



**Thurston Affordable Housing Advisory Board
December 14, 2023, 3:00-4:30PM
The Atrium, Room 188
Agenda**

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

- 1) Attendance (2 mins)**
- 2) Approve November 16, 2023 Minutes (2 mins)**
- 3) Approve December 14, 2023 Agenda (2 mins)**
- 4) Announcements and Regional Housing Council Update (Presenter: Talauna Reed, 5 mins.)**

Talauna will provide an update on what happened at December 13 RHC meeting.

5) Business Items

5a) 2024 Request for Information Process (Presenters: Jacinda Steltjes, Alex Persse & Talauna Reed, 20 mins.)

The board will continue discussion about the 2024 RFI that will solicit housing capital projects to be placed into the housing pipeline for years 2025, 2026, and 2027. Action is required.

Handouts:

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

Exhibit B: Capital Pipeline Updated 2021

5b) 2024 Request for Proposals Process (Presenters: Jacinda Steltjes, Alex Persse & Talauna Reed, 15 mins.)

The Board will continue discussion of the 2024 RFP process that will provide funding for housing capital projects occurring in 2024. Summary of decisions refresher.

5c) Off-Cycle Capital Funding Request (Opportunity Fund) Process (Presenter: Talauna Reed, Jacinda Steltjes, Alex Persse 15 mins)

The RHC would like to establish an out of cycle funding request process to accommodate emergency situations and acquisitions that may arise at times that do not correlate with the traditional RFP issued annually in February. The Regional Housing Council's staff technical team has compiled a rough draft of the process associated with such requests and spoke about this in October. TAHAB also spoke about this in recent meeting. THABA 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 January 2024. Action required.

Handout:

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

5d) Manufactured/Mobile Home Park Preservation Policy/Program (Presenters: Talauna Reed, Alex Persse, and Jacinda Steltjes, 15 mins.)

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. The board will discuss what such a program could look like and how it could operate regionally. Liaisons will share progress on this item and invite TAHAB members interested in working on this topic to join a work group of staff, TAHAB members and Homeless Services Advisory Board members that is being formed to develop a strategy that will prepare the RHC to consider funding requests to assist residents in purchasing their community. Discussion only. No vote is needed.

5e) Advisory Boards Recruitment Policy (Presenter: Talauna Reed, 10 mins)

The board will be updated on the conversation had by the executive leadership of the TAHAB and Homeless Services Advisory Board regarding a preferred recruitment process for both boards. Action is required.

Handout:

EXHIBIT D: Advisory Board Recruitment Process

6) Good of the Order (2 mins.)

RHC Affordable Housing Advisory Board
November 16, 2023

1. CALL TO ORDER – Meeting called to order by Talauna Reed at 3:03 pm

1.A ROLL CALL –

Carly Colgan NA

Charlia Messinger x

Craig Chance x (virtual)

David Puszczewicz x (virtual)

Deb Larson x

Donna Feddern x

Grace Lee x (virtual)

Jessie Simmons x

Kendra Landais Chery NA

Meg Martin x

Talauna Reed x

Trish Gregory absent- excused

Trudy Soucoup x (virtual)

OTHERS PRESENT –

Tom Webster, Thurston County, TAHAB liaison
Jacinda Steltjes, City of Olympia, TAHAB liaison
Alex Persse, Thurston County

2. Approval of Minutes – for October 19, 2023

Approved x Amended _____

Moved by Meg, seconded by Jessie, approved unanimously.

3. Approval of Agenda

Moved by Jessie, seconded by Meg, approved unanimously.

4. Announcements and Regional Housing Council Update

Talauna provided an update on what occurred at the Nov. 8 RHC. Talauna shared that Victoria O'Banion provided more information about what is needed, financing wise, to help the residents of Claudia's Mobile Estate Park to acquire their community. Craig Chance also shared that the board talked about applying an equity index to such purchases. Craig shared the financing strategy he suggested to RHC of buying down the interest rate of the primary mortgage lender. Grace shared that her capstone project was around this issue and she worked with NWCDC and ROC and there is a lot of work that is needed state-wide around the issue of tenant opportunity to purchase for manufactured/mobile home park acquisition. Donna contributed that ROC would establish a repair fund for the park too. Taluna also shared that the RHC adopted its legislative agenda.

5. Business Items

5a) Request for Information and Request for Proposals Processes

Presenter(s): Talauna Reed, Tom Webster, Jacinda Steltjes

Handouts:

EXHIBIT A: TAHAB – RFI Key Questions/Decisions

EXHIBIT B: 2021 Request for Information (RFI): Affordable Housing New Construction and Preservation Funding Schedule 2024 (this is the last RFI issued and was used to place one project in the pipeline for 2024)

EXHIBIT C: Capital Pipeline

Discussion:

Request for Information: Meg contributed that either two or even three years makes sense. Trudy agrees. Charlia likes this approach as it would allow for some support of the smaller agencies as well. Solicit projects for three years. Group wishes not to set priorities and to see what applications come in and then evaluate from there. Meg suggested targeting population by AMI level instead of specific population. Tom asked what portion of our funds put toward the Pipeline?

Trudy suggested put 90% of our funds into RFP and hold back 10% for emergencies or out of cycle.

Meg suggested 70% dedicated to Pipeline projects, 20% put toward open competition in RFP and 10% of total funds put into out of cycle or emergency fund process. Meg sees RFI as our strategic approach, RFP for anything that unexpectedly comes up and there is an opportunity, and the emergency or out of cycle request is for things that are true emergency or opportunity needs were housing could be lost now if not for our funding. Liaisons will come back to the group on Dec. 14 with a framework for RFI and for RFP to approve.

Action: No motions made. Voting will occur on the framework proposed at the Dec. 14 meeting.

5b) Out of Cycle Funding Requests

Presenter(s): Talauna Reed, Tom Webster

Handout:

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

Discussion: Due to timing, no action was taken on this item and no discussion was had. Liaisons asked that the board review Exhibit D and come prepared on Dec. 14 to make a decision on this item.

Motion to extend the meeting, Meg, seconded by Donna. Unanimously.

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

Presenters: Tom Webster, Jacinda Steltjes, Grace Lee & Talauna Reed

Handout:

EXHIBIT E: MHC Opportunity to Compete Analysis

Discussion: Liaisons shared information relative to this topic in general that applies to a policy/program for future instances. Group discussed the issue as a whole and specific to Claudia's

Mobile Estate. Send an update to the board tomorrow after liaisons talk with Victoria about Claudia's specifically.

6. GOOD OF THE ORDER

Meg will take January- June off for sabbatical. Meg would like to stay on the board or come back. Add this item back to the December agenda. Grace shared that HTF just issued housing preservation NOFO for projects in their portfolio. Deb requested we forward the announcement. HATC will open up the vouchers on Monday, Nov. 27. Open for two weeks. Charlia YHDP has started their process and developing relationships with developers and landlords who support youth. Send to Charlia.

7. ADJOURNMENT –

Charlia moved to adjourn at Deb seconded at 4:48. Approved unanimously.

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

1. Proposed Allocation:

In total, the Regional Housing Council estimates that these funds will result in an estimated \$5-6 million annually in total resources for affordable housing capital projects. The actual amount available is subject to federal funding and sales tax collections. The Thurston Affordable Housing Advisory Board (TAHAB) anticipates allocating resources as follows:

- Up to 60% of anticipated funds may be conditionally awarded to projects placed on the Pipeline
- At least 20% of anticipated funds to be awarded through an annual Request for Proposal process issued the year in which the funds are available.
- 10% for award to establish an “opportunity fund” that is available for the RHC to consider “Off-Cycle” funding requests through an established Off-Cycle Funding Request policy.
- 10% for Manufactured Home Parks

2. Importance to the Community:

The Regional Housing Council (RHC), with input from the TAHAB, has determined not to establish specific priorities for the types of projects based into the Pipeline. Rather, the RHC seeks to support a variety of different types of eligible affordable housing projects that meets the needs of low-income and vulnerable Thurston County households. Project proposals will be considered within the following categories. The number and size of units a project will produce or preserve will be a factor in the scoring of importance to the community.

- Construction and acquisition of rental housing targeting populations with annual incomes of 60% or less Area Median Incomes
- Homeownership programs that support households with annual incomes of 80% or less of Area Median Income
- Preservation of affordable housing targeting populations with annual incomes of 60% or less Area Median Incomes
- Rental Assistance for 60% or below AMI?

3. 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	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
5	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	Project Feasibility - Reasonableness of financing timeline and expectation to secure full financing - Reasonableness of development timeline - Reasonableness of identifying/securing land or property	15
7	Responsive Application. All relevant questions answered and information is responsive to the questions asked.	5
8	Organizational Experience. Evidence of past experience executing similar projects	10
	Total Maximum Score (Total of average reviewer score plus administrative score)	105

Questions for advisory board:

1. *(Proposed Allocation)* Do you want to set aside funding for manufactured home park programs? Or should any MHP request be incorporated into the Opportunity Fund?
2. *(Importance to Community)* Do you want to consider rent assistance applications? Rent assistance is eligible under 1406 and 2060 funds.
3. *(Importance to Community)* For the three suggested categories, do you want to create any sub-categories of population or AMI targets?
4. *(Criteria)* Do you want to consider leadership of an organization when scoring knowing that leadership may change before the project is funded under the pipeline?

Exhibit B: Capital Pipeline Updated 2021

Project Name	Agency	Pipeline Year	City	Type of Project	Total Units	# Units for Target Population	Cost per Unit	Total Budget	Target Population	Funding Use
IN PROGRESS										
Martin Way, Phase 1	LIHI	2019	Olympia	Multi family	60	60	\$275,658	\$16,539,500	Homeless Families with Children, Homeless Adults, Homeless Vets, Disabled, WFH Families and Singles	Predevelopment/ Acquisition/ construction
Pear Blossom Place (PSH)	FSC	2019	Olympia	Multi Family	44	44	\$177,591	\$10,655,479	Homeless Families with Children PSH	Construction
SPS Deyoe Vista Phase VI	SPS Habitat	2020	Lacey	Single Family Own	8	8	\$189,500	\$1,516,000	Disabled, Mentally Ill, WFH Families and Singles, Disabled Vets	Construction
Fleetwood Apartments	LIHI	2020	Olympia	Multi family	43	43	\$34,247	\$1,472,645	Singles, including seniors	Preservation
UPCOMING YEARS										
Martin Way, Phase 2	LIHI	2021	Olympia	Multi family	64	63	\$300,255	\$19,216,306	Senior Citizens	Construction/Soft Costs
Pear Blossom Place (PSH)	FSC	2021	Olympia	Multi family	62	62	\$366,763	\$22,739,345	Homeless Families with Children PSH	Construction
Tumwater Townhomes, Phase 1	SPS Habitat	2021	Tumwater	Single family ownership	14	14	\$127,857	\$1,790,000	First-time homebuyers	Construction
Affordable Home Solar	Homes First	2021	County	Single family rental	6	6	\$12,482	\$74,893	Singles and families	Construction
FFC Homes XII	FFC	2021	Oly/Lacey	Single Family Rental/PSH	3	3	\$156,000	\$468,000	Mentally Disabled	Acquisition
Olympia Crest Phase III	HATC	2022	Olympia	Multi Family	24	15	\$264,325	\$6,343,820	Low income households	Construction
Sequoia Landing	HATC	2023	Tumwater	Multi family	8	8	\$247,070	\$1,976,563	WFH	Construction
Yelm Longmire	SPS Habitat	2023	Yelm	Single Family Home Ownership	8	8	\$201,184	\$1,609,472	WFH Families and Singles, Disabled Vets	Construction
Homann Drive	SPS Habitat	2024	Lacey	Single Family Home Ownership	8	8	\$261,625	\$2,093,000	Senior Citizens	Construction

Current as of August 23, 2021

Jacinda Steltjes

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EXHIBIT C

RHC Off-Cycle Capital Funding Request Policy– Draft

An off-cycle funding request is a request that occurs outside of the RHC's annual Request for Proposal (RFP) process typically occurring in February, with funding awards made in May.

Off-cycle funding requests for services may request Emergency Funds from the RHC. Requests should follow the Emergency Fund policy and procedures for services.

Funding Availability

The RHC may consider two types of funding options for off-cycle funding requests:

- 1) As part of the RHC's annual RFP process, the Thurston Affordable Housing Advisory Board (TAHAB) may recommend that the RHC reserve a portion of local funds available for capital projects for potential off-cycle requests. 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 off-cycle requests.
- 2) The TAHAB could recommend that the RHC obligate future local funds to a specific off-cycle request. In most cases, the RHC would only obligate funds from the upcoming year, but could obligate additional future year funds, in limited circumstances. This obligation of funds would reduce the amount of capital funding that is available under the next year's RFP.

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.
 - 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.

EXHIBIT C

- 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 11/2/2023



EXHIBIT D:

Topic: Advisory Board Recruitment Process

Date	December 14, 2023
Request	Approve an Advisory Board Recruitment Process
Background	<p>The Thurston Affordable Housing Advisory Board and the Homeless Services Advisory Board have several board vacancies. In November, the TAHAB decided they wished for the executive leaders of both boards to meet and discuss an advisory board recruitment process that would apply to both boards and could be recommended to the Regional Housing Council for adoption. The executive leaders and staff liaisons of both boards met on December 8.</p>
Proposed Solution	<p>Executive leaders from the Thurston Affordable Housing Advisory Board and the Homeless Services Advisory Board proposed creating a subcommittee made up of members from both boards to lead the new member recruitment process.</p> <p>The application from the previous recruitment round will be used for this process. The application will be opened on January 17th and will close on January 31st. Staff liaisons to the board will review submitted applications for eligibility and will provide eligible applicants to subcommittee for their review/scoring. The subcommittee will review/score applications by February 7th. The subcommittee will recommend applicants to be interviewed and interviews will be held between February 12-14th. Interviews will be conducted by the recruitment subcommittee and RHC representatives and will be limited to a maximum of 20 minutes each. Advisory boards will be notified of the recommendations at their February meetings (TAHAB Feb 15, HSAB Feb 26). Recommendations will then be made to the Regional Housing Council at their February 28th meeting. Approval of these recommendations by the Board of County Commissioners will be made at their March 12th meeting.</p>
Financial Implications	None
Recommendation	Approve the proposed solution as presented.