

**Olympia Home Fund  
Administrative and Financial Plan  
October 24, 2017**

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Adopted by the Olympia City Council October 24, 2017

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**Summary**

The Administrative and Financial Plan is intended to provide policy guidance for decision makers and advisory boards. It can also be used by potential partners to understand key objectives of the program and how their services and proposed facilities may align with these objectives. Finally, it can be used by citizens to understand the need for the levy and the potential uses for funds generated.

The Plan will need to be flexible going forward and will need to be amended periodically to reflect changes in our community, changes in partnership opportunities and changes in funding streams. The key values and program objectives contained in this plan will help to guide the use of the fund going forward. In summary these include:

1. Move people off the street and into appropriate housing.
2. Well-run emergency shelters and day centers can serve as a pipeline for associated supportive housing facilities.
3. Shelters and other facilities and services should be sited and operated in a manner that allows for effective access and use by targeted populations while minimizing the impacts to the surrounding properties, businesses, residences and neighborhoods.
4. Projects and services that target the needs of Individuals who score high on the vulnerability index will be given funding priority.
5. Olympia Home Fund investments will be combined with other funding sources to maximize the number of quality affordable housing units.
6. Funds collected for the Olympia Home Fund will be held in a dedicated account created by ordinance that is separate from the City's general fund. The money may be spent only on eligible uses and cannot be diverted to cover other City expenses.
7. The City will use US Department of Housing and Urban Development (HUD) generated income levels to determine rent limits for funded projects.
8. The City will use HUD definitions and guidelines for program administration where necessary to provide clarity.
9. Funds will be available to housing projects, facilities and services located within the city limits of Olympia and to programs serving Olympia Residents. Projects located outside the bounds of Olympia may be considered if housing and services would benefit Olympia's most vulnerable residents.
10. Awards will be allocated through an annual application process in combination with the Community Development Block Grant (CDBG) process.

11. CDBG funds will be awarded separately and may be used for non-housing related activities such as economic development, public infrastructure and social services as allowed by CDBG regulations.
12. Affordability of the property will be secured by a deed of trust that states the units will be available to households at 60% AMI for not less than 30 years.
13. Eligible fund recipients include for profit, not for profit and governmental agencies.
14. Sale of a project during the loan term requires City consent.
15. The City will form a broad based group of citizens and affected partners who can advise the City Council on how best to invest limited housing and social service funds.
16. The Olympia Home Fund objective is to create a system where the number of new citizens experiencing homelessness will be no greater than the current monthly housing placement rate for citizens experiencing homelessness. This state is known as functional zero.
17. The overarching goal of the Olympia Home Fund is to eliminate homelessness as we know it in our community.

## INTRODUCTION

The growing urgency and impact of homelessness and the effect of cost-burdened households is evident throughout Thurston County and in Olympia in particular. Last winter's Warming Center saw nearly 200 people per day pass through its doors (Interfaith Works Warming Center 2016-17 Season Report) and the recently opened Community Care Center is reporting that over 200 people are accessing services and using its facilities on a daily basis. According to the United Way of Thurston County's ALICE Report over 35% of Thurston County residents and 41% of Olympia's residents struggle to afford basic necessities. These necessities include: housing, food, child care, health care and transportation.

**Current Housing Market:** HUD's Comprehensive Housing Market Analysis (HMA) for the Olympia-Tumwater HMA reports that as of September 2016, the average apartment rent in the HMA increased 10 percent from September 2015, to \$1,022, with average rents of \$900, \$1,175, and \$1,264 for one-, two-, and three-bedroom apartments, respectively. These rents exceed levels attainable for low-income households (\$668 or less for a one person household). Rents are likely to continue to increase during the forecast period as new construction lags behind market demand.

Recent data from Thurston Regional Planning Council (TRPC) shows that 52% of Olympia residents are now renters, dependent upon the available stock of rental housing. According to related TRPC data, the current vacancy rates in Thurston County are 2.7% for two bedroom units and 2.5% for one bedroom units. Low vacancy rates creates high competition for low cost rental housing, reducing options for low income households at risk of homelessness. The Draft Regional Fair Housing Report included results of a 1,060 person survey that revealed 50% of the respondents had experienced a rent increase in the past year at an average of \$89 per month. This Fair Housing Report also cites that 55% of respondents stated they had experienced housing discrimination based on the source of income, indicating that one of the key resources for assisting low income and homeless households was effective less than half of the time.

**Homeless Students:** The Office of the Superintendent of Public Instruction reports that countywide 1,526 students were identified as homeless in the 2014-2015 school year; up from 889 in 2009-2010, a 71% increase. School age homelessness continues to impact our region with over 444 students being identified as homeless in the Olympia School District and 754 in the North Thurston School District. Of the 1,526 students identified as homeless in 2014-2015, 85 were identified as unsheltered.

**Homeless Census:** Thurston County's 2017 Point In Time Count (PIT) identified 534 people as being homeless in Thurston County on January 26, 2017. This number is comparable with the 586 reported in 2016 and the five-year average of 576. Of the 534 counted as homeless, 124 were unsheltered. Current measures and approaches have

not resulted in a significant decrease in the number of people experiencing homelessness in our community.

Olympia is home to many of the region’s most vulnerable (defined as those most likely to die on the streets as a result of compounded health risks and other factors) homeless citizens. The lives of these individuals are threatened by a lack of a targeted and adequately funded response. These individuals also have significant impacts on City and regional services as well as collateral impacts on downtown businesses and property. A response to this challenging problem is needed. While by no means a panacea, the Olympia Home Fund will provide a source of revenue to begin to address these problems.

**Regional Responses:** Other communities in Washington have taken steps to address this issue by creating Olympia Home Funds of their own. The City of Bellingham approved a fund in 2012 and the City of Vancouver approved one in 2016. The Cities of Everett, Tacoma and Seattle have also taken recent action to address homelessness in their communities. These efforts are summarized below.

Community	Levy	Date	Amount/ 7 years	Target
Seattle	Yes	2009, 2016	\$290,000,000 (\$41million per year)	Production, Preservation, Rental Assistance/ Homelessness Prevention
Everett	No	2014	NA	Community Streets Initiative 63 recommendations
Bellingham	Yes	2012	\$21,000,000 (\$3 million per year)	Production, Preservation, Rental Assistance/ Homelessness Prevention
Vancouver	Yes	2016	\$42,000,000 (\$6 million per year)	Production, Preservation, Rental Assistance/ Homelessness Prevention
Tacoma	No	2017	NA	Immediate Shelter

The actions of the Cities of Bellingham and Vancouver are most similar to the local Olympia Home Fund proposal and have served as an excellent source of information about this effort and approach to addressing homelessness. The chart below contrasts these three cities by total population, homeless count, projected total Olympia Home Fund revenues and the projected costs per capita. While the revenues are not exactly proportionate to needs identified by the respective homeless counts or the individual costs per capita, this comparison is useful for consideration of a Olympia Home Fund as a new fiscal tool:

<b>Municipal Comparisons</b>						
City	City Pop	County Pop	PIT Homeless Count	Fund	Cost Per Capita	Cost Per PIT
Bellingham	84,850	212,540	720	\$21,000,000	\$247	\$29,167
Vancouver	173,500	461,000	688	\$42,000,000	\$242	\$61,047
Olympia	51,600	272,690	586	\$16,000,000	\$310	\$27,304

**Housing Types:** Affordable housing, workforce housing, transitional housing, permanent supportive housing, emergency shelter, and day centers are all part of the full spectrum of affordable housing and services needed in our region to respond to and prevent homelessness and its impacts. Resources are limited for these services and facilities while the need for these services is high, thus resources must be allocated in a well-coordinated and strategic manner to have the maximum benefit. Funds from the Olympia Home Fund will be targeted at services and facilities designed to serve the most vulnerable in our community whose income is less than 60% of the area median income.

While moving people into permanent supportive housing is the primary goal of this effort, well-run emergency shelters and day centers can serve as a pipeline for associated supportive housing facilities. In 2013 the County’s Homeless System Gaps Analysis recognized the need for a low barrier shelter in the community. It identified this need as one of the “Top Five Gaps in Thurston County’s Homeless System.” Nationally, The U.S Interagency Council on Homelessness suggests that to maximize resources and get the best results, communities should shift their model from sheltering people over night (with late entry and early exit) to a model that provides a place for someone to be 24/7.

This type of shelter provides a place for people to store belongings, access employment services and healthcare, and quickly move on to permanent housing. When coupled with effective coordinated entry, low barrier and day shelters can play a critical role in the overall success of the system and address the more immediate needs seen daily on the streets of downtown Olympia. Shelters and other facilities and services should be sited in a manner that allows for effective access and use by targeted populations while minimizing the impacts to the surrounding properties, businesses, residences and neighborhoods.

**Olympia Comprehensive Plan:** The City’s Comprehensive Plan provides guidance and support for this initiative. Some of the most relevant goals include:

GS5: Special needs populations, such as people with developmental disabilities, the homeless, the frail elderly, and others who have difficulty securing housing, have adequate, safe, and affordable housing.

GS6: Our community is safe and welcoming and social services are accessible to all who need them.

GS7: There is enough emergency housing, transitional housing and permanent housing with support services and independent affordable housing.

- Encourage a strong network of emergency shelter resources for homeless and at-risk families with children, childless adults, unaccompanied youth, and victims of sexual and domestic violence.

GS8: The existing low-income housing stock is preserved.

GS9: New low-income housing is created to meet the demand.

**Housing Affordability:** Homelessness and affordable housing have been issues that have been a concern for the City of Olympia and community for many years; however, these issues have recently risen to the fore through the City's Downtown Strategy process and grassroots community efforts. The County's Draft Five Year Homeless Housing Plan identifies a "triple impact" as affecting, 1) individuals experiencing homelessness ; 2) limited government resources; and, 3) neighborhood impacts on local businesses, residences and property owners, all of which are significant. In 2015 the Thurston County Economic Development Council interviewed 105 small businesses owners in downtown in advance of the City's work on its Downtown Strategy and their number one concern was the impact of homelessness. Thurston County's Community Investment Partnership and Olympia's Community Development Block Grant program routinely receive more proposals than can be funded, and our homeless citizens continue to impact our emergency response system while suffering the effects of living unsheltered.

**Ad Hoc Committee on Housing Affordability (AHCOHA)** In March of 2017 the City formed the AHCOHA to examine issues related to homelessness and affordable housing. In addition, the City commissioned a community survey aimed at gauging the community's interest and understanding of these issues. In June of 2017, following four of months of consideration by the City of Olympia's AHCOHA, City Council reviewed several recommendations to address Olympia's lack of affordable housing options.

Creating a locally controlled affordable housing fund was identified as the first high priority option to move forward in 2017 and address these housing needs.

## **Public Safety and Housing Survey**

**Polling Data:** Elway Research Inc., conducted a telephone and online survey between May 16, 2017 and June 2, 2017 and heard from a total of 636 Olympia Residents. In this pole, Elway Research asked respondents, “what is the most significant issue facing the City of Olympia at this time?” Over 50% of the participants responded that homelessness was the most significant issue. No other issue was mentioned by more than 15% of the participants. When asked, “If a housing proposal including all these features were put before the voters, would you be inclined to (Definitely Oppose, Probably Oppose, Probably Support, Definitely Support, Undecided) this proposal?” 78% of the participants said that they would support or strongly support the measure.

**Council Action:** On July 11, 2017 the Olympia City Council adopted a resolution that recognizes the regional need for housing and related services for the homeless and considering raising revenue for housing and related services as provided in RCW 82.14.530 (Sales and Use Tax for Housing Related Services) through the imposition of a one tenth of one percent sales tax. This section provides:

1. A minimum of sixty percent of the moneys collected under this section must be used for the following purposes:
  - a. Constructing affordable housing, which may include new units of affordable housing within an existing structure, and facilities providing housing-related services; or
  - b. Constructing mental and behavioral health-related facilities; or
  - c. Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.
2. The affordable housing and facilities providing housing-related programs in (a) above may only be provided to persons within any of the following population groups whose income is at or below sixty percent of the median income of the county imposing the tax:
  - a. (i) Persons with mental illness;
  - b. (ii) Veterans;
  - c. (iii) Senior citizens;
  - d. (iv) Homeless, or at-risk of being homeless, families with children;
  - e. (v) Unaccompanied homeless youth or young adults;
  - f. (vi) Persons with disabilities; or
  - g. (vii) Domestic violence survivors.



- The remainder of the moneys collected under this section must be used for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services.

### Projected Funding

Under this option funds would begin being received in September of 2018 with a total of approximately \$774,000 received in 2018. 2019 would be the first full year of receipts and is estimated to generate \$2,300,000.

TIMING AND REVENUE PROJECTIONS FOR A ONE-TENTH OF ONE PERCENT SALES AND USE TAX LEVY					
ELECTION DATE	COUNCIL ACTION DATES 1 <sup>st</sup> & 2 <sup>nd</sup> Reading	ELECTION RESOLUTION DUE TO COUNTY	PROJECTED ANNUAL REVENUE 2018	PROJECTED ANNUAL REVENUE 2019	WHEN RECEIPT OF REVENUE BEGINS
Feb 13, 2018	11/28, 12/5/2017	12/15/2017	\$ 774,000 (4 mos)	\$ 2,300,000	Sept 2018

### Program Objectives

Most communities are comprised of a wide array of different housing types spanning the range from luxury to itinerate. Likewise most communities are comprised of a wide range of people who range from housing secure to unhoused. The primary objective of this fund will be to help to provide housing and services to those who are at the far end of this spectrum -- those without housing and who are burdened with mental and physical disabilities, families who are homeless or at risk of becoming homeless, senior citizens, unaccompanied youth and young adults. Standardized assessment tools such as the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) are designed to assist service providers in screening and evaluating the status of homeless individuals. Individuals who score high on the vulnerability index will be given priority for housing and services provided by the Olympia Home Fund.

Four primary objectives will guide implementation of the Olympia Affordable Housing Fund. Through the Olympia Home Fund the City of Olympia will strive to:

- Increase & Preserve Housing:** Create and preserve affordable homes for Olympia's most vulnerable residents at 60% AMI or lower, promoting housing opportunity and choice throughout the City and the region.
- Reduce Homelessness:** Contribute to efforts to reduce homelessness by providing housing, shelter and services for vulnerable homeless individuals and families in the following population groups: persons with mental illness,

veterans, senior citizens, homeless, or at-risk of being homeless, families with children; unaccompanied homeless youth or young adults, persons with disabilities; or domestic violence survivors. .

- **Partnerships:** Collaborate with nonprofit and for-profit developers and agencies to promote a variety of housing choices, including units in mixed-income developments.
- **Leverage Funding:** Leverage City investments with other funding sources to maximize the number of quality affordable housing units that are created or preserved each funding cycle.
- **Collateral Impacts:** Reduce the collateral impacts of homelessness on Olympia’s downtown and neighborhoods.

### Levy Amount, Tax Rate, and Duration

A sales tax levy of one-tenth of one percent would raise approximately \$2,300,000 per year when fully implemented. A sales tax levy can be a permanent funding source.

Taxes collected for the Olympia Home Fund will be held in a dedicated account created by ordinance that is separate from the City’s general fund. The money may be spent only on eligible uses and cannot be diverted to cover other City expenses.

### Eligible Fund Uses

The Olympia Home Fund may be only used to serve households at 60% AMI or below. Collected funds will be deposited into a restricted account that can only be used for housing and services for this population. The City will use HUD generated income levels to determine rent limits for funded projects. The 2017 income levels established by HUD are:

HUD 2017 Annual Income Levels for Thurston County (60% AMI)
1-Person Household - \$32,100
2-Person Household - \$36,660
3-Person Household - \$41,220
4-Person Household - \$46,980

This plan will be amended periodically to reflect changes in the Area Median Income and to align programs and services with eligible projects and changing populations.

The City will provide funds to community partners (for-profit and non-profit developers, property owners and housing/service providers) for acquisition, construction, and preservation of rental housing, supportive housing and assistance to very low-income homeowners to make critical repairs. The money will also support shelter, housing and services for people who are homeless or at risk of becoming homeless.

The Olympia Home Fund may be used for four activities serving households at 60% AMI or below:

- **Housing Production:**
  - Provide funds to developers (non-profit and for-profit) for construction, operation and maintenance of new affordable rental housing including mixed income projects and facilities providing housing related services (state prevailing wages apply).
  - Provide funds to developers (non-profit and for-profit) for acquisition/purchase of land or property for affordable housing development and facilities providing housing related services.
  - Provide incentives to property owners to convert existing market-rate units to affordable units and facilities providing housing related services.
- **Housing Preservation:**
  - Provide funds to publicly subsidized projects (e.g. 20-year affordable tax credit project) with expiring affordability periods to ensure continued affordability.
- **Homeless Prevention:**
  - Provide funds to non-profit service providers to build and operate shelters, including day centers and supportive housing and provide services to people who are homeless or at risk of homelessness or are in need of mental and behavioral health treatment programs and services or housing related services.
  - Construction, operation and maintenance of mental and behavioral health-related facilities.
- **Implementation:**
  - Resources for staff to support operation, delivery and evaluation of programs and services including developing contracts, managing the program and conducting annual monitoring for compliance.

Specifically, the Olympia Home Fund proposes to use funds as follows:

- **Increase Housing Supply (72%):** Through a competitive grant process, the levy provides funds to developers and nonprofits to build new affordable housing, convert existing properties to affordable housing, build new supportive housing and shelter space for Olympia's most vulnerable homeless and at risk of homelessness citizens.
- **Operations & Support Services (20%):** Provides funds to operate the newly constructed units and facilities and to provide case management and other supportive services for the populations serviced.
- **Program Management (8%):** Resources for staff to support operation, delivery and evaluation of programs and services including developing contracts, managing the program, and conducting monitoring for compliance.

## Program Goals

The City anticipates creating a approximately 340 supportive and shelter units over the first ten years of the measure. Reaching this number is dependent on the availability of other funds from federal, state, not for profit and for profit partners.

The chart below describes the proposed allocation of funds among eligible uses and estimated number of units and households assisted. If the pool of projects in a given award cycle does not support this funding breakdown, allocations may be shifted between uses as appropriate.

10 Year Funding Projection						
	Annual Funding 2019-2028	Funding breakdown by use	Amount per unit or household	Annual units or households assisted	Total funding (10 years)	Total units/ households assisted (10 years)
Levy Revenue	\$2,300,000				\$23,000,000	
USES						
Increase Housing Supply	\$1,495,000	65%	\$50,000*	30	\$14,950,000	299
Shelter	\$161,000	7%		40 beds	\$1,610,000	40
Operations and Support Services	\$460,000	20%	\$12,778	36	\$4,600,000	
Implementation	\$184,000	8%	XX	XX	\$1,840,000	
TOTAL	\$2,300,000	100%			\$23,000,000	339
*The Olympia Home anticipates matching funding of at least 2 times the Olympia Home Fund contribution.						

## Need for Matching Funds

The number of units and households listed above will be directly impacted by the ability to leverage dollars from other sources. The funding awarded for housing production will leverage additional units that are both market rate and subsidized. Mixed income projects will also be considered. Specifically, while the levy would generate \$2.3 million in direct revenue annually, it is anticipated that it will be matched by an additional \$4.5 million in other funding annually. *(For example, in 2014 the City of Olympia provided approximately \$500,000 of its Community Development Block Grant funds for the Family Support Center's Pear Blossom Place project. The Family Support Center used these funds and the City's donation of the property to leverage an additional \$1.4 million dollars in other funds to create a mixed use property offering*

13 total units (seven (7) units of permanent supportive housing and six (6) family shelter suites) that house over 60 homeless family members.)

**Household Eligibility**

In accordance with RCW 82.14.530, the Olympia Home Fund will be limited to serving very low-income households, defined as earning 60% of the area median income (AMI). Very low-income limits are provided annually by the U.S Department of Housing and Urban Development. See chart below for current income limits and rents.

2017 Thurston County Very Low-Income (60% AMI) Income Limits and Rents					
1-Person Household		2-Person Household		4-Person Household	
Annual Income	Max. Affordable Rent	Annual Income	Max. Affordable Rent	Annual Income	Max. Affordable Rent
\$32,100	\$803	\$36,660	\$916	\$46,980	\$1,175

**Funding Priorities**

Several higher-need populations exist among Olympia’s very low-income households. To best meet the needs of these residents, the Olympia Home Fund will prioritize projects and programs serving the most vulnerable members of our community:

- Senior households (must include one or more individuals age 62 or over);
- People who are chronically homeless and mentally and physically disabled;
- Families with children; and
- People with special needs, including but not limited to:
  - Individuals with disabilities;
  - Individuals with mental/behavioral health related issues;
  - Victims of domestic violence; and
  - Veterans.

**Geographic Focus**

While the program is not targeted to specific neighborhoods it is the objective of this fund to measurably reduce homelessness within Olympia and to significantly reduce the impacts of homelessness on downtown and neighborhoods. Funds will be available to housing projects, facilities and services located within the city limits of Olympia and to programs serving Olympia Residents. Projects located outside the bounds of Olympia may be considered if housing and services would benefit Olympia’s most vulnerable residents.

## **Award Process**

Awards will be allocated through an annual application process in combination with the Community Development Block Grant (CDBG) awards. The program year begins (September 1st) and runs through (August 31st) of the following year. Managing the Olympia Home Fund simultaneously with the CDBG annual process allows for a more efficient use of staff resources and offers the City Council the opportunity to leverage CDBG funds accordingly. CDBG funds will be awarded separately and may be used for non-housing related activities such as economic development should City Council chose to fund a non-housing related eligible activity. Applications may be provided on a rolling basis if the need arises.

## **Eligible Costs**

Funds will be disbursed to awardees on reimbursement basis for eligible costs, which include but are not limited to:

- Appraisals
- Architectural fees
- Closing costs
- Construction, including sales tax
- Development fees and permits
- Engineering fees
- Environment assessments and fees
- Inspections and surveys
- Insurance
- Interest
- Financing fees
- Replacement reserves
- Professional services
- Purchase/acquisition
- Case Management costs for services
- Ongoing operations and maintenance

## **Eligible Fund Recipients**

Through the City selection process, priority will be given to applicants with a demonstrated ability to develop, own, and/or manage affordable housing. Applicants that do not have previous experience in these areas will be expected to propose an appropriate relationship with an entity that does have this experience.

Eligible fund recipients are:

1. **Nonprofit agencies:** Eligible nonprofits must have a charitable purpose. The City's preference is to provide funding to nonprofit borrowers that have established housing as a primary mission. Private nonprofit agencies will be

required to submit articles of incorporation and an IRS letter as proof of nonprofit status.

2. **Any corporation, limited liability company, general partnership, joint venture, or limited partnership** created and controlled by a nonprofit or public corporation in order to obtain tax credits or for another housing-related objective approved by the City.
3. **Housing Authority of Thurston County**
4. **Private for-profit firms/property owners:** Eligible for-profits must have experience developing, owning, and managing multifamily rental housing. Private for-profit firms can include partnerships between one or more firms, such as a building contractor and a property manager. Private for-profit firms may also partner with nonprofit or public agencies as needed to provide sufficient capacity to develop, own and operate housing on long-term basis.
5. **Homeowners:** Low-income homeowners where projects are managed and overseen through a housing and/or rehabilitation program operated by the City of Olympia, Habitat for Humanity, or other programs as approved by the program manager.

### **Financing Methods**

Financing through the Olympia Home Fund for acquisition and capital projects will be made available as half grant/ half loan, secured by the property unless otherwise allowed. Loan conditions are meant to promote and encourage long-term use of properties for low-income housing. The City may deviate from the loan terms and conditions depending on the cash flow of the project.

- **Loan terms-** The loan terms for capital projects may be in the form of either:
  - 50% grant and 50% loan at 1% simple interest repaid over 10 years; or
  - Differed grant.
- **Affordability requirement-** The property will be secured by a deed of trust that states the units will be available to households at 60% AMI for not less than 30 years. (30 years is consistent with low income housing tax credits).
- **Covenant-** A covenant will be recorded against the property that requires continued use of the property for very low-income housing for the period of affordability and for any period for which the loan is extended.

### **Homelessness Prevention**

Funding for services and rental assistance will be in the form of a grant. Funding for capital projects for people who are homeless will be negotiated based on project needs.

### **Use of funds owing to the City**

Sale of a project during the loan term requires City consent. Loan payments to the City will be deposited into the Olympia Home Fund. Payments will be reallocated by the City to very low-income housing projects according to priorities established in the current Administrative and Financial Plan.

**Affordability Period**

There will be a required affordability period of not less than 30 years for units built or preserved with levy funds. The affordability period will be secured with a covenant. If a property is sold during the affordability period, the award must be paid back proportionally and is subject to the consent of the City.

**Monitoring**

Projects will require initial and ongoing monitoring to ensure that all Olympia Home Funds are being used to assist households at or below 60% AMI.

**Plan Amendments**

The Olympia Home Fund Administrative and Financial Plan will be monitored and updated as needed. All changes will be approved by the Olympia City Council.

**Measuring Success**

This fund will allow the City to have a greater impact on homelessness and to begin to more proactively manage this crisis in our community. While the Olympia Home Fund may not eliminate homelessness, without it the problem is only going to continue to grow.

The City of Olympia is a Community Development Block Grant entitlement community and receives approximately \$350,000 in federal funds annually to assist low to moderate income households. These funds, while helpful in addressing some needs, cannot be used to construct new affordable housing and can only be used in a limited way to support service providers. These funds have also been proposed to be eliminated by the President's 2018 budget proposal. A new revenue source is needed.

If passed these funds will allow Olympia to assist those who are the most vulnerable - the chronically unhoused mentally and physically disabled, seniors and families. It will allow the City and its partners to work towards finding a housing solution that meets their needs.

In coordination with Thurston County, Olympia will strive to reduce homelessness in our community. To be successful a well-functioning coordinated entry system is critical. The data generated through the coordinated entry process will serve as the benchmark we will use to gage our success. In addition to the data from the coordinated entry system and the point in time count, Olympia will develop methods to count the number of homeless living on its streets and to use this data to assist in making management and funding decisions. When better data is available more specific goals and measures will be added to this plan. The City of Olympia's Action Plan includes a goal of reducing the number of homeless as reported in the annual PIT count from 441 (2006 baseline) by half to 220 by 2017. Last year's PIT found 534 homeless people in Thurston County.



The objective of the Olympia Home Fund is to create a system where the number of new citizens experiencing homelessness will be no greater than the current monthly housing placement rate for citizens experiencing homelessness. This state is known as functional zero. The overarching goal of the Olympia Home Fund is to eliminate homelessness as we know it in our community.

### **Reporting**

Olympia will measure and report on the success of the Olympia Home Fund in coordination with its annual Consolidated Annual Plan Evaluation Report (CAPER). This report will detail the projects and activities funded and measure progress towards stated objectives and goals. Olympia will also monitor all project partners on no less than an annual basis to ensure that funds are being used to assist Olympia's most vulnerable.

The Community Planning and Development Department will provide an annual program progress and performance report to the City Council each year. Draft and final reports will be widely circulated to citizens and stakeholders interested in affordable housing and use of the housing levy proceeds, including the Community Development Advisory Board (CDAB). The Annual Report will be coordinated with annual HUD reports (Consolidated Annual Performance and Evaluation Report - CAPER), no later than September 30th of each year, covering activity for the previous year. The Annual Report will include, but not be limited to, the following:

- **Accomplishments/Production** number of actual housing units produced compared to goals.
- **Production & Preservation of Homes** -- number of units funded and funding reserved for those units, location of funded projects; income targets and length of affordability ensured; units completed and occupied.
- **Acquisition & Opportunity Loans** - number of loans approved along with loan amounts and due dates, loans repaid, and projected units assisted.
- **Financial Information** -- funding received and committed; loans approved, including terms and anticipated revenues; grants approved; financial leverage achieved;
- **Total Leverage: amount and source of all leveraged funds or other resources, i.e. land, supportive services, etc...**
- **Demographic Information** and income characteristics of households and persons benefitted, including affordability levels served that identifies actual accomplishments with annual goals and Levy funding requirements;
- **Other Information:** Any additional information that the Community Development Advisory Board, City Council believes should be included.

## Advisory Board

**Community Development Advisory Body (CDAB)** During the life of the Olympia Home Fund the City may maintain a Community Development Advisory Board. The Board would consist of a broad based group of citizens and affected partners who can advise the City Council on how best to invest limited housing and social service funds. No compensation is paid to members of this Board.

### Committee Membership

In order to represent the necessary breadth of perspective and experience, the CDAB may include the following:

- Finance
- Construction
- Housing & Social Service Advocacy (Coordinated Entry Provider)
- Housing Authority
- Housing consumers
- Business Representatives
- Neighborhood Representatives
- Police
- Fire
- Others as determined by City Council

### Purpose

The Community Development Advisory Board (CDAB) advises the City Council, the Planning Commission and various City Departments, as appropriate, concerning the formulation of policies and plans, and identification of projects in order to carry out the Olympia Home Fund Program. Specifically:

- **Needs Assessment** To assess the community development and housing needs of the City and to propose and evaluate City plans and programs to meet those needs in cooperation with other stakeholders, City Boards and Departments or other bodies, both public and private
- **Citizen Involvement** To facilitate citizen participation in consideration of priorities for Olympia Home Fund programs.
- **HOME Allocations** To make recommendations on annual Olympia Home Fund Budget.
- **CDBG** Be familiar with the five-year and annual Consolidated Plan and coordinate with the Community Investment Partnership, Housing Action Team, Health and Human Services Council and other regional funding decision makers around the annual allocation of county, state and federal funds for the retention, rehabilitation and development of affordable housing and related programs and services.

- **Comprehensive Annual Performance and Evaluation Report (CAPER)** Review the annual CAPER and provide feedback and comments.