program (Presenters: Talauna Reed, Grace Lee, Tom Webster, and Jacinda Steltjes, 5 mins.) Information Only

The Regional Housing Council would like to develop a regional policy/program to preserve manufactured/mobile home parks. RHC wishes for this policy/program work to begin with the Thurston Affordable Housing Advisory Board. Liaisons will share progress on this item and invite TAHAB members interested in working on this topic to join a working group of staff, TAHAB members and Homeless Services Advisory Board members that is being formed to develop a policy or program that can be presented to the Regional Housing Council for adoption. Discussion only. No vote is needed.

5e) Advisory Boards Recruitment Process (Presenters: Talauna Reed, Tom Webster, Jacinda Steltjes, 5 mins.) Information Only

The board will be updated on the recruitment process for both boards and the work being done by a recruitment sub-committee of TAHAB and HSB members and staff liaisons. No action needed.

6) Good of the Order (8 mins.)

**RHC Affordable Housing Advisory Board
December 14, 2023**

1. CALL TO ORDER – Meeting called to order by Talauna Reed at 3:05pm

1.A ROLL CALL –

Carly Colgan NA

Charlia Messinger x

Craig Chance x

David Puszczewicz x (virtual)

Deb Larson x (virtual)

Donna Feddern x

Grace Lee x (virtual)

Jessie Simmons x (excused)

Kendra Landais Chery NA

Meg Martin x

Talauna Reed x (virtual)

Trish Gregory x

Trudy Soucoup x

OTHERS PRESENT –

Jacinda Steltjes, City of Olympia, TAHAB liaison

Alex Persse, Thurston County, TAHAB liaison

Tom Webster, Thurston County

2. Approval of Minutes – for November 16, 2023

Approved x Amended _____

Moved by Trudy, seconded by Meg, approved unanimously.

3. Approval of Agenda

Moved by Trudy, seconded by Craig, approved unanimously.

4. Announcements and Regional Housing Council Update

Talauna updated the board on what occurred at the December 13, 2023 RHC meeting. Thurston Regional Planning Council gave a presentation depicting the method by which regional jurisdictions have agreed to produce housing and therefore meet State Growth Management Act requirements. TRPC also shared the number of units and area median income those units will target that will be needed by 2045. The RHC also received an update about efforts to preserve mobile/manufactured home communities. Lastly, the RHC also received an update on the work being done to fill vacancies on the TAHAB and HSAB.

5. Business Items

5a) Request for Information Processes

Presenter(s): Talauna Reed, Alex Persse, Jacinda Steltjes

Handouts:

Exhibit A: Housing Pipeline Request for Information (RFI) Considerations for the TAHAB

Exhibit B: Capital Pipeline Updated 2021

Discussion: There was significant discussion around the four questions posed in Exhibit A:

- 1.(Proposed Allocation) Does the board want to set aside separate funding for a manufactured home parks preservation program or should this be incorporated into the Opportunity Fund? The board decided to support manufactured home park preservation and make this an eligible activity under the Opportunity Fund.
2. (Importance to Community scoring criteria) Does the board want to consider rent assistance applications? This is an eligible activity under 1406 and 2060 funds. The board is supportive and sees value in making rent assistance funds available but recognize this is an eligible activity under funds managed by the Homeless Services Advisory Board.
3. (Importance to Community scoring criteria) For the three suggested categories of projects being solicited does the board want to create any sub-categories of scoring criteria such as population served or AMI of households served? The board decided they want to create a scoring rubric based on AMI income the project will serve. The board will work on creating this rubric at their January meeting.
4. (Criteria) Does the board want to consider leadership of an organization when scoring knowing that leadership may change by the time the project is funded under the pipeline. Some board members felt it was important to score applicants on criteria #5 By and For/Culturally Specific Organizations and/or BIPOC Leadership in Organization because this is a scoring criteria in the Request for Proposals process. Other board members felt the criteria felt performative. The board will further discuss this criterion and how to potentially change the wording or adjust the assigned points at its January meeting.

Action:

- 1.Deb motioned for the allocation of funds to be split with 60% dedicated to the Request for Information, 20% to the Request for Proposals, and 20% dedicated to the Opportunity Fund, to include preservation of manufactured homes as an eligible activity. Trudy seconded. Charlia made a motion for a friendly amendment to prioritize tenant ownership projects. Meg motioned to approve the friendly amendment and Trish seconded the motion. The motion passed unanimously.
- 2.Charlia motioned to not include rent assistance as an eligible activity in the Request for Information. Trish seconded the motion. Talauna and Grace opposed the motion.

5b) Request for Proposals Process

Presenters: Jacinda Steltjes, Talauna Reed, Alex Persse

Discussion:

The board discussed how the funding allocation would be split, scoring criteria, eligible activities and whether they wished to set any funding priorities.

Action:

Trudy motioned to split the funding allocation with 80% dedicated to projects submitted to the RFP and 20% to the Opportunity Fund, to include manufactured home preservation, to make no changes

to the scoring criteria used for the 2023 Summer RFP, to set no funding priorities, and to include rent assistance as an eligible activity. Meg seconded. The motion passed unanimously.

Talauna motioned to extend the duration of the meeting. Donna seconded. The motion passed unanimously.

5c) Out of Cycle Funding Requests (Opportunity Fund) Process

Presenter(s): Talauna Reed, Alex Persse, Jacinda Steltjes

Handout:

EXHIBIT C: RHC Off-Cycle Capital Funding Request Policy– Draft

Discussion: The board decided through its RFI and RFP discussions to support out of cycle funding requests and decided what percentage of the RFI and RFP it wished to set aside for this purpose. There was insufficient time to discuss or take action on the proposed off-cycle capital funding request policy. Liaisons asked board members to come prepared in January to take action on this item.

Action: No action taken.

5d) Manufactured/Mobile Home Park Preservation Policy/Program

Presenters: Alex Persse, Jacinda Steltjes, Grace Lee & Talauna Reed

Discussion: The board decided through its RFI and RFP discussions to support the preservation of manufactured/mobile home parks through its Opportunity Fund. There was insufficient time to discuss or take action to solicit board members interested in joining a working group to draft a policy/program for this activity. This item will be further discussed at the January board meeting.

5e) Advisory Boards Recruitment Policy

Presenter: Talauna Reed

Handout:

Exhibit D: Advisory Board Recruitment Policy

Discussion: Talauna summarized the proposed policy the TAHAB and the HSAB executive team and liaisons discussed in early December.

Action: Trish moved to adopt the proposed advisory board recruitment policy. Meg seconded. The motion passed unanimously.

6. GOOD OF THE ORDER

There were no good of the order items.

7. ADJOURNMENT –

Trudy moved to adjourn at 4:42, Meg seconded. Approved unanimously.



Exhibit A

Topic: SUMMARY OF 2024 RFI FUNDING PRIORITIES AND SCORING CRITERIA

Date	January 18, 2024
Request	Review of RFI Funding Priorities and Scoring Criteria, Information Only
Background	<p>Prior to the establishment of the Thurston Affordable Housing Advisory Board Thurston County staff in cooperation with the Thurston Thrives Affordable Housing Action Team considered key points relative to an annual Request for Information process by which affordable housing capital projects were chosen for placement onto a housing development pipeline.</p> <p>Key points have typically included funding priorities such as project type or population served which will be eligible for placement onto the Pipeline and scoring criteria for selecting which projects will receive preliminary commitments of funding. Recommendations would then be presented to the Regional Housing Council (RHC) for adoption before the RFI was issued.</p> <p>The last RFI was issued in 2021, meaning the affordable housing capital pipeline does not currently include projects that are anticipated to occur beyond 2024. With the formation of the TAHAB in 2023, the process of making decisions regarding the RFI and making recommendations to the RHC now lies with the TAHAB.</p> <p>For the past several months the TAHAB has made a series of decisions relative to the funding priorities and scoring criteria that will be applied to the 2024 Request for Information process. These decisions are outlined below:</p> <ul style="list-style-type: none"> • 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. • The RFI will accept projects for placement onto the Pipeline for years 2025, 2026 and 2027. • 80% 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. • Per funding requirements, projects must serve low-income households, primarily those with incomes at or below 60% area median income. • No funding priorities are being recommended. The TAHAB sees value in considering all eligible projects serving all eligible populations.

	<ul style="list-style-type: none"> Scoring criteria will closely resemble that used for the Summer 2023 Request for Proposals process, with slight changes to the Importance to Community; Supports Vulnerable and Historically Disadvantaged Populations; and the By and For/Culturally Specific Organization and/or BIPOC Leadership in Organization scoring criterion. <p>These funding priorities and scoring criteria recommendations will be presented by the TAHAB Chair to the RHC on January 24. The RFI will then be issued around February 26. Proposals will be due approximately April 2.</p>
Proposed Solution	N/A
Financial Implications	N/A
Recommendation	No action is required at this time.

Exhibit B:
Thurston County's Summer 2024 Regional Housing Council (RHC) Request for Information (RFI): Scoring Criteria

Criteria #	Criteria	Points
1	Importance to the Community. Direct impact on addressing RFP priorities.	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. 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
	Total Maximum Score	115



EXHIBIT C

Topic: IMPORTANCE TO THE COMMUNITY SCORING CRITERION, AMI RUBRIC

Date	January 18, 2024										
Request	Approve an Area Median Income rubric to assist in the scoring of the Importance to Community scoring criterion for the 2024 Request for Information.										
Background	<p>The TAHAB will recommend to the RHC that the 2024 RFI accept proposals of all capital projects eligible for funding under the available funding sources and that no project will be prioritized based on project type (i.e. multi-family rental) or population served (i.e. seniors), for example.</p> <p>However, not establishing funding priorities makes the Importance to the Community scoring criterion more open to interpretation by each TAHAB reviewer. For this reason, the board decided at their December 14, 2023 meeting to establish an Area Median Income scoring rubric for use in scoring under the Importance to Community criterion. A draft proposal of that rubric is detailed below.</p>										
Proposed Solution	<p>Proposals are anticipated to generally fall into one of the below three categories:</p> <ul style="list-style-type: none"> • Rental • Homeownership • Rehabilitation/Preservation <p>The proposed Area Median Income Scoring Rubric will assist TAHAB members in comparing like-type projects based on the area median income of the population the projects serve. The rubric is not intended to be the only factor considered under this scoring criterion, but rather a baseline of minimum points earned under this criterion. For example, of the 25 total points available under the Importance to the Community scoring criterion, a project serving households with incomes up to 30% AMI will be awarded 14 points associated with the incomes of the project's target population. An additional up to 11 points could be earned based on a reviewer's interpretation of what other factors constitute importance to the community.</p> <p>Area Median Income Scoring Rubric</p> <table> <tr> <th>AMI Served by Project</th><th>Points</th></tr> <tr> <td>0-30% AMI</td><td>14</td></tr> <tr> <td>31-50% AMI</td><td>12</td></tr> <tr> <td>51- 60% AMI</td><td>10</td></tr> <tr> <td>61-80% AMI</td><td>8</td></tr> </table>	AMI Served by Project	Points	0-30% AMI	14	31-50% AMI	12	51- 60% AMI	10	61-80% AMI	8
AMI Served by Project	Points										
0-30% AMI	14										
31-50% AMI	12										
51- 60% AMI	10										
61-80% AMI	8										

	The point association proposed is based on Thurston Regional Planning Council's estimates of housing by AMI target range that will be needed in Thurston County by 2045 to comply with the State's Growth Management Act.
Financial Implications	N/A
Recommendation	Approve the Area Median Income Scoring Rubric as presented for use in scoring proposals under the Importance to Community scoring criterion.

Exhibit D

RHC Opportunity Fund Request Policy– 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 fund need 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 2023 and 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;
 - 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 off-cycle funding 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.
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 1/12/2023

Exhibit E: Affordable Housing Funding- 2024: Priorities, Revenue, and Scoring Criteria

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	
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Thurston County's Summer 2023 Regional Housing Council (RHC) RFP Scoring Criteria

Criteria #	Criteria	Points
1	Importance to the Community. Direct impact on addressing RFP priorities.	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
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
Total Maximum Score (Total of average reviewer score plus administrative score)		120