

**Grays Harbor County Public Health**



**Request for Information (RFI):**

**Affordable Housing New Construction and Rehabilitation  
Funding Schedule 2020 - 2022**

July 2020

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## **Overview**

In an effort to organize limited funding as effectively as possible to increase affordable housing in our community, Grays Harbor County is requesting information from qualified agencies for consideration in a thirty six (36) month, three (3) year affordable housing capital projects funding schedule (pipeline). The County reserves the right to request that Applicants submit additional information as may be requested by staff to clarify submitted information. Also, the County reserves the right to suspend, amend, or modify the provisions of this RFI, to reject all proposals, to negotiate modifications of proposals.

This pipeline will provide the County with the ability to see a schedule of planned new and rehab construction projects for affordable housing in the community, and provide agencies facilitating these projects with a greater level of confidence to move forward in securing the necessary resources. The 36-month funding schedule aims to accomplish the following objectives:

### **Objectives:**

- Focus limited resources on households with income in the range of 0% - 50% of Area Median Income for new construction and rehab projects
  - Priority will be given to projects that serve households with 0-30% of AMI
- Support a collaborative planning process for agencies developing affordable housing in Grays Harbor County
- Provide agencies with lead time to identify and leverage additional funding for affordable housing capital projects
- Provide Grays Harbor County and jurisdictions with a schedule of planned projects over 36 months
- Organize and prioritize capital projects to allow Grays Harbor County and the service system to better align agency capital projects with affordable housing inventory needs

Grays Harbor County has created the [Business Rules document](#) outlining the purpose of creating the 36 month Affordable Housing Pipeline and process for participation. Agencies submitting a response to this request are encouraged to review these rules for a complete understanding.

Questions regarding this request and the Business Rules should be directed to: Curtis Steinhauer, Grays Harbor County Housing Coordinator at [csteinhauer@co.grays-harbor.wa.us](mailto:csteinhauer@co.grays-harbor.wa.us) no later than Thursday, July 30th. All submission materials are due by Thursday, August 13th at 4:30 p.m.

## **Agency Eligibility for Funding Schedule Consideration**

Agencies who wish to be considered as part of the affordable housing pipeline schedule must meet the basic criteria defined by the Washington State Housing Trust Fund Section 105:

### **Section 105 Eligibility Applicant**

Organizations that may receive assistance under this chapter are local governments, local housing authorities, behavioral health organizations established under chapter 71.24, nonprofit community or neighborhood-based organizations, federally recognized Indian tribes in the state of Washington, and regional or state-wide nonprofit housing assistance organizations. Eligibility for assistance under this chapter also requires compliance with the revenue and taxation laws, as applicable to the recipient, at the time the grant is made.

In addition agencies must meet the following criteria for consideration:

1. Applicant must have demonstrated experience with successful residential/commercial projects
2. Successful track record of leveraging external funding that minimizes the County's contribution of local funds
3. A planned affordable housing project in Grays Harbor County focusing on the population making between 0% - 50% of AMI
4. Projects shall be consistent with the goals and objectives of the County's Five Year Plan to Address Unmet Housing Needs
5. Demonstration of the future project to be cash-flow positive, covering on-going operations and maintenance expenses without the need for additional Homeless and Affordable Housing Services funding.

Agencies can submit multiple projects for consideration but will receive only 1 placement in the schedule. Exceptions will be made if there are not enough projects submitted from multiple agencies to build a complete 36-month schedule. Projects not included in the 36-month capital projects schedule can be submitted for funding consideration during the designated OPEN funding window of the capital projects cycle. These projects will be competing against all other projects submitted during that period.

## **Response Components**

For consideration in the Affordable Housing Funding Schedule, agencies must submit ALL of the following information. Responses with missing or incomplete information will not be considered for placement.

### **I. Agency Information**

- Name of the agency
- Primary contact for agency (Name / Job Title / Email / Phone)

### **II. Agency Qualifications**

- Statement of agency qualification based on Section 105 of the Washington State Housing Trust Fund
- Example of successful residential/commercial projects
- Example of at least 1 affordable housing project effectively using government funding either independently or as part of a larger funding strategy
- Statement of agency's ability to comply with insurance requirements listed on page 4
- Positive track record for collaborative negotiations with public agencies (as demonstrated by references)
- No record of defaults, maintenance problems, housing or building code violations or substantiated fair housing complaints at properties owned or operated by the Applicant. Statement/description of proposed project(s) to be cash flow positive, covering ongoing operations and maintenance expenses without the need for additional Homeless and Affordable Housing services funding

### III. Project Details

#### Project Threshold Criteria

- Affordable housing units must remain affordable for at least 30 years from the date of completion
- Construction or rehabilitation of the affordable units must commence within two (2) years of execution of funding agreement, subject to extension at the City’s sole and absolute discretion
- Projects must be designed to be compatible and property integrate with neighborhood scale, massing, and setting

The ability to satisfy these criteria is in no manner whatsoever a guarantee of project funding, and the City reserves the right in its sole discretion to modify or waive any of these threshold requirements without further notice to Applicants or potential Applicants.

Use the following template to provide information for each project being considered. Do not leave any fields blank. Fields which you do not know the information write “to be determined” for the answer.

Project Name	
Desired year for pipeline placement Year 1 (2020) through Year 3 (2022)	
Proposed Date of Construction	
Proposed Date of Completion	
Location of Project City (required) Address (if known) Zoning (if available)	
Status of land U - unknown I - identified but not acquired A - acquired	
Current status of proposed project C - concept D - design/planning P - permitting S - shovel ready O - other (provide details)	
Primary type of project S - SRO P - Permanent Supportive Housing OH - Oxford Housing M - multi-family SFO - single family (Ownership) SFR – single family (Rental)	

O - other	
Square footage of property	
Square footage of buildings	
Proposed number of units	
Average cost per unit	
Total project budget (note whether Actual or Estimated)	
Do you have Pro Forma Statements? (if so please provide)	
Proposed total number of units	
Proposed number of units for target population of 50% or less of AMI	
Proposed number of units for target population of 30% or less of AMI	
Target demographic of project (provide approximate % and/or # of units for each) Y - youth F - families S - singles V - veterans C - chronically homeless D - disabled	
Intent of funding S - seed B - bridge P - primary O - other (provide details)	
Services to be made available	
Lead and Partner Agencies in this Project (briefly describe roles of all)	

### **RFI Schedule**

Tentative RFI key dates are the following (all are 2020):

July 9	RFI made available
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July 30	Deadline for addressing questions
August 5	Response to all questions
August 13	Deadline for project submission(s) (all material)
August 17	Project review
August 20	2020-2022 Affordable Housing Capital Projects Funding Schedule recommended to BOCC for approval

The County reserves the right to revise the tentative schedule at any time. The County reserves the right to reject any and all proposals for any reason, and at its sole discretion. The County reserves the right to alter the guidelines in the RFI at any time, at its discretion.

**RFI Related Questions / Clarifications / Submission**

All **questions** related to this RFI and **final submission materials** should be directed to:

Curtis Steinhauer  
 Grays Harbor County Housing Coordinator  
[csteinhauer@co.grays-harbor.wa.us](mailto:csteinhauer@co.grays-harbor.wa.us)

**Liabilities of Grays Harbor County**

This RFI is only a request for information about potential affordable housing projects and no contractual obligation on behalf of Grays Harbor County whatsoever shall arise from the RFI process. Projects selected for placement in the 36-month funding schedule are subject to all rules and requirements associated with the funding source, which may include but is not limited to, project eligibility, underwriting and subsidy layering, environmental review, market analysis, cost reasonableness, cost allocation, and agency capacity review as well as affordability periods and recapture provisions.

This RFI does not commit Grays Harbor County to pay any cost incurred in the preparation or submission of any response to the RFI.