



**Affordable Housing 2060 Emergency Fund
Application Instructions & Guidelines 2022
Clallam County**

APPLICATION INSTRUCTIONS – GENERAL GUIDELINES

Applications must be received at the Clallam County Health & Human Services Offices, 111 East 3rd Street, 2nd Floor, Port Angeles WA 98362 between January 5, 2022 and December 1, 2022.

In January of 2021 a Request for Proposals (RFP) was released for Affordable Housing & Homeless Housing and Assistance Funds for the funding period of July 1, 2021 through June 30, 2023. A total of \$170,000.00 was available in Affordable Housing 2060 funds over the two year funding cycle (\$85,000.00 per calendar year). A total of \$149,624.00 was received in requests through proposals and the same amount was awarded. This left \$20,376.00 in available Affordable Housing 2060 funding.

During the presentation of funding recommendations, the Homelessness Task Force (HTF) requested an Emergency Fund be created for the remaining Affordable Housing 2060 dollars. Upon review of the Affordable Housing 2060 fund reserve, \$19,624.00 was added to the Affordable Housing 2060 Emergency Fund for a total of \$40,000.00.

Due to the HTF meeting on a quarterly basis and the timeliness of emergencies the HTF requested the Affordable Housing 2060 Emergency Fund be processed through the Health and Human Services department to assist in expediting the process. Once an application for the Affordable Housing 2060 Emergency Fund is received by Health and Human Services it will be reviewed by the Behavioral Health and Homeless Program Coordinator and Deputy Director. Staff may communicate directly with the applicant to clarify any aspects of the application. If an application is determined to be appropriate use of the fund and an appropriate emergency (see details of **Permissible Uses of Funding** on page 3) applicants will be notified by Health and Human Services staff of the acceptance or denial of their application. Applications that are not deemed as an emergency or appropriate use of funding will be denied.

The application for Affordable Housing 2060 Emergency Funds can be found here: <http://www.clallam.net/HHS/> and will be accepted between January 5, 2022 and December 1, 2022 while funds remain. In the event Affordable Housing 2060 Emergency Funds are fully spent, the application will close. In the event that Affordable Housing 2060 Emergency Funds are not scheduled to be fully spent by December 2, 2022, the remaining funds will be reviewed and a new application may be made available.

Available Funding: \$40,000.00.

Submit the application to:

Clallam County Health & Human Services
Attn: Behavioral Health & Homelessness Program Coordinator
111 E 3rd Street, 2nd Floor
Port Angeles WA 98362

All applications must include:

- One (1) original
- Two (2) copies
- ATTACHMENT A – Application Summary
- ATTACHMENT B – Narrative Template
- ATTACHMENT C – Project Budget Form
- Electronic word version of the proposal must be sent to Jenny Oppelt at joppelt@co.clallam.wa.us

Documents delivered to other offices and received late by the Health & Human Services Office will not be considered nor will ones only received by e-mail. Submittals made in an incorrect format will not be considered.

Contract Requirement – In order to be a recipient of Affordable Housing Funds, a contract is required between Clallam County and the receiving Agency/applicant.

Reporting – Recipients are required to submit project progress reports with billing invoices.

AFFORDABLE HOUSING FUNDS (2060)

In 2002, the State Legislature enacted SHB 2060 [[RCW 36.22.178](#)], an Act relating to funds for operating and maintenance of low-income housing projects and for innovative housing demonstration projects. The Clallam County Commissioners have named this fund the Clallam County Affordable Housing Fund. The County Commissioners will make all final funding decisions.

Permissible Uses of Funding

Funding must be distributed for programs and services as written in the local homeless housing plan <http://www.clallam.net/HHS/HTF/index.html> or as outlined in SHB 2060 ([RCW 36.22.178](#)) which are:

Eligible activities:

- a. Acquisition, construction, or rehabilitation of housing projects or units within housing projects that are affordable to very-low income persons with incomes at or below fifty percent of the area median income;
- b. Supporting building operating and maintenance costs of housing projects or units within housing projects eligible to receive Washington State Housing Trust Funds, that are affordable to very low-income persons with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses;
- c. Rental assistance vouchers for housing projects or units within housing projects that are affordable to very low-income persons with incomes at or below fifty percent of the median income, to be administered by a local public housing authority or other local organization that has an existing rental assistance voucher program, consistent with or similar to the United States Department of Housing and Urban Development's Section 8 rental assistance voucher program standards;
- d. Operating costs for emergency shelters and licensed overnight youth shelters;

Funds generated by SHB 2060 ([RCW 36.22.178](#)) may not be used for salaries and benefits. Additionally, these funds cannot be used for construction of new housing if at any time the vacancy rate for available low-income housing within the county rises above 10%.

For the use of the application for the Affordable Housing 2060 Emergency Fund an *emergency* is defined as but not limited to a serious, unexpected, and possibly dangerous situation requiring rapid action. An emergency may impact the safety of a program such that it prohibits the program from continuing services without rapid action.

**AFFORDABLE HOUSING 2060 EMERGENCY FUND
APPLICATION SUMMARY**

Organization Name: _____

Proposal Title: _____

Proposal Summary:

Requested Funds Amount: \$ _____

Matching/In-kind Funds Amount: \$ _____

Representative Contact Information:

Name, Title: _____

Mailing Address: _____

Phone(s): _____

Email: _____

This agency is: (please select one of the following)

- Non-profit organization defined by Section 501(c)(3) of the Internal Revenue Code
- For-profit entity
- Public housing authority
- Government entity

Federal Tax ID Number: _____

Signature

Print Name

Title

Date

**AFFORDABLE HOUSING 2060 EMERGENCY FUND
NARRATIVE**

1. PROJECT DESCRIPTION

Name of Project:

Amount Requested: \$

Project Timeline: Start Date
Completion Date

Provide a brief description of the project:

- A. Describe the emergency that is causing the need for Affordable Housing Emergency Funding:
- B. Describe which goal(s) and priorities of the local homeless plan, legislative activities, and/or Homeless Task Force priorities your project addresses:
- C. Discuss how the goals of this project will reduce or eliminate homelessness in Clallam County:
- D. Describe how you verify that units provided by your project will be affordable for households with incomes at or below fifty percent of the area median income:

2. IMPACT OF FUNDS

- A. Describe how project outcomes will be measured:
- B. Are you using any matching funds? If yes, what is the source:
- C. Discuss how this project will be sustained after these funds are exhausted:
- D. Describe the impact of receiving only a portion of the requested funds:

- E. If you received funding in 2021-2023 from Affordable Housing (2060) funds or Homeless Housing and Assistance (2163) funds for this same project, briefly describe the impact the requested funds will have on these projects:

3. AGENCY CAPABILITY

- A. Describe your agency's ability (infrastructure, staff, etc.) to carry out this project:

- B. If this is a collaborative project, identify the other partners involved, their role, and your role. If you are partnering with another agency/agencies, *attach their letter of commitment.*

4. BUDGET

Please include a budget narrative that is descriptive or helpful to explain your proposed expenditures in Attachment D.

**Affordable Housing (2060)
Emergency Fund Budget**

PROJECT BUDGET FORM	
Agency Name: _____	Project Name: _____

Enter the Associated Cost of your Project				
Acquisition	Proposed Cost	Requested Funds	Matching Funds	Comments
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
Construction	Proposed Cost	Requested Funds	Matching Funds	Comments
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
Renovation	Proposed Cost	Requested Funds	Matching Funds	Comments

Describe				
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
Design/Architecture	Proposed Cost	Requested Funds	Matching Funds	Comments
Describe				
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
Development Costs	Proposed Cost	Requested Funds	Matching Funds	Comments
Describe				
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ -	