

2023 Benton County Affordable Housing (2060) Grant Application Instructions

Application Due Date: August 31, 2023 by 12pm

Instructions:

- Please fill out the Affordable Housing Grant Application
- Please submit your application via US Postal Service or email to the addresses below
- Any questions please call Kyle Sullivan 509-737-3909

Submit applications by: August 31, 2023 by 12pm

Benton County Department of Human Services

Attn: Kyle Sullivan

7102 W. Okanogan Place Suite 201

Kennewick, WA 99336

Kyle.Sullivan@co.benton.wa.us

NOTE: *Incomplete applications or late applications may be rejected. All applications may not be funded.*

Subsidy Term

Benton County will consider commitments for a one-year period. Extensions are only possible following a written request and steering committee approval.

2060 Available Funds \$1,000,000.00

Staff Contact

Name: Kyle Sullivan Phone: 509-737-3909

Email: Kyle.Sullivan@co.benton.wa.us

BENTON COUNTY HOUSING PROGRAMS

Introduction

2060 Affordable Housing

Our goal is to provide a strong and supportive continuum of care system for at-risk and/or homeless individuals and families that will reduce and help prevent homelessness; provide access to affordable, stable, and decent housing. In 2002, the Washington State Legislature passed SHB 2060 that requires County Auditors to charge recording fees on certain recorded documents. One of the purposes of these funds is for capital projects that will provide affordable housing to people experiencing homelessness and those very low-income persons with incomes at or below fifty percent (50%) of the area median income and that require a supplement to rent revenue to cover ongoing operating expenses (SHB 2060).

Homelessness is defined under the law as an individual living outside or in a building not meant for human habitation or which they have no legal right to occupy, in an emergency shelter, or in a temporary housing program which may include a transitional and supportive housing program if habitation time limits exist.

Contract awards are subject to the availability of funding and to annual reviews that may result in adjustments to subsidy amounts or discontinuance of the subsidy.

Program Focus

Funds will be awarded only in amounts appropriate to the scope of the identified problem, as determined by the review of the application. Only the portion of the budget that serves individuals that meet the eligibility criteria will be funded with the grant funds. The County reserves the right to negotiate modifications in an applicant's proposed work plan and budget prior to executing a contract. Applicants must bear the costs of preparing and submitting an application for funding.

Non-Discrimination Policy

Applicants shall neither deny services to, nor otherwise discriminate in the delivery of services, against any person who otherwise meets the eligibility criteria for the program on the basis of race, color, religion, gender, sexual orientation, age, national origin, citizenship, ancestry, marital status, physical or mental handicap, or because such person is a recipient of federal, state or local public assistance.

Application Evaluation

Applications will be evaluated on a competitive basis. Applications will be evaluated according but not limited to the demonstration of need, the degree to which the program purpose can be met, and the demonstrated ability of the applicant to implement and administer the program. Applicants will be expected to present their projects to a steering committee made up of representatives from Benton County and the Cities within Benton County. The steering committee makes recommendations to the Benton County Board of Commissioners on which projects to fund.

ELIGIBLE ACTIVITIES

Capital Improvement

Eligible uses of funding for capital improvement projects include:

- Acquisition of existing residential property. Manufactured housing is not eligible.
- Acquisition of vacant land. (Application must demonstrate ability to begin construction within two years, and project completion within five years) Land Banking is prohibited.
- Construction costs. (New construction, Rehabilitation, Demolition, On-site infrastructure improvements, Permits, Project Management) All new construction projects must meet international building code.
- Development soft costs including but not limited to Engineering, Architectural, Insurance, Developer Fees, and Construction Interest. The 2060/1406 funds cannot provide funding for pre-development activities.

Ineligible uses for Capital Improvement include:

- Off-site infrastructure costs, not related to utility hookups
- Operating Capital
- Capitalization of Operating or Replacement Reserves
- Equipment Purchases
- Other costs as defined by 2060 guidelines
- Refinancing
- Relocation Payments
- Mortgage Payments

TERMS AND CONDITIONS OF ALL FUNDING

All funding will be provided on a grant basis with specific obligation to continue services for a period of time. In the event the property is sold or not used for affordable housing as defined by Washington State law, during the period of obligation the full amount invested shall be repaid to the 2060 fund. No per unit subsidy limit will be established, however applicants are encouraged to leverage other funding sources. Only the portion of project that serves individuals that meet the eligibility criteria as set forth in SHB 2060 is eligible for funding.

Grants up to \$50,000.00 require a Five (5) year service obligation

Grants \$50,001.00 to \$100,000.00 require a Ten (10) year service obligation

Grants over \$100,000.00 require a Fifteen (15) year service obligation

2023 BENTON COUNTY 2060 AFFORDABLE HOUSING GRANT APPLICATION

APPLICANT INFORMATION

Program/Project Name:

Agency Name:

Tax ID/UBI/Housing Trust Number:

Phone:

Mailing Address

City:

State:

ZIP Code:

Contact Name:

Email:

501 C (3): (Yes) (No)

PROJECT INFORMATION

Organization Type:

- Local Government
- Local Housing Authority
- Community Housing Development Organization
- Nonprofit Community, Neighborhood, State, or Regional Organization
- Federally-recognized Indian Tribe in the State of Washington
- Regional Support Network (established under RCW 71.24)
- For Profit Housing Developer

Project Activity Type (Check all that apply):

- Acquisition
- Rehabilitation
- Rehab or Adaptive Reuse of an Existing Building (not currently residential)
- Redevelopment
- New Construction
- Other (Please specify) _____

Requested Grant: **2060** - _____

1406 - _____

Total Agency Budget: _____
(Including donations/other funders)

PLEASE PROVIDE A BRIEF SUMMARY OF YOUR PROJECT/PROGRAM AND A TIMELINE

You may use an additional page for the timeline

SIGNATURES

Note: The Department's acceptance of this application is subject to subsequent compliance reviews, including a review of the latest audit, which may require corrective action by the contractor or incorporation of special conditions to contract documents. Preparation of an application does not guarantee that applicants will receive funds.

Printed Name:

Title:

Signature of applicant:

Date:

How did you hear about the 2060 Affordable Housing RFP?

For Official Use
Date Application Received

Form 1 Rent Levels

Will your project outcome produce affordable housing?

- Yes (if yes, please fill out this form)
- No (if no, please leave the below tables blank and continue to the next form)

What is the total amount of units this project will produce? _____

Units reserved for households at or below 50% Income Limits	Number of Units	Occupancy Standards per Household (how many household members per 1, 2, 3... bedroom)	Proposed Tenant Paid Monthly Rent	Tenant Paid Monthly Utilities (if utilities are included leave zero)	Total Monthly Rent and Utilities	Annual Total Income For Units (total rent times 12 months times number of units)
Studio						
1 bedroom						
2 bedroom						
3 bedroom						
4 bedroom						
5 bedroom						
6 bedroom						
TOTALS						
Units reserved for households at or below 60% Income Limits	Number of Units	Occupancy Standards per Household (how many household members per 1, 2, 3... bedroom)	Proposed Tenant Paid Monthly Rent	Tenant Paid Monthly Utilities (if utilities are included leave zero)	Total Monthly Rent and Utilities	Annual Total Income For Units (total rent times 12 months times number of units)
Studio						
1 bedroom						
2 bedroom						
3 bedroom						
4 bedroom						
5 bedroom						
6 bedroom						
TOTALS						
Units reserved for homeless families or individuals	Number of Units	Occupancy Standards per Household (how many household members per 1, 2, 3... bedroom)	Proposed Tenant Paid Monthly Rent	Tenant Paid Monthly Utilities (if utilities are included leave zero)	Total Monthly Rent and Utilities	Annual Total Income For Units (total rent times 12 months times number of units)
Studio						
1 bedroom						
2 bedroom						
3 bedroom						
4 bedroom						
5 bedroom						
6 bedroom						
TOTALS						

Form 3 Budget

Instructions: For each cost item, explain the basis for the cost, when the estimate was made and identify who made the estimate.

Acquisition Costs:	Total Residential Cost	
Purchase Price		
Liens		
Closing, Title & Recording Costs		
Extension payment		
Other:		

Construction:		
Basic Construction Contract		
Bond Premium		
Infrastructure Improvements		
Hazardous Abate. & Monitoring		
Construction Contingency		
Sales Taxes		
Other Construction Costs:		
Other Construction Costs:		

Development Costs: Professional		
Appraisal		
Architect/Engineer		
Environmental Assessment		
Geotechnical Study		
Boundary & Topographic Survey		
Legal		
Developer Fee		
Project Management		
Technical Assistance		
Other Consultants:		
Other:		

Other Development Costs:		
Real Estate Tax		
Insurance		
Relocation		
Bidding Costs		
Permits, Fees & Hookups		
Impact/Mitigation Fees		
Development Period Utilities		
Construction Loan Fees		
Construction Interest		
Other Loan Fees (Impact Capital, State HTF, etc.)		
LIHTC Fees		
Accounting/Audit		
Marketing/Leasing Expenses		
Carrying Costs at Rent up		
Operating Reserves		
Replacement Reserves		

Form 4 Funding Sources

PROJECT FUNDING SOURCES

- Describe the current status of all funding sources to be used for this project identified in your project summary and how the project will financially be sustained through the end of the restrictive covenant time period (include documentation).
- Include a discussion of award conditions, date of funding availability, approval process, timing issues, etc. as applicable.

- Were you denied funding by any entity? Yes No
- If you were denied funding, briefly explain why:

Instructions:

- If your financing plan includes a capital campaign to raise additional capital funds, list the activities and benchmark dates

Activities	Benchmark Dates