

AFFORDABLE HOUSING PROGRAM GRANT AGREEMENT

This Affordable Housing Surcharge Fund Grant Agreement ("Agreement") is entered into between KITTITAS COUNTY, a political subdivision of the State of Washington (the "County"), and HABITAT FOR HUMANITY ("Recipient") for 14-House Build Project.

ARTICLE I — PURPOSE AND TERM

Section 1.1 Purpose: The purpose of this Agreement is to distribute affordable housing surcharge funds awarded pursuant to the applicable provisions of RCW 36.22.178-.1791.

Section 1.2 Term: This Agreement shall take effect on January 01, 2018 and terminate on December 31, 2018.

ARTICLE II — GRANT AMOUNT, USE AND BUDGET

Section 2.1 Grant Amount: The Recipient is awarded a total of up to ninety thousand dollars (\$90,000.00) per year (the "Grant Award") to be administered as follows as Grant Award#AH2018-001-Habitat for Humanity, to be used for the 14-House Build Project.

Section 2.2 Use of Grant. The Recipient shall use the Grant Award solely for the purposes and in the manner described in **Exhibit A - Attached Application** (the "Project") and **Exhibit B – Attached Supplemental Application Information**. Adjustments to Proposed Project Timelines may be requested of the Committee in writing and the Committee may recommend adjustment(s) to the Board of Kittitas County Commissioners. These recommendations may be granted or denied at the discretion of the Board of Kittitas County Commissioners.

Section 2.3 Budget. The Grant Award shall be expended by the Recipient as set forth in **Exhibits A and B —Application and Supplemental Application Information**. Adjustments to Proposed Project Budgets may be requested of the Committee in writing and the Committee may recommend adjustment(s) to the Board of Kittitas County Commissioners. These recommendations may be granted or denied at the discretion of the Board of County Commissioners (BOCC).

ARTICLE III — DISBURSEMENTS

Section 3.1 Disbursement of Grant Award Funds. Not more frequently than once a month, the Recipient may request disbursement from the Grant Award. Each disbursement request must be made by the Recipient submitting to the County at the address specified in Section 5.2 a properly completed Reimbursement Request form. The request must identify the work performed and be accompanied by detailed invoices of all allowable costs and expenses

incurred for which the Recipient is seeking disbursement, unless further documentation is requested by the Committee, the Kittitas County Auditor's Office, or the BOCC. The Recipient will be subject to periodic on-site audits to ensure that satisfactory supporting documentation of all allowable costs and expenses are being kept.

Section 3.1-A Post disbursement: Within 30 days of its receipt of the request and satisfactory supporting documentation, and subject to the other terms and conditions contained in this Agreement, the County shall pay the amount of the invoice to the Recipient at the address specified in Section 5.2.

Section 3.1-B Advance Disbursement: The Recipient may under extraordinary circumstances request disbursement from the Grant Award in advance of actual expenditure. Please contact the Board of County Commissioners for additional information.

Section 3.2 Disbursement Limitations. In no event will the County ever be required to disburse funds in excess of the Grant Award. In addition, unless expressly provided otherwise in this Agreement: (a) no disbursements will be made in advance of costs or expenses being incurred; and (b) no costs or expenses incurred by the Recipient prior to the effective date of this Agreement, or after its termination, are eligible for reimbursement.

Section 3.3 Disbursement Without Prejudice. Any disbursement made by the County to the Recipient shall be without prejudice to the County's rights later to challenge the propriety of the Recipient's claimed costs or expenses.

Section 3.4 Withholding Disbursements. If the Recipient fails to perform any obligation under this Agreement and the failure has not been cured within 10 days following oral or written notice from the County or the Committee, the County may, without penalty and in its sole discretion and upon written notice to the Recipient, withhold all monies otherwise due the Recipient until such failure to perform is cured. This right to withhold disbursements is in addition to all other rights and remedies the County may have available to it under this Agreement or under law.

ARTICLE IV—REPORTS AND RECORDKEEPING

Section 4.1 Quarterly Progress Reports. At least once a quarter, and upon request from time to time, the Recipient shall provide a report on the progress made to date on the Project, using such form and meeting such requirements as determined by the Committee in Exhibit "C". Such progress reports shall be provided by the Recipient to the Committee and to the County at its address specified in Section 5.2.

Section 4.2 Record Retention; Review. The Recipient shall maintain records sufficient to fully document its compliance with all contractual, grant and legal requirements for not less than six years from the last date of work performed or reimbursement pursuant to this

agreement, whichever is later. Upon reasonable advance notice, the Recipient shall provide the County its authorized agents, and State or Federal agencies having audit authority related to this Agreement with full access to all of the Recipient's records relating to this Agreement or the Project. The Recipient shall defend, indemnify and hold harmless the County and its appointed and elective officers, agents and employees, from and against all loss or expense for any audit exceptions or other irregularities in its performance or recordkeeping, including but not limited to impermissible or unauthorized use of Grant Award funds. This section shall survive termination of this Agreement.

ARTICLE V — CONTRACT ADMINISTRATION AND NOTICES

Section 5.1 Personnel. The Recipient will secure at its own expense all labor and materials required to perform any work in connection with the Project. The Recipient shall be responsible for all applicable payroll, labor and industries premiums, and taxes. All employees and subcontractors of the Recipient shall be covered by Industrial Insurance in full compliance with title 51 of the Revised Code of Washington ("RCW").

Section 5.2 Contract Representatives. The parties' designated representatives shall be responsible for the administration of this Agreement and for receiving notices given in connection with this Agreement. The following are designated as the representatives of the parties.

FOR THE COUNTY: Judy Pless, Budget & Finance Manager
County Auditor's Office
205 West 5th – Suite 105
Ellensburg WA 989526
509-962-7502
Judy.pless@co.kittitas.wa.us

FOR THE RECIPIENT: Sherri Ott, Executive Director
Kittitas County Habitat for Humanity
P.O. Box 873
Ellensburg, WA 98926
509-962-5058
Sherri.ott@kchabitat.org

A party may change its designated representative or address by providing written notice to the other party.

Section 5.3 Notices. Any notice required or permitted to be made under this Agreement

may be given personally, by facsimile, or by first-class, registered or certified mail. A notice personally delivered to the other party is deemed given upon proper delivery. A notice sent by first-class, registered or certified mail is deemed given three days after mailing, if properly addressed and having proper postage. Notices delivered by facsimile shall be deemed to have been given on the date of transmission if received during the recipient's business day or, if not, on the recipient's next business day. E-mail addresses, if listed in this Agreement, are provided only for convenience and not for notice purposes.

ARTICLE VI - INSURANCE

Section 6.1 Professional Legal Liability. The Recipient will maintain professional legal liability or professional errors and omissions coverage appropriate to the Recipient's profession. The coverage will have a limit of not less than One Million Dollars (\$1 million) per occurrence. The coverage will apply to liability for a professional error, act or omission arising out of the Recipient's services under the Agreement. The coverage will not exclude bodily injury or property damage. The coverage will not exclude hazards related to the work rendered as part of the Agreement or within the scope of the Recipient's services under the Agreement, including testing, monitoring, measuring operations or laboratory analysis where such services are rendered under the Agreement.

Section 6.2 Workers' Compensation and Employer Liability. The Recipient will maintain workers' compensation insurance as required by Title 51 RCW, and will provide evidence of coverage to the BOCC. If the Contract is for over \$50,000, then the Recipient will also maintain employer liability coverage with a limit of not less than One Million Dollars (\$1 million). The Recipient will request that the Washington State Department of Labor and Industries, Workers Compensation Representative, send written verification to the County that the Recipient is currently paying workers' compensation.

Section 6.3 Commercial General Liability. The Recipient will maintain commercial general liability coverage for bodily injury, personal injury and property damage, subject to a limit of not less than One Million Dollars (\$1 million) per occurrence. The general aggregate limit will apply separately to the Contract and be no less than Two Million Dollars (\$2 million). The Recipient will provide commercial general liability coverage that does not exclude any activity to be performed in fulfillment of the Agreement. Specialized forms specific to the industry of the Recipient will be deemed equivalent, provided coverage is no more restrictive than would be provided under a standard commercial general liability policy, including contractual liability coverage.

Section 6.4 Miscellaneous Insurance Provisions.

- A. The Recipient will place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-VII, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.

- B. The insurance limits established by this section are not intended to indicate the Recipient's exposure, nor are they limitations on the Recipient's indemnification duties. This section shall survive termination of this Agreement.
- C. The policy shall be endorsed and the certificate shall reflect that the County, its officers, officials, employees, agents and representatives, are an additional insured with respect to activities under the contract, and the policy will contain no special limitations on the scope of protection afforded to the County, its officers, officials, employees, agents and representatives as an additional insured.
- D. The certificate will, at a minimum, list limits of liability and coverage. The Recipient will furnish the County with properly executed certificates of insurance or a signed policy endorsement, including the additional-insured provision, which will clearly evidence all insurance required in this Section, before work under this Agreement shall commence, but no later than Ten (10) days after the effective date of this Agreement. Acceptable forms of evidence are the endorsement pages of the policy showing the County as an additional insured.
- E. The Recipient will maintain all required policies in force from the time services commence until services are completed. The Recipient will provide a current or updated copy of all insurance policies specified in the Agreement upon the request of the County. Certificates, policies and endorsements scheduled to expire before completion of services will be renewed before expiration. The certificate will provide that the underlying insurance contract may not be canceled, or allowed to expire, except on 30-days' prior written notice to the County. Any certificate or endorsement limiting or negating the insurer's obligation to notify the County of cancellation or changes must be amended so as not to negate the intent of this provision. Written notice of cancellation or change must be delivered to the County as set forth in Sections 5.2 and 5.3.
- F. If the Recipient's liability coverage is written as a claims-made policy, then the Recipient must evidence the purchase of an extended-reporting period or "tail" coverage for a three-year period after completion of the services.
- G. The Recipient's liability insurance provisions shall be primary and shall be non-contributing with any other insurance maintained by Kittitas County with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, agents and representatives.
- H. Any failure to comply with reporting provisions of the policies will not affect coverage provided to the County, its officers, officials, employees, agents or representatives.
- I. The Recipient's insurance will apply separately to each insured against whom claim is made or suit is brought, subject to the limits of the insurer's liability. The Recipient

will include all subcontractors as insurers under its policies or will furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors will be subject to all of the requirements stated in these provisions.

ARTICLE VII —INDEMNIFICATION

Section 7.1 Indemnification. To the fullest extent permitted by law, the Recipient shall indemnify, defend and hold harmless the County, the Committee and the BOCC, and all County officials, officers, employees, agents and each of them, from and against all claims in any way resulting from or arising out of the performance of this Agreement, whether such claims arise from the actual or alleged acts, errors or omissions of the Recipient, its subcontractors, third parties, the County, the Committee or the BOCC, or anyone directly or indirectly employed or supervised by any of them or anyone for whose acts, errors or omissions any of them may be liable. "Claim" means any loss, claim, suit, action, liability, damage or expense of any kind or nature whatsoever, including but not limited to attorneys' fees and costs, attributable to personal or bodily injury, sickness, disease or death, or to injury to or destruction of property, including the loss of use resulting therefrom.

Section 7.2 Recipient's Duty to Indemnify. The Recipient's duty to indemnify, defend and hold harmless includes but is not limited to claims by the Recipient's or any subcontractor's officers, employees or agents. The Recipient's duty, however, does not extend to claims arising from the sole negligence or willful misconduct of Kittitas County, the Committee or the BOCC, or of the officials, officers, employees, agents or representatives of Kittitas County, the Committee or the BOCC.

Section 7.3 Waiver of RCW Title 51 Immunity. Solely for purposes of this indemnification provision, the Recipient expressly waives its immunity under Title 51 RCW and acknowledges that this waiver was mutually negotiated by the parties. The Recipient's duty to indemnify, defend and hold harmless shall survive termination of this Agreement.

ARTICLE VIII—NONDISCRIMINATION AND LEGAL COMPLIANCE

Section 8.1 Nondiscrimination. The Recipient shall not discriminate against any employee or applicant for employment, or program participant or program participant applicant, on account of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veterans status, the presence of any sensory, mental or physical handicap, or any other basis prohibited by law with respect to any program participation, employment upgrading, demotion, transfer, recruitment or selection for training, including apprenticeships and volunteers. This prohibition does not apply, however, to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution or society of its activities.

Section 8.2 Compliance with Laws. The Recipient and its officials, officers, employees,

agents and subcontractors shall comply with all applicable federal, state and local laws, regulations, rules and policies. Kittitas County, the Committee and the BOCC shall have no obligation to ensure such compliance.

ARTICLE IX — TERMINATION

Section 9.1 Termination for Loss of Funding. The County shall have the right to terminate this Agreement upon advance written notice if the funds relied upon for the Grant Award are terminated, suspended or otherwise lost or impaired in whole or in part.

Section 9.2 Termination for Convenience. Either party may terminate this Agreement for convenience upon giving the other party at least 30 days' advance written notice. In that event, the Recipient will be entitled to payment only for those expenses and costs reasonably and actually incurred prior to the effective date of the termination.

Section 9.3 Termination for Default. If either party defaults in its performance under this Agreement, the non-defaulting party may give the defaulting party written notice that it has 30 days in which to cure the default. If the default is not cured within 30 days of notice, the non-defaulting party may terminate the contract. In the event of such a termination, the non-defaulting party shall have all rights and remedies available to it under law.

ARTICLE X — MISCELLANEOUS

Section 10.1 Permissible-Use Warranty. The Recipient warrants that its planned and actual uses of the Grant Award constitute permissible uses for affordable housing surcharge funds as established by RCW 36.22.178-.1791. This section shall survive termination of this Agreement.

Section 10.2 Organizational-Status Warranty. The Recipient warrants that it is duly organized, existing and in good standing under the laws of the State of Washington.

Section 10.3 Relationship of Parties. This Agreement, and the parties' and the Committee's and the County's activities under it, shall not be construed as creating any kind of partnership or joint venture, nor shall it be construed as creating any kind of independent contractor, agency or employment relationship between the parties, the Committee, or the County.

Section 10.4 No Third-Party Rights. This Agreement is entered into by the parties solely for their own benefit and it creates or grants no rights of any kind in any other party.

Section 10.5 Assignment. The Recipient shall not assign any of its rights or delegate any of its duties under this Agreement without the prior express written consent of the County, which may be granted or refused in the County's sole discretion.

Section 10.6 Choice of Law; Venue; Jurisdiction. This Agreement shall be governed by the laws of the State of Washington. In the event of a legal proceeding, venue shall be only in a court of competent jurisdiction in Kittitas County. Each party hereby consents to the personal jurisdiction of the courts of the State of Washington, County of Kittitas. This section shall survive the

termination of this Agreement.

Section 10.7 Waiver. No term or condition of this Agreement shall be deemed waived unless such waiver is expressly agreed to in writing by the party granting the waiver. In addition, waiver of any breach of this Agreement shall not be deemed a waiver of any prior or subsequent breach.

Section 10.8 Amendment. This Agreement can be amended only by a writing executed by the parties.

Section 10.9 Entire Agreement. The parties acknowledge that this Agreement is the complete expression of their agreement regarding the subject matter of this Agreement. Any oral or written representations or understandings not incorporated into this Agreement are specifically excluded.

Section 10.10 Headings. The headings in this Agreement are for convenience only and shall not be deemed to affect the meaning of its provisions.

Section 10.11 Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, such invalidity shall not affect the validity of the remaining provisions that can be given effect without the invalid provision, provided that the underlying intent of the parties can still be given effect.

Section 10.12 Signature Authority. Each person signing this Agreement on behalf of a party warrants that he or she has full authority to sign this Agreement on that party's behalf.

Section 10.13 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall be deemed one agreement. Each counterpart may be executed and delivered by facsimile to the other party.

Section 10.14 Exhibits. The following exhibits are incorporated into this Agreement by reference: (a) Exhibit A – Attached Application
(b) Exhibit B – Attached Supplemental Application Information
(c) Exhibit C – Attached Quarterly Reporting format

KITTITAS COUNTY:

**KITTITAS COUNTY BOARD
OF COUNTY COMMISSIONERS**

Board Chair

Board Vice-Chair

DATE: _____
Commissioner

RECIPIENT: _____
By: (Print Name)

Title: _____

DATE: _____



Homelessness and Affordable Housing Funds 2017 Request for Proposals Application Form

****Fields outlined in red are required****

PROJECT INFORMATION

Project Title: 14-House Build Project

Project Site Name(s): Houses 18 - 32

Project Site Address(s): To be determined

Which fund source is this proposal for? (select one, see Section 1 of the RFP for details)



Affordable Housing Funds



Homeless and Housing Assistance Funds

Total Project Costs (including other funding and resources): \$2,415,000.00

Total Amount Requested (from Kittitas County Homeless Housing and Assistance or Affordable Housing funds): \$980,000.00

Time Frame for Utilization of Requested Funds: 6 years - 01/01/2018-12/31/2023

City, Town or Unincorporated Area to be served: Kittitas County, Washington

APPLICANT INFORMATION

Name of Applicant Organization: Kittitas County Habitat for Humanity

Mailing Address: P.O. Box 873

City, State, Zip: Ellensburg, WA 98926

Phone: 509-962-5058

Fax: N/A

Email Address: sherri.ott@kchabitat.org

Website: www.kchabitat.org

Federal Tax Identification Number: 91-1595008

Type of Organization:

- ☐ Government
- ☒ Non-Profit
- ☐ For-Profit
- ☐ Local housing authority
- ☐ Tribe

PROJECT CONTACTS

Name of Organization Director: Sherri Ott

Phone: 509-962-5058

Email: sherri.ottkchabitat.org

Project Contact Name: Sherri Ott

Title: Executive Director

Phone: 509-962-5058

Email Address: sherri.ott@kchabitat.org

Fiscal Contact Name: Jennifer Caloia

Phone: 509-962-5058

Email Address: jennifer.caloia@kchabitat.org

AUTHORIZATION

Acceptance of this application may be subject to subsequent compliance reviews, including a review of the latest audit of financial statement. Preparation of an application does not guarantee that applicants will receive funds. By signing this grant application form the undersigned certifies that all information is accurate to the best of his/her knowledge.



Signature of Authorized Representative

8/8/2017

Date

PROPOSAL DETAILS

- 1. Applicant Profile and Qualifications:** Tell us about your organization including the purpose of your work, your goals, any history, and experience working in homeless and/or affordable housing services, experience managing public funds, and anything else that describes the organization's qualifications. (250 words max.)

In 1993, a group of individuals from Ellensburg, Washington recognized a need for decent, affordable housing units for homeownership within Kittitas County. Kittitas County Habitat for Humanity (KCHFH) was then established as an official affiliate of Habitat for Humanity International (HFHI). Since 1993 Habitat has built 17 homes and repaired 9 homes as it seeks to provide affordable, energy-efficient, safe houses in decent communities for people whose income falls between 30 and 60% of the area median income. Our current programs include: new construction and repairs for homeowners.

Habitat for Humanity is committed to the development and enrichment of families, volunteers, and communities. Each of the Habitat homes has involved approximately 300-600 volunteers at the job-site and nearly 250 support volunteers who work in our Store or office. Community engagement is one of the main reasons that Habitat for Humanity has been successful in meeting affordable housing needs. As we are building homes for families, our homeowners are taking home-ownership courses to help ensure a successful home-ownership outcome. These courses include information on finances, home-ownership responsibilities, home maintenance, and being a good neighbor. KCHFH has been a past recipient of:

- Federal funding through HUD
- State funding through DSHS - SNAP and CHIPRA
- 2060 and 2163 funding through Kittitas County
- City funding through City of Ellensburg.

KCHFH also operates a second-hand store to provide a sustainable income stream for meeting affordable housing needs in Kittitas County.

2. **Project Description Summary:** Provide a brief summary the project being proposed and a general description of how it will address homelessness or affordable housing in Kittitas County. Be sure and indicate whether the proposal is intended to provide direct client services or construction, maintenance, or improvement of housing facilities. (250 words max.)

Kittitas County Habitat for Humanity (KCHFH) creates homeownership opportunities by building affordable, new-construction housing for qualified low-income individuals and families in Kittitas County (KC) WA.

To increase capacity to build 2+ houses per year, KCHFH is requesting funding of \$980,000 over a six-year period (2018 -2023) to complete 14 new construction houses for home ownership. The funding request covers \$70,000/house for 14 houses. Funds will be used to purchase land, provide infrastructure development for donated land, and/or purchase construction materials, pay for subcontractors, regulatory fees, rental equipment costs and waste disposal. No administrative funds are requested. The faster KCHFH can generate funds, the faster we can help meet the Kittitas County affordable housing needs.

Each Habitat house generates revenue to KC through property tax rolls. Conservatively, a Habitat house will generate approximately \$1,900 +/-year in personal property taxes which will benefit the community. Over a 30-year period this equates to \$57,000 income to KC per house completed.

KCHFH recently began utilizing new loan products which are helping to sustain and grow our affordable housing program. We are using USDA 502 Rural Home Loans as well as 3rd party lending which makes it possible for KCHFH to build capacity at a faster rate by receiving funding through the 3rd party loan at the closing of the house. The KC funds, will supplement the revenue provided by the 3rd party loan, Store proceeds, donors, grants, and Habitat events. -See Other Support Section

3. **County Priorities:** Indicate which of the following priorities are being addressed by the proposed project. (Select all that apply and give a brief 100 word description for each selected.)

☐ Increase capacity and sustainability for homeless sheltering.

☐ Connect shelter clients to services to reduce homelessness.

☐ Increase site-based rental vouchers for people who are homeless with wrap-around case management through current partnerships.

☒ New affordable housing development.

KCHFH is the only affordable homeownership non-profit new-construction housing provider in KC. For qualified individuals/families, KCHFH makes affordable housing a reality through affordable loans, assistance of hundreds of volunteers, the Habitat Store and financial support of grants, fundraisers and donations.

The 3rd Goal of KC HAHC Implementation Matrix-to increase community awareness, education and engagement around homelessness and housing issues in Kittitas County. KCHFH addresses this goal by annually engaging hundreds of volunteers on projects. Build days begin with a presentation about affordable housing issues and addresses how community can be a part of the solution.

☐ Increased access to rental vouchers.

☐ Promotion of private landlord usage of Section 8 rental vouchers.



Programs which increase access to affordable home ownership.

KCHFH is the only affordable homeownership non-profit new-construction housing provider in KC. For qualified individuals/families, KCHFH makes affordable housing a reality through affordable loans, assistance of hundreds of volunteers, the Habitat Store and financial support of grants, fundraisers and donations.

The 3rd Goal of KC HAHC Implementation Matrix-to increase community awareness, education and engagement around homelessness and housing issues in Kittitas County. KCHFH addresses this goal by annually engaging hundreds of volunteers on projects. Build days begin with a presentation about affordable housing issues and addresses how community can be a part of the solution.

4. **Partnerships:** List your key community partnerships for the proposed project and what their role will be. (250 words max.)

- **Housing and Homeless Network of Kittitas County** -During the family selection process, agencies working with HHNKC make referrals for potential future homeowners.
- **Possible City of Ellensburg** - Land for 17 houses for new home construction development at Water and Bender Streets. This request has not yet been confirmed, but is in process.
- **City of Ellensburg** - grant of \$2,000
- **City of Ellensburg** - use of Hal Holmes Community Center to hold family selection orientations
- **HopeSource** - resources for homeowner education and volunteer labor
- **NeighborWorks** - homeowner education courses
- **Habitat Store** - provides a revenue stream to sustain Habitat's mission
- **Central Washington University** - volunteer labor and fundraising
- **Local Businesses** - Donations and volunteer labor (examples: Suncadia, Calaway Trading, Puget Sound Energy)
- **Local Organizations** - Donations and volunteer labor (Examples: Lion's Club, Rotary Clubs, Washington State Association for Justice, HopeSource)
- **Local Foundations** - Grant income (examples: US Bank, Umpqua Bank, Wells Fargo, Thrivent Financial)
- **Habitat for Humanity Washington State** - access to construction loan funding as needed
- **Third party lending for mortgages** - USDA Rural Home Loans and local lending sources for mortgage lending (examples: Evergreen Mortgage, Advisory Lending Group)
- **Local Churches** - Donations and volunteer labor (Examples: Mercer Creek Church, Grace Episcopal Church)
- **Community At-Large** - Support Habitat builds through donations and the efforts of 300 - 600 community volunteers per house

5. **Gaps and Duplication in Services:** Describe how your proposed project fills a gap in homeless and/or affordable housing services in Kittitas County. Include a description of how the project is or isn't a duplication of current services. (250 words max.)

Presently, Kittitas County Habitat for Humanity is the **only affordable homeownership non-profit housing provider for new construction and repairs for homeowners in Kittitas County**. The homeownership gap is particularly meaningful when you consider some of the impacts of homeownership:

- Low-income people who recently became homeowners reported higher life satisfaction, self-esteem, and perceived control over their lives.
- Homeowners are more likely to believe that they can do things as well as anyone else, and they report higher self-ratings on their physical health.
- Homeowners are 2.5 percent more likely to have good health than renters.

National Association of Realtors - 'Social Benefits of Homeownership and Stable Housing.'

- Merrimack Valley Habitat for Humanity reports that when a child grows up in a home that is owned, they:
 - score 9% higher on math achievement tests and 7% higher on reading tests (versus a kid in a home that is rented).
 - are 25% more likely to graduate high school and 116% more likely to finish college.
 - Themselves are 59% more likely to be a homeowner in 10 years.
 - Have a 100% higher family income.
 - Are 40% less likely to have a teen pregnancy.
 - Are 50% less likely to grow up in a single parent household.
 - Are 50% less likely to be on welfare at age 20.
 - Will earn on average an income that is 100% higher than a child raised in a rented home.

6. Sustainability: Describe your ability, experience, and resources to implement and sustain the project during the term of the project. (250 words max.)

Kittitas County Habitat for Humanity has been building homes in our community for 24 years.

We have a proven track record of constructing new affordable housing for individuals and families in need. We are currently working on House 18 and have also completed nine critical home repair projects. There are several things that contribute to Habitat for Humanity's success:

- We utilize volunteer labor by engaging 300 -600 community volunteers in service to build each Habitat house and work in our Store.
- Homeowners are provided with homeowner education courses which helps ensure a successful homeownership experience.
- Our homeowner mortgages and/or loan proceeds go into the "Revolving Fund for Humanity." Each Habitat house provides resources to build future Habitat homes.
- Habitat runs the Habitat Store to support the mission of Habitat. The Habitat Store is an integral part of our program because it provides sustainable revenue for creating homeownership opportunities for low-income individuals and families.
 - KCHFH is negotiating with the City of Ellensburg to partner in completing 17 affordable housing units for homeownership at Water and Bender Streets.
 - KCHFH has access to construction loans through Habitat for Humanity Washington State if needed.
 - KCHFH is constantly fundraising.

7. **Goals & Objectives:** Use the Goals and Objectives Form below to fill in the following table with your project's goals, measures, strategies, and objectives. See the examples below for guidance and use as many forms as necessary.

Example #1:

GOAL: Increase number of people enrolled in health insurance by 25% by December 31, 2017.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Number of new enrollees in health insurance	Internal tracking sheet
Strategy #1 (What will you do to achieve your goal?)	Create promotional materials to distribute to local partners advertising health insurance enrollment assistance.
Measurable Objectives:	<ul style="list-style-type: none"> Promote the service with at least 5 community partners each quarter through December 2017. Distribute at least 100 flyers around the community by December 2017.
Strategy #2 (What will you do to achieve your goal?)	Offer health insurance enrollment assistance at local community events.
Measurable Objectives:	<ul style="list-style-type: none"> Attend at least 2 community events per quarter in both Upper Kittitas County and Lower Kittitas County through December 2017.
Strategy #3 (What will you do to achieve your goal?)	Offer health insurance enrollment assistance appointments in the office.
Measurable Objectives:	<ul style="list-style-type: none"> Schedule at least 40 hours per month of open walk-in assistance through December 2017. Ensure staff availability for at least 25 scheduled appointments each month through December 2017.

Example #2:

GOAL: Increase the number of trail systems available to the general public within the City of Ellensburg from 5 to 7 by December 2019.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Number of trail systems open to the public and clearly labeled	Trails report
Strategy #1 (What will you do to achieve your goal?)	Establish public-private partnerships for funding trail construction and maintenance.
Measurable Objectives:	<ul style="list-style-type: none"> Create tailored presentation about project by March 2017. Meet with at least 2 potential partners each quarter through June 2018. Establish at least 2 primary public-private partnerships for trails by December 2018.
Strategy #2 (What will you do to achieve your goal?)	Identify sites for new trail systems.
Measurable Objectives:	<ul style="list-style-type: none"> Conduct site visits with partners of potential new sites by March 2018. Identify pros and cons of potential new sites by June 2018. Solidify 2 new trail sites by December 2018.
Strategy #3 (What will you do to achieve your goal?)	Build new trail systems.
Measurable Objectives:	<ul style="list-style-type: none"> Create plans for construction of new trail systems by March 2019. Two new trail systems will be built by December 2019.

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Increase number of affordable housing homeownership units by 14 between 01/01/2018 and 12/31/2023.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy Certificates issued for each house	Copy of Certificate of Occupancy
Homeowner's loan closes - Title transferred to homeowner	Closing documents - Title
Homeowner moves into house and begins making payments	Physical move and homeowner loan servicing documentation
Strategy #1: (What will you do to achieve your goal?)	Select 2 qualified individuals/families for Houses 19 and 20 by January, 1, 2018.
Measurable Objectives:	1) Hold family selection orientation by January 1, 2018; 2) Qualify applicants by need, ability to pay a mortgage and willingness to partner with KCHF - to be completed within one month of orientation; 3) Board approval of applicants selected by the family selection committee.
Strategy #2: (What will you do to achieve your goal?)	Select 2 - 3 additional individuals/families each year between 2018 - 2023.
Measurable Objectives:	1) Hold family selection orientation by January 1, 2018; 2) Qualify applicants by need, ability to pay a mortgage and willingness to partner with KCHF - to be completed within one month of orientation; 3) Board approval of applicants selected by the family selection committee.
Strategy #3: (What will you do to achieve your goal?)	Secure land for House 19 by 01/01/2018
Measurable Objectives:	1) Land acquisition committee finds acceptable lot and completes due diligence report for board; 2) Board approves lot; 3) Lot is purchased and transferred into Habitat for Humanity's name; 4) Continued work with City of Ellensburg to acquire 17 Water/Bender Street lots.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Increase number of affordable housing homeownership units by 14 between January 1, 2018 and December 31, 2023.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy Certificates Issued for each house	Certificate of Occupancy
Homeowner's loan closes	Closing documents
Homeowner move's into house and begins making payments	Physical move and homeowner loan servicing documentation
Strategy #1: (What will you do to achieve your goal?)	4th Strategy - Work with architect to create plans and specifications for House 19.
Measurable Objectives:	House plans completed for House 19. Size is based on size of family according to Habitat for Humanity International's standards.
Strategy #2: (What will you do to achieve your goal?)	5th Strategy - continue work with architect to create plans and specifications for Houses 20 - 32 - ongoing throughout the period January 2018 - December 2023.
Measurable Objectives:	House plans completed for each house according to build schedule. Size is based on size of family according to Habitat for Humanity International's standards.
Strategy #3: (What will you do to achieve your goal?)	6th Strategy - Acquire building permits for House 19 by 01/01/2018.
Measurable Objectives:	Complete all steps required by local regulatory agencies to be cleared for construction so that construction can begin by January 1, 2018.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Increase number of affordable housing homeownership units by 14 between January 1, 2018 and December 31, 2023.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy Certificates Issued for each house	Certificate of Occupancy
Homeowner's loan closes	Closing documents
Homeowner move's into house and begins making payments	Physical move and homeowner loan servicing documentation
Strategy #1: (What will you do to achieve your goal?)	7th Strategy - Continue work on House 18
Measurable Objectives:	On-going construction using volunteers until House 18 is completed - March 31, 2018.
Strategy #2: (What will you do to achieve your goal?)	8th Strategy - Secure land for Houses 19 - 32 - ongoing throughout the period January 2018 - December 2023.
Measurable Objectives:	1) Land acquisition committee finds acceptable lots and completes due diligence reports for board. 2) Board approves lot; 3) Lots are purchased and put in Habitat for Humanity's name; 4) Continued work with City of Ellensburg to acquire 17 Water and Bender Street lots
Strategy #3: (What will you do to achieve your goal?)	9th Strategy - Acquire building permits for House 19 - 32 according to the build schedule.
Measurable Objectives:	Complete all steps required by local regulatory agencies to be cleared for construction so that construction can be completed on the 14 homes by December 31, 2023.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Increase number of affordable housing homeownership units by 14 between January 1, 2018 and December 31, 2023.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy Certificates Issued for each house	Certificate of Occupancy
Homeowner's loan closes	Closing documents
Homeowner move's into house and begins making payments	Physical move and homeowner loan servicing documentation
Strategy #1: (What will you do to achieve your goal?)	10th Strategy - Begin construction of House 19 by January 1, 2018.
Measurable Objectives:	1) Rally approximately 500 volunteers to complete the construction of House 19 by June 15, 2018. 2) Secure the certificate of occupancy by June 30, 2018. 3) Family loan closes; 4) Hold Family Dedication ceremony; 5) Title of house transferred to homeowner; 6) Partner family moves into house by July 2018.
Strategy #2: (What will you do to achieve your goal?)	11th Strategy - Construction completion Houses 20 - 32 at a rate of 2.33 houses per year..
Measurable Objectives:	1) Rally approximately 500 volunteers to complete the construction of House 20. 2) Secure the certificate of occupancy by December 31, 2018. 3) Family loan closes; 4) Hold Family Dedication ceremony; 5) Title of house transferred to homeowner; 6) Partner family moves into house by January 2019. 7) This process continues for each new house built until all houses are completed in 2023.
Strategy #3: (What will you do to achieve your goal?)	12th Strategy - Ongoing fundraising
Measurable Objectives:	1) Increase Store sales by enlarging Store sales space and adding new merchandise; 2) Increase in donation by adding 4 new major donors in 2018 - 2019 - ongoing through 2032; 3) Increase event giving by adding one major event - from two to three; 4) increase current event attendance by 10% each year; 5) add 10 recurring donors each year; 6) Increase in grant funding by \$15,000 or more per year.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

BUDGET NARRATIVE

- 1. Funding Utilization:** Describe how the funds will be used to support the proposed project. For example, will the funds be used for staff time, supplies, consultants, contractors, construction costs, direct customer services, etc.? (250 words max.)

The requested funding will be used for partial construction costs for the 14 new-construction projects. This could include:

- Land, if land is not donated
- Infrastructure for land if needed
- Materials required for the project
- Subcontractor costs
- Rental equipment costs
- Regulatory fees
- Waste Disposal

No administrative costs will be paid using the Kittitas County 2060 funds.

With the momentum started by the County affordable housing funding and the use of third-party lending as a mortgage option, Habitat for Humanity will be able to move from building 1 -2 houses per year to 2 - 3+ houses per year.

The total estimated development costs per house averages \$172,500. This amount allows for variations in size of house, price increases for the materials over the 6-year period, and regulatory requirements. Fourteen houses are projected to be completed in a six-year period. Total project costs are estimated to be \$2,415,000. KCHFH is requesting \$980,000 from Kittitas County - 41% of the total project costs.

2. **Other Support:** Describe any monetary, in-kind, donations, grants, or other types of support that will be used for the project. Include both guaranteed support and support that may still be uncertain. (250 words max.)

ESTIMATED TOTAL DEVELOPMENT COSTS 14 houses - 6 years \$2,415,000

Habitat for Humanity has been able to rely on funding from the following sources for previous Habitat houses built:

Donors -approximately \$5,000/house - reliable source	\$ 70,000
Habitat Store Net Profit - approximately \$3,500/house - reliable source	\$ 49,000
Grant (not including 2060) Funds - approx.\$13,000/house -reliable	\$182,000
In-Kind Donations - Approximately \$2,000/house - reliable source	\$ 28,000
Third-party lending - Approximately \$67,900/house -reliable source	\$ 950,600
Events - 6 years @ \$10,000/year - reliable source.	\$ 60,000
<i>Sub-Total of Reliable Revenue Sources for Construction</i>	
<i>(not including Kittitas County funding)</i>	<i>\$1,339,600</i>

If City of Ellensburg land is donated, this will provide the property, but development costs will off-set what would have spent to purchase the land. If Ellensburg land is not donated, we will have a land cost of about \$45,000+ per lot depending on location of land.

Additional Fundraising Efforts Required by Habitat over 6-year period

Funding that has not yet been committed now will be raised through various resources such as additional donors, increased Store revenue, events, and additional grants sources.

\$ 95,400+

We request that KC fund this grant of \$70,000 per house for 14 houses to speed up the build process. We can only build as quickly as we can raise funds. The need for affordable homeownership is at a crisis level now. Grant request total \$ 980,000

3. **Sustainability:** Describe how this project would or wouldn't be sustained if these Homelessness Prevention and Affordable Housing funds were not available either currently or in the future. (250 words max.)

Kittitas County Habitat for Humanity has a proven track record of successfully building new-construction affordable housing units in Kittitas County. Habitat for Humanity's housing programs will be sustained whether Homelessness Prevention and Affordable Housing funds are available or not. Habitat for Humanity can only build at the rate funding allows. With the affordable housing crisis going on in Kittitas County, every dollar coming in through Habitat's doors makes it possible for us to build that much more quickly. With the County funding, utilizing the new Habitat loan products, and increased Store revenue, Habitat for Humanity will move from building one house per year to 2-3 houses per year.

Using third party lending, the homeowner family's loan, upon closing, will fund a substantial portion of the cost of an additional house immediately, rather than the loan payments trickling into Habitat over a 30-year period. Internally, we are in the process of increasing the size of our Store and offering additional products to increase Store revenue. We are working with the City of Ellensburg to create a partnership to build additional homeowner options available to low income families and individuals. In the meantime, we are, as always cultivating donors and volunteers to be a part of the affordable housing solution. We are working to go beyond sustaining our affordable housing program. We are pushing to grow in capacity to serve more people faster.

4. **Partial Funding:** If this project were to receive only partial funding from this source, how would the project be impacted? How would the proposal be adjusted for less than the requested amount of funds? (250 words max.)

If partial funding were provided by Kittitas County, the 14 - house build project would slow down, but would not cease. The time-frame for completion of the 14 houses may need to be extended in the event of partial funding. Kittitas County Habitat for Humanity will continue to raise funding to off-set any adjustment for less than the requested amount of funds. The County funding allows for us to get the momentum rolling and to keep momentum building to increase capacity to address the affordable housing crisis in our community.

Kititas County
Homeless and Affordable Housing Funds
 Budget Template

Please fill in only gray shaded areas

Applicant Name: Kititas County Habitat for Humanity

Funding Start Date: January 1, 2018

Funding End Date: December 31, 2023

Project Start Date: January 1, 2018

Project End Date: December 31, 2023

Number of Funding Years: 6

Total County Request: \$980,000.00

Total from Other Sources: \$1,435,000.00

Total Project Budget: \$2,415,000.00

ANNUAL PROJECT BUDGET

Amount from County Request Amount from Other Sources

TOTAL

Details/Description/Justification

Non-Administrative Staff Costs

Salaries and Wages	\$	-	\$	-	-
Benefits	\$	-	\$	-	-
Non-Administrative Staff Cost Totals	\$	-	\$	-	-

Direct Client Services

Rental Assistance	\$	-	\$	-	-
Food/Hood costs	\$	-	\$	-	-
Medical costs	\$	-	\$	-	-
Utility costs	\$	-	\$	-	-
Non-emergency/transportation costs	\$	-	\$	-	-
Other supplies	\$	-	\$	-	-
Transportation assistance	\$	-	\$	-	-
Other	\$	-	\$	-	-
Direct Client Services Totals	\$	-	\$	-	-

Other Operational Costs

Office space rent	\$	-	\$	-	-
Utilities	\$	-	\$	-	-
Supplies	\$	-	\$	-	-
Equipment	\$	-	\$	-	-
Travel	\$	-	\$	-	-
Insurance	\$	-	\$	-	-
Training	\$	-	\$	-	-
Travel	\$	-	\$	-	-
Honorary	\$	-	\$	-	-
Other	\$	-	\$	-	-
Operational Cost Totals	\$	-	\$	-	-

Construction Costs

New Building	\$	163,333.33	\$	239,166.67	\$	402,500.00	Grant funds to be used for local land infrastructure and/or construction materials
Building improvements/maintenance	\$	-	\$	-	\$	-	
Other	\$	-	\$	-	\$	-	
Construction Cost Totals	\$	163,333.33	\$	239,166.67	\$	402,500.00	

TOTAL NON-ADMINISTRATIVE COSTS \$ 163,333.33 \$ 239,166.67 \$ 402,500.00 *ACHPH indirectly raises 5% of cost of building 11 new construction homes/condos*

Administrative Costs (not to exceed 15% of the total non-administrative budget)

Administrative Staff Salaries and Wages	\$	-	\$	-	\$	-
Administrative Staff Benefits	\$	-	\$	-	\$	-
Office Supplies & Equipment	\$	-	\$	-	\$	-
Travel	\$	-	\$	-	\$	-
Food	\$	-	\$	-	\$	-
Medical Expenses	\$	-	\$	-	\$	-
Membership fees and dues	\$	-	\$	-	\$	-
Rent	\$	-	\$	-	\$	-
Permitting	\$	-	\$	-	\$	-
Marketing and publicist	\$	-	\$	-	\$	-
Other	\$	-	\$	-	\$	-
TOTAL ADMINISTRATIVE COSTS	\$	-	\$	-	\$	-

ANNUAL TOTALS \$ 163,333.33 \$ 239,166.67 \$ 402,500.00



Help build it!

March 3, 2017

Kittitas County HFH
PO Box 873
Ellensburg, WA 98926-0873

RE: 501(c)(3) Letter for Kittitas County HFH, Partner ID# 1465-2299

Dear Affiliate Leader:

This letter will confirm that Kittitas County HFH, with employer identification number 91-1595008, is considered a subordinate under the group tax exemption umbrella of Habitat for Humanity International, Inc. ("HFHI") under Section 501(c)(3) of the Internal Revenue Code.

The group exemption number assigned to HFHI by the IRS is 8545. This number may be provided to prospective donors, foundations and other grant organizations as they request it and is required on certain IRS forms.

Enclosed is a copy of the determination letter dated February 7, 2017, provided by the IRS as evidence of HFHI's tax exempt status as well as its group exemption. The determination letter, together with this letter, confirms Kittitas County HFH's subordinate status and provides evidence of its tax exempt status under Section 501(c)(3) of the Code.

In partnership,

Beverly Huffman

Director, US/Canadian Support Services Center

Habitat for Humanity International 877-434-4435

USSupportCenter@habitat.org · habitat.org | Habitat. We build.

Enclosure

**Internal Revenue Service
P. O. Box 2508
Cincinnati, OH 45201**

Department of the Treasury

Date: February 7, 2017

Person to Contact:

K. Gleason #0203083

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

91-1914868

Group Exemption Number:

8545

**HABITAT FOR HUMANITY INTERNATIONAL INC
HABITAT FOR HUMANITY INTRNL PARENT
% LEGAL DEPARTMENT
270 PEACHTREE ST NW STE 1300
ATLANTA GA 30303**

Dear Sir or Madam:

This is in response to your January 10, 2017, request for information about your tax-exempt status

Our records indicate that you were issued a determination letter in January 1987, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Because your subordinate organizations are organizations described in section 170 (c) of the Code, donors may deduct contributions made to them.

If you have any questions, please call us at the telephone number shown in the heading of this letter

Sincerely,



**Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements**

**Kittitas County Habitat for Humanity
Grant Application Questions – Responses**

Habitat – 14 House Build Project

Kittitas County 2060 Funding for Affordable Housing

1. **Questions regarding land – “What is the adjusted price per house if the land is donated”** –Answer: (Note that each house is estimated to cost \$172,500 – not \$70,000 – however, our request for this grant is \$70,000 per house). This project is based in part on the assumption that the City of Ellensburg partners with Habitat for Humanity using the land at Water/Bender Streets. If the City donates the land, there will be development costs for the infrastructure for the housing development: costs for putting in Water Street, sidewalk costs, and lighting cost. These costs could be as much as the land would cost if we were to purchase the land outright.

2. **Goals – measurable objectives and timelines.**
 Answer: Please see revised Goals and objectives forms. We have added additional timelines. Note that the goal for this project specifically addresses 2018 as per your request. Goal 2 - Strategy 1 indicates that the process continues throughout the six-year period. A schedule for Houses to be completed each year is below:
 - 1) 2018 - Complete Houses 18, 19 and start House 20;
 - 2) 2019 - Complete Houses 20, 21 and start House 22;
 - 3) 2020 - Complete Houses 22, 23 and start House 24;
 - 4) 2021 - Complete Houses 24, 25 and start House 26;
 - 5) 2022 - Complete Houses 26, 27, 28 and start House 29;
 - 6) 2023 - Complete Houses 29, 30 and 31 and start House 32

3. **Budget questions: Specifically regarding the \$163,333 requested for each year in the budget.**
 Answer: Our grant application is a request for a total of 14 houses. We have estimated the cost of construction at \$172,500 per house. Our request to Kittitas County is for \$70,000 per house for reimbursement for construction costs. We have averaged the number of houses we will complete each year to 2.33. \$70,000 per house times 14 houses equals \$980,000 total request for 2060 funds for the 6-year period. This is divided by 6 years, which equals \$163,333.33 per year. We would bill the County as a reimbursement for expenses on the houses. \$163,333.33 is the amount of our request per year from the County. (Please see the budget column -

“Amount from County Request” and in line “Construction Costs – New Building”). The total request for the six-year period is \$980,000, which you will find on the budget template in the top third of the sheet in the line for “Total County Request”. Please refer to the highlighted budget form at the back of this packet.

In the Budget Narrative, you will find the information regarding the funding request amount per year and total for the 6 years. (See the section in red at the bottom of the narrative.) We have broken the budget narrative out per house which may help understand this.

**Kittitas County Habitat for Humanity
Revenue and Development Costs Per House**

Donors	\$ 5,000.00	
Habitat Store	\$ 3,500.00	
Other Grants	\$ 13,000.00	
In-Kind Donations	\$ 2,000.00	
3rd Party Lending	\$ 67,900.00	
Events	\$ 4,285.71	
Reliable Source/Development Costs Subtotal		\$ 95,685.71
HAHC - 2060 Funds	\$ 70,000.00	
2060 Funding - Subtotal		\$ 70,000.00
Habitat - Additional Fundraising Efforts	\$ 6,814.29	
Habitat - Additional Fundraising Efforts Subtotal		\$ 6,814.29
Total Revenue and Development Costs Per House		\$ 172,500.00

The following is the information we included in our grant application. This information includes costs related to all 14 houses:

<i>Donors –approximately \$5,000/house – reliable source</i>	<i>\$ 70,000</i>
<i>Habitat Store Net Profit – approximately \$3,500/house - reliable source</i>	<i>\$ 49,000</i>
<i>Grant (not including 2060) Funding - approximately \$13,000/house</i>	<i>\$182,000</i>
<i>In-Kind Donations – Approximately \$2,000/house – reliable source</i>	<i>\$ 28,000</i>
<i>Third-party lending - Approximately \$67,900/house –reliable source</i>	<i>\$ 950,600</i>
<i>Events – 6 years @ \$10,000/year – reliable source.</i>	<i><u>\$ 60,000</u></i>

*Sub-Total of Reliable Revenue Sources for Construction
(not including Kittitas County funding)* *\$1,339,600*

If City of Ellensburg land is donated, this will provide the property, but development costs will off-set what would have spent to purchase the land. If Ellensburg land is not donated, we will have a land cost of about \$45,000+ per lot depending on location of land.

Additional Fundraising Efforts Required by Habitat over 6-year period

Funding that has not yet been committed now will be raised through various resources such as additional donors, increased Store revenue, additional events, and additional grants sources.

Additional Fundraising Efforts Required by Habitat over 6-year period *\$ 95,400 +*

We request the Kittitas County to fund this grant of \$70,000 per house for 14 houses to speed up the build process. We can only build as quickly as we can raise funds. The need for affordable homeownership is at a crisis level now. Grant request total
2060 Grant Request Total *\$ 980,000*

4. County Priorities - Question about programs that increase the access to affordable homeownership. Habitat responded in initial grant application:

Program which increases access to affordable home ownership

KCHFH is the only affordable homeownership non-profit new-construction housing provider in Kittitas County. For qualified individuals/families, KCHFH makes affordable housing a reality through affordable loans, assistance of hundreds of volunteers, the Habitat Store and financial support of grants, fundraisers and donations.

The 3rd Goal of KC Homeless and Affordable Housing Committee Implementation Matrix-to increase community awareness, education and engagement around homelessness and housing issues in Kittitas County. KCHFH addresses this goal by annually engaging hundreds

of volunteers on projects. Build days begin with a presentation about affordable housing issues and addresses how community can be a part of the solution.

Answer: Our first paragraph addresses the questions regarding access to homeownership. The second paragraph shows that Habitat for Humanity is in line with the Kittitas County priorities relating to affordable housing and it highlights one of the ways, besides building new construction housing units for homeownership, that we do this. This answer also applies to the questions regarding New Affordable Housing Development

5. Goals and Objective Form – Question unclear

Answer: Refer to revised Goals and Objectives Forms – Goal One

6. Strategy 3 needs a measurable in #1 – Land Acquisition for House 19

Answer: Please refer to revised Goals and Objective Form (See new Goal One; Strategy 2 answer)

7. How many homes will be built under this grant per year?

Answer:

- 1) 2018 - Complete Houses 18, 19 and start House 20;
- 2) 2019 - Complete Houses 20, 21 and start House 22;
- 3) 2020 - Complete Houses 22, 23 and start House 24;
- 4) 2021 - Complete Houses 24, 25 and start House 26;
- 5) 2022 - Complete Houses 26, 27, 28 and start House 29;
- 6) 2023 - Complete Houses 29, 30 and 31 and start House 32

8. Application, screening and selection process:

Answer:

When we hold a family selection, our goal is to get word out to as many people as possible. To do this we:

- Send out notification to other non-profit organizations and networks within Kittitas County so that they can refer people they know are in need
- Facebook; Twitter and website
- Post fliers around town – grocery stores, post offices, local government office buildings, libraries, local convenience, and hardware stores,
- Press releases with local newspapers
- Washington Disability Resources
- Bright Beginnings – Early Education
- Local School District offices
- Utility companies

- Housing Authority of Kittitas County
- Local Hay Companies
- Suncadia Resort
- Department of Social and Health Services
- Work Source
- Local churches
- Letters, emails and calls to people who have previously expressed an interest in the program
- Public Service Announcements on local radio stations.

Applicants are qualified for the program based on 3 criteria: 1) Need; 2) Ability to pay a mortgage that does not exceed 30% of gross monthly income; The family's income must fall between 30% and 60% of the area median income for Kittitas County, and 3) Willingness to partner, demonstrated by the homeowner family/individual working between 350 and 500 sweat equity hours helping build their home and by taking part in homeowner education courses. To select the homeowner family/individual from a group of applicants, credit and criminal background checks are made which help narrow down candidates. A home visit is conducted on finalists to determine greatest need. A family selection committee works together to conduct a home ownership orientation – a public meeting at which the Habitat for Humanity program is explained. At this meeting, the applicants submit their applications after meeting with a volunteer to ask questions and review their application. The family selection committee, after reviewing the applications, performing criminal and credit checks and completing the home visit select the homeowner family. The family selection committee makes a written recommendation to the board of directors and then the board of directors vote on the selection of the family. Board approval takes place within one month of the orientation meeting. Accepted families are notified immediately, as are those who are not selected.

9. Credit worthiness of Habitat families/individuals

Answer: Yes, credit worthiness play a large role in the selection process. Habitat for Humanity wants to see that those people selected handle money responsibly. Those with good credit have been shown to have a greater chance of becoming and remaining a successful homeowner. For those who do not have good credit, Habitat for Humanity refers them to resources that can help them strengthen their credit.

10. Does Habitat always charge for the house?

Answer: Yes. Habitat for Humanity does not give houses away. We offer a hand-up, not a hand-out. Our homeowners will never pay more than 30% of their gross income toward their house payment. Most of our homeowners are not able to qualify for a

conventional mortgage to purchase a home. Habitat for Humanity makes ownership possible by offering a variety of loan products, some including zero percent interest loans.

11. Repayment monies – going to Kittitas County or into the Revolving Fund for Humanity

Answer: We request that when a partner family loan closes or a partner family make a house payment to Habitat for Humanity - that the funding stays with Habitat for Humanity. This funding is what is used to start the next Habitat House. Every Habitat house built provides funding for the next Habitat house. With affordable housing at a crisis level, our goal is to increase capacity. To do this requires funding. The more funds we can raise the more houses we can build. All Revolving Fund for Humanity revenue goes straight into the next house. This money is not used for administrative purposes but toward our program costs for construction.

12. Revolving Fund for Humanity vs funding to build additional homes

Answer: The Revolving Fund for Humanity is part of the fund to build additional homes. Some of our partner families have a zero-interest loan which was financed by Habitat for Humanity. These families pay a monthly mortgage to Habitat for Humanity and their payments, which come in monthly installments are used to fund the current house we are building. We have just started using 3rd party loans which allows us to receive a portion of the purchase price of the house at the closing of the house. The 3rd party loan proceeds come into Habitat when the homeowner loan closes. This is new to Habitat and it is allowing us to build houses more quickly. We are not waiting over a period of thirty years for small monthly increments. Most of our 3rd party mortgages will require a silent second mortgage which will be financed by Habitat for Humanity using a zero-interest loan. This second mortgage will not be due until the first mortgage has been paid off (30 years). At that time, it will be spread over a 10-year period and will not exceed 30% of the homeowner's income at the time of their application.

13. Percentage of recipients who repay their obligation

Answer: Kittitas County Habitat for Humanity has built 17 houses since 1993. One hundred percent of our homeowners are making payments on their homes and are current on their mortgages. Only one homeowner has sold her home which she did just prior to her death. She lived in her house for over 20 years, raised her three children in her home who have all gone on to attend various universities. When she sold her home, she had less than 5 years left on her mortgage.

14. Who documents the expenses against the approved budget?

Our program manager and bookkeeper, Jennifer Caloia, tracks all expenses in QuickBooks. Each week the staff of Habitat for Humanity has a meeting where we discuss the budget, the expenses and upcoming bills. Financials are discussed at our monthly board meeting and voted on. A variance report is reviewed by the board and staff members each month to assess where we stand on our budget.

15. Audits and accountability

Answer: We have an annual audit conducted by Villbrandt, Stark and Moorner, PLLC. Bruce Moorner is our CPA. His contact information is 18 South 4th Avenue, Yakima, Washington, 98902 509-575-1558.

16. Measure of Success:

Answer: We measure our success by several factors;

- Number of homes completed;
- Number of homeowner families/individuals;
- Number of families/individuals completing homeowner education;
- Number of volunteers engaged;
- Number of outreach events completed to help educate the public about affordable housing issues.

17. Reporting for 2018 (prior to 2019, 2020 monies being released)

Answer: We are happy to complete any report required for this grant by Kittitas County and/or HAHC. As we recall, a quarterly report was required for this grant in the past. In the past when reporting 2060 grant expenditures we have submitted:

- Receipts for purchases related to construction costs
- Information regarding our partner family
- Statistics required by the County of Kittitas
- Updates from news articles
- Updates on build progress
- Updates on fundraising efforts

If you should have any additional questions or need clarification, please feel free to contact me.



Sherri Ott

Executive Director

509-962-5058

sherri.ott@kchabitat.org

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: <u>Goal One</u> Increase number of affordable housing homeownership units completed by 2 between 01/01/2018 and 12/31/2018. See Measures, Strategies and Measurable Objectives for 2018. In 2018 KCHFH will complete House 18. 19 and House 20 will be in progress. +	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy received for House 18 by February 28, 2018 and House 19 by September 15, 2018.	Certificate of Occupancy
Homeowner loan for House 18 closes by March 20, 2018 and House 19 by September 23, 2018.	Closing documents - Title is in homeowner's name
Homeowner moves into House 18 by March 30, 2018 and House 19 by September 30, 2018.	Physical move and homeowner loan servicing documentation
<div style="text-align: center; margin-bottom: 10px;"> 1 </div> Strategy #1: (What will you do to achieve your goal?)	Strategy 1 - Select 2 qualified individual/families for Houses 19 and 20 by January 1, 2018.
Measurable Objectives:	1) Hold family selection orientation by January 1, 2018; Qualify applicants by need, ability to pay a mortgage and a willingness to partner with KCHFH - to be completed within one month of orientation (orientation currently scheduled week of September 18th - 22, 2017; Board approval of applicants selected by the family selection committee of KCHFH - approval at October 17, 2017 board meeting.
<div style="text-align: center; margin-bottom: 10px;"> 2 </div> Strategy #2: (What will you do to achieve your goal?)	Strategy 2 - Secure land for House 18 and 19 by 01/01/2018.
Measurable Objectives:	1) KCHFH owns lot for House 18. Land acquisition committee finds acceptable lot for House 19 and completes due diligence report for board; (Completed August 15, 2017). 2) Board approves lot for House 19 - August 18, 2017. Lot for house 19 closes on September 8, 2018 and transferred into KCHFH's name.
<div style="text-align: center; margin-bottom: 10px;"> 3 </div> Strategy #3: (What will you do to achieve your goal?)	Strategy 3 - KCHFH will continue to work with the City of Ellensburg to acquire 17 Water/Bender Street lots.
Measurable Objectives:	1) Met with Kristen Sackett (Community Development Director) and City of Ellensburg employees in July 2017 regarding possibility of partnership on Water/Bender Street lots; 2) Site plan has been created by Encompass Engineering and will be voted on by KCHFH board of directors on September 19, 2017. 3) Once approved by the board, KCHFH will complete the pre-application, SEPA Environmental documents and all required documentation. At that point we will schedule a meeting with Kristen Sackett to move to next steps. We plan to meet with her by December 31, 2017. Our goal is to begin building on this property by August 31, 2018.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: <u>Goal One</u> Increase number of affordable housing homeownership units completed by 2 between 01/01/18 and 12/31/18. See Measures, Strategies and Measurable Objectives for 2018. In 2018 KCHFH will complete House 18. 19 and House 20 will be in progress.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy received for House 18 by February 28, 2018 and House 19 by September 15, 2018.	Certificate of Occupancy
Homeowner loan for House 18 closes by March 20, 2018 and House 19 by September 23, 2018.	Closing documents - Title is in homeowner's name.
Homeowner moves into House 18 by March 30, 2018 and House 19 by September 30, 2018.	Physical move and homeowner loan servicing documentation.
④ Strategy #1: (What will you do to achieve your goal?)	Strategy 4 - Work with architect to create plans and specifications for House 19.
Measurable Objectives:	1) Plans completed and ready for permit process by 12/10/17. Size of house is based on size and makeup of family according to Habitat for Humanity International standards.
⑤ Strategy #2: (What will you do to achieve your goal?)	Strategy 5 - Acquire building permit for House 19 by 01/01/2018.
Measurable Objectives:	1) Plans and specifications completed by 12/10/17; 2) Steps required by local regulatory agencies completed and permit granted by 01/01/18.
⑥ Strategy #3: (What will you do to achieve your goal?)	Strategy 6 - Continue work on House 18 until completion at which time loan closes and homeowner moves in - March 30, 2018.
Measurable Objectives:	1) Volunteers rallied for work on House 1 until House 18 is completed by March 31, 2018. 2) Certificate of occupancy received by 2/28/2018; 3) Family dedication ceremony held by 03/15/2018; 3) Family loan closes by March 20, 2018; Title of house transferred to homeowner - March 27, 2018; Partner family moves in by March 30, 2018
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	


GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: <u>Goal One</u> Increase number of affordable housing homeownership units completed by 2 between 01/01/2018 and 12/31/2018. Below see Measures and Strategies and Measurable Objectives for 2018. In 2018 KCHFH will complete House 18. 19 and House 20 will be	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy received for House 18 by February 28, 2018 and House 19 by September 15, 2018	Certificate of Occupancy
Homeowner loan for House 18 closes by March 20, 2018 and House 19 by September 23, 2018.	Closing documents - Title is in homeowner's name
Homeowner moves into House 18 by March 30, 2018 and House 19 by September 30, 2018.	Physical move and homeowner loan servicing documentation.
⑦ Strategy #1: (What will you do to achieve your goal?)	Strategy 7 - Secure land with City of Ellensburg Measurable Objectives: 1) Complete steps required by City of Ellensburg in order for partnership to occur. 2) Sign agreement with City of Ellensburg by July 31, 2018. 3) Begin land infrastructure by August 31, 2018.
⑧ Strategy #2: (What will you do to achieve your goal?)	Strategy 8 - Work with architect to create plans and specifications for House 20 - completed by by September 1, 2018. Measurable Objectives: 1) Plans and specifications completed by 8/31/2017; 2) Steps required by local regulatory agencies completed and permit granted by 09/15/2017.
⑨ Strategy #3: (What will you do to achieve your goal?)	Strategy 9 - House 19 - Begin construction by 01/01/2018 and continue work on House 19 until completion - September 30, 2018. Measurable Objectives: 1) Volunteers rallied for work on House 19 until House 19 is completed by September 10, 2018. 2) Certificate of occupancy received by 9/15/2018, 2018; 3) Family dedication ceremony held by September 20, 2018; 3) Family loan closes by <u>Sept 23, 2018</u> ; Title of house transferred to homeowner <u>Sept 30, 2018</u> ; Partner family moves in by September 30, 2018
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Goal 1: Increase number of affordable housing homeownership units completed by 2 between 01/01/18 and 12/31/18. See Measures, Strategies and Measurable Objectives for 2018. In 2018 KCHF will complete House 18. 19 & House 20 will be in progress.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy received for House 18 by February 28, 2018 and House 19 by September 15, 2018.	Certificate of Occupancy
Homeowner loan for House 18 closes by March 20, 2018 and House 19 by September 23, 2018.	Closing documents - Title is in homeowners name
Homeowner moves into House 18 by March 30, 2018 and House 19 by September 30, 2018.	Physical move and homeowner loan servicing documentation
<div style="text-align: center;">  </div> Strategy #1: (What will you do to achieve your goal?)	Strategy 10 - Ongoing fundraising
Measurable Objectives:	1) Increase Store sales by enlarging Store sales space and adding new merchandise - complete August 18, 2017; 2) Increase in donations by adding 4 new major donors in 2018 - 2019 and ongoing through 2023; 3) Increase event giving by adding one major event - from 2 to 3 per year; 4) Add 10 recurring donors each year; 5) Increase in grant funding by \$15,000 or more per year.
Strategy #2: (What will you do to achieve your goal?)	
Measurable Objectives:	
Strategy #3: (What will you do to achieve your goal?)	
Measurable Objectives:	
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Goal 2: Continue with Strategies 1 through 10 of Goal one for the remaining five years of the grant cycle - Years 2019 - 2023	
Measures (How will you know you are making progress toward your goal?)	Data Source
2-3 houses will be completed annually for each year 2019 - 2023	Certificate of Occupancy issued; homeowner moved in; homeowner making payments on home
Strategy #1: (What will you do to achieve your goal?)	Goal 2 - Strategy 1: Strategies 1 through 10 for Goal 1 will be repeated until 14 houses have been completed. KCHFH will complete houses at a rate of approximately 2.33 per year.
Measurable Objectives:	1) 2018 - Complete House 18, 19 and start House 20; 2) 2019 - Complete House 20, 21 and start House 22; 3) 2020 - Complete House 22, 23 and start House 24; 4) 2021 - Complete House 24, 25 and start House 26; 5) 2022 - Complete House 26, 27, 28 and start House 29; 6) 2023 - Complete House 29, 30 and 31 and start House 32
Strategy #2: (What will you do to achieve your goal?)	
Measurable Objectives:	
Strategy #3: (What will you do to achieve your goal?)	
Measurable Objectives:	
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

Please fill in only gray shaded area.

ANNUAL PROJECT BUDGET		
Amount from County Request	Amount from Other Sources	TOTAL

ANNUAL TOTALS	\$ 163,333.33	\$ 239,166.67	\$ 402,500
----------------------	----------------------	----------------------	-------------------

Kittitas County Homelessness and Affordable Housing Committee**Quarterly Report**

Please complete the quarterly report by the 15th day of the month following the end of each quarter.

Program: 14 House Build Project
 Organization: Kittitas County Habitat for Humanity
 Contact Person: Sherri Ott Phone #: 509-962-5058

Funding Period

Date/Year: _____ to Date/Year: _____
 Reporting Quarter: Quarter _____ of _____ year

Total Number of Participants Currently in the Program					
Total # of Participants	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total for Year
Expected					
Actual					

Gender of Participants					
Gender (Total # of Participants*)	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total for Year
Male					
Female					
Total*					

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Increase number of affordable housing homeownership units by 14 between 01/01/2018 and 12/31/2023.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy Certificates issued for each house	Copy of Certificate of Occupancy
Homeowner's loan closes - Title transferred to homeowner	Closing documents - Title
Homeowner moves into house and begins making payments	Paystubs and homeowner non-payment documentation
Strategy #1: (What will you do to achieve your goal?)	Select 2 qualified individuals/families for Houses 19 and 20 by January, 1, 2018.
Measurable Objectives:	1) Hold family selection orientation by January 1, 2018; 2) Qualify applicants by need, ability to pay a mortgage and willingness to partner with KCHF - to be completed within one month of orientation; 3) Board approval of applicants selected by the family selection committee.
Strategy #2: (What will you do to achieve your goal?)	Select 2 - 3 additional individuals/families each year between 2018 - 2023.
Measurable Objectives:	1) Hold family selection orientation by January 1, 2018; 2) Qualify applicants by need, ability to pay a mortgage and willingness to partner with KCHF - to be completed within one month of orientation; 3) Board approval of applicants selected by the family selection committee.
Strategy #3: (What will you do to achieve your goal?)	Secure land for House 19 by 01/01/2018
Measurable Objectives:	1) Land acquisition committee finds acceptable lot and completes due diligence report for board; 2) Board approves lot; 3) Lot is purchased and transferred into Habitat for Humanity's name; 4) Continued work with City of Ellensburg to acquire 17 Water/Bender Street lots.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM*Fill out white sections only.*

GOAL:	
Increase number of affordable housing homeownership units by 14 between January 1, 2018 and December 31, 2023.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy Certificates Issued for each house	Certificate of Occupancy
Homeowner's loan closes	Closing documents
Homeowner move's into house and begins making payments	Typical move and homeownership loan closing documentation
Strategy #1: (What will you do to achieve your goal?)	4th Strategy - Work with architect to create plans and specifications for House 19.
Measurable Objectives:	House plans completed for House 19. Size is based on size of family according to Habitat for Humanity International's standards.
Strategy #2: (What will you do to achieve your goal?)	5th Strategy - continue work with architect to create plans and specifications for Houses 20 - 32 - ongoing throughout the period January 2018 - December 2023.
Measurable Objectives:	House plans completed for each house according to build schedule. Size is based on size of family according to Habitat for Humanity International's standards.
Strategy #3: (What will you do to achieve your goal?)	6th Strategy - Acquire building permits for House 19 by 01/01/2018.
Measurable Objectives:	Complete all steps required by local regulatory agencies to be cleared for construction so that construction can begin by January 1, 2018.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM*Fill out white sections only.*

GOAL:	
Increase number of affordable housing homeownership units by 14 between January 1, 2018 and December 31, 2023.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy Certificates Issued for each house	Certificate of Occupancy
Homeowner's loan closes	Closing documents
Homeowner move's into house and begins making payments	Physical move and homeownership loan servicing documentation
Strategy #1: (What will you do to achieve your goal?)	7th Strategy - Continue work on House 18
Measurable Objectives:	On-going construction using volunteers until House 18 is completed - March 31, 2018.
Strategy #2: (What will you do to achieve your goal?)	8th Strategy - Secure land for Houses 19 - 32 - ongoing throughout the period January 2018 - December 2023.
Measurable Objectives:	1) Land acquisition committee finds acceptable lots and completes due diligence reports for board. 2) Board approves lot; 3) Lots are purchased and put in Habitat for Humanity's name; 4) Continued work with City of Ellensburg to acquire 17 Water and Bender Street lots
Strategy #3: (What will you do to achieve your goal?)	9th Strategy - Acquire building permits for House 19 - 32 according to the build schedule.
Measurable Objectives:	Complete all steps required by local regulatory agencies to be cleared for construction so that construction can be completed on the 14 homes by December 31, 2023.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Increase number of affordable housing homeownership units by 14 between January 1, 2018 and December 31, 2023.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy Certificates Issued for each house	Certificate of Occupancy
Homeowner's loan closes	Closing documents
Homeowner move's into house and begins making payments	Property, title and home equity loan closing documentation
Strategy #1: (What will you do to achieve your goal?)	10th Strategy - Begin construction of House 19 by January 1, 2018.
Measurable Objectives:	1) Rally approximately 500 volunteers to complete the construction of House 19 by June 15, 2018. 2) Secure the certificate of occupancy by June 30, 2018. 3) Family loan closes; 4) Hold Family Dedication ceremony; 5) Title of house transferred to homeowner; 6) Partner family moves into house by July 2018.
Strategy #2: (What will you do to achieve your goal?)	11th Strategy - Construction completion Houses 20 - 32 at a rate of 2.33 houses per year..
Measurable Objectives:	1) Rally approximately 500 volunteers to complete the construction of House 20. 2) Secure the certificate of occupancy by December 31, 2018. 3) Family loan closes; 4) Hold Family Dedication ceremony; 5) Title of house transferred to homeowner; 6) Partner family moves into house by January 2019. 7) This process continues for each new house built until all houses are completed in 2023.
Strategy #3: (What will you do to achieve your goal?)	12th Strategy - Ongoing fundraising
Measurable Objectives:	1) Increase Store sales by enlarging Store sales space and adding new merchandise; 2) Increase in donation by adding 4 new major donors in 2018 - 2019 - ongoing through 2032; 3) Increase event giving by adding one major event - from two to three; 4) increase current event attendance by 10% each year; 5) add 10 recurring donors each year; 6) Increase in grant funding by \$15,000 or more per year.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: <i>Goal One</i> Increase number of affordable housing homeownership units completed by 2 between 01/01/2018 and 12/31/2018. See Measures, Strategies and Measurable Objectives for 2018. In 2018 KCHF will complete House 18, 19 and House 20 will be in progress.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy received for House 18 by February 28, 2018 and House 19 by September 15, 2018.	Certificate of Occupancy
Homeowner loan for House 18 closes by March 20, 2018 and House 19 by September 23, 2018.	Closing documents - Title and homeownership name
Homeowner moves into House 18 by March 30, 2018 and House 19 by September 30, 2018.	Physical move and homeowner loan servicing documentation
① Strategy #1: (What will you do to achieve your goal?)	Strategy 1 - Select 2 qualified individual/families for Houses 18 and 20 by January 1, 2018.
Measurable Objectives:	1) Hold family selection orientation by January 1, 2018; Qualify applicants by need, ability to pay a mortgage and a willingness to partner with KCHF - to be completed within one month of orientation (orientation currently scheduled week of September 18th - 22, 2017, Board approval of applicants selected by the family selection committee of KCHF - approval at October 17, 2017 board meeting.
② Strategy #2: (What will you do to achieve your goal?)	Strategy 2 - Secure land for House 18 and 19 by 01/01/2018.
Measurable Objectives:	1) KCHF owns lot for House 18. Land acquisition committee finds acceptable lot for House 19 and completes due diligence report for board; (Completed August 15, 2017). 2) Board approves lot for House 19 - August 18, 2017. Lot for house 19 closes on September 8, 2018 and transferred into KCHF's name.
③ Strategy #3: (What will you do to achieve your goal?)	Strategy 3 - KCHF will continue to work with the City of Ellensburg to acquire 17 Water/Bender Street lots.
Measurable Objectives:	1) Met with Kristen Sackett (Community Development Director) and City of Ellensburg employees in July 2017 regarding possibility of partnership on Water/Bender Street lots; 2) Site plan has been created by Encompass Engineering and will be voted on by KCHF board of directors on September 19, 2017. 3) Once approved by the board, KCHF will complete the pre-application, SEPA Environmental documents and all required documentation. At that point we will schedule a meeting with Kristen Sackett to move to next steps. We plan to meet with her by December 31, 2017. Our goal is to begin building on this property by August 31, 2018.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM*Fill out white sections only.*

GOAL: <u>Goal One</u> Increase number of affordable housing homeownership units completed by 2 between 01/01/18 and 12/31/18. See Measures, Strategies and Measurable Objectives for 2018. In 2018 KCHFHH will complete House 18, 19 and House 20 will be in progress.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy received for House 18 by February 28, 2018 and House 19 by September 15, 2018.	Certificate of Occupancy
Homeowner loan for House 18 closes by March 20, 2018 and House 19 by September 23, 2018.	Closing documents - Title is homeowner's name
Homeowner moves into House 18 by March 30, 2018 and House 19 by September 30, 2018.	Physical move and homeowner loan closing documentation.
④ Strategy #1: (What will you do to achieve your goal?)	Strategy 4 - Work with architect to create plans and specifications for House 19.
Measurable Objectives:	1) Plans completed and ready for permit process by 12/10/17. Size of house is based on size and makeup of family according to Habitat for Humanity International standards.
⑤ Strategy #2: (What will you do to achieve your goal?)	Strategy 5 - Acquire building permit for House 19 by 01/01/2018.
Measurable Objectives:	1) Plans and specifications completed by 12/10/17; 2) Steps required by local regulatory agencies completed and permit granted by 01/01/18.
⑥ Strategy #3: (What will you do to achieve your goal?)	Strategy 6 - Continue work on House 18 until completion at which time loan closes and homeowner moves in - March 30, 2018.
Measurable Objectives:	1) Volunteers rallied for work on House 1 until House 18 is completed by March 31, 2018. 2) Certificate of occupancy received by 2/28/2018; 3) Family dedication ceremony held by 03/15/2018; 3) Family loan closes by March 20, 2018; Title of house transferred to homeowner - March 27, 2018; Partner family moves in by March 30, 2018
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: <i>Goal One</i> Increase number of affordable housing homeownership units completed by 2 between 01/01/2018 and 12/31/2018. Below see Measures and Strategies and Measurable Objectives for 2018. In 2018 KCHF will complete House 18. 19 and House 20 will be	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy received for House 18 by February 29, 2018 and House 19 by September 15, 2018	Certificate of Occupancy
Homeowner loan for House 18 closes by March 20, 2018 and House 19 by September 23, 2018	Closing documents - Title & mortgage records
Homeowner moves into House 18 by March 30, 2018 and House 19 by September 30, 2018	Physical move and homeowner moving documentation
Strategy #1: (What will you do to achieve your goal?)	Strategy 7 - Secure land with City of Ellensburg 1) Complete steps required by City of Ellensburg in order for partnership to occur. 2) Sign agreement with City of Ellensburg by July 31, 2018. 3) Begin land infrastructure by August 31, 2018.
Measurable Objectives:	
Strategy #2: (What will you do to achieve your goal?)	Strategy 8 - Work with architect to create plans and specifications for House 20 - completed by by September 1, 2018. 1) Plans and specifications completed by 8/31/2017; 2) Steps required by local regulatory agencies completed and permit granted by 09/15/2017.
Measurable Objectives:	
Strategy #3: (What will you do to achieve your goal?)	Strategy 9 - House 19 - Begin construction by 01/01/2018 and continue work on House 19 until completion - September 30, 2018. 1) Volunteers rallied for work on House 19 until House 19 is completed by September 10, 2018. 2) Certificate of occupancy received by 9/15/2018, 2018; 3) Family dedication ceremony held by September 20, 2018; 3) Family loan closes by <i>Sept 23, 2018</i> ; Title of house transferred to homeowner <i>Sept 30, 2018</i> ; Partner family moves in by September 30, 2018
Measurable Objectives:	
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	


GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL:

Goal 1: Increase number of affordable housing homeownership units completed by 2 between 01/01/18 and 12/31/18. See Measures, Strategies and Measurable Objectives for 2018. In 2018 KCHF will complete House 18, 19 & House 20 will be in progress. ■

Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy received for House 18 by February 28, 2018 and House 19 by September 18, 2018.	Certificate of Occupancy
Homeowner loan for House 18 closes by March 20, 2018 and House 19 by September 23, 2018.	Closing documents - Title is in homeowner's name
Homeowner moves into House 18 by March 30, 2018 and House 19 by September 30, 2018.	Physical move and homeowner loan servicing documentation.

 Strategy #1: (What will you do to achieve your goal?)	Strategy 10 - Ongoing fundraising
Measurable Objectives:	1) Increase Store sales by enlarging Store sales space and adding new merchandise - complete August 18, 2017; 2) Increase in donations by adding 4 new major donors in 2018 - 2019 and ongoing through 2023; 3) Increase event giving by adding one major event - from 2 to 3 per year; 4) Add 10 recurring donors each year; 5) Increase in grant funding by \$15,000 or more per year.
Strategy #2: (What will you do to achieve your goal?)	
Measurable Objectives:	
Strategy #3: (What will you do to achieve your goal?)	
Measurable Objectives:	

Use copies of the same form if you have more than 3 strategies for the same goal

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL:	
Goal 2: Continue with Strategies 1 through 10 of Goal one for the remaining five years of the grant cycle - Years 2019 - 2023	
Measures (How will you know you are making progress toward your goal?)	Data Source
2-3 houses will be completed annually for each year 2019 - 2023	Certificate of Occupancy issued; homeowner moved in; homeowner making payments on home
Strategy #1: (What will you do to achieve your goal?)	Goal 2 - Strategy 1: Strategies 1 through 10 for Goal 1 will be repeated until 14 houses have been completed. KCHFM will complete houses at a rate of approximately 2.33 per year.
Measurable Objectives:	1) 2018 - Complete House 18, 19 and start House 20; 2) 2019 - Complete House 20, 21 and start House 22; 3) 2020 - Complete House 22, 23 and start House 24; 4) 2021 - Complete House 24, 25 and start House 26; 5) 2022 - Complete House 26, 27, 28 and start House 29; 6) 2023 - Complete House 29, 30 and 31 and start House 32
Strategy #2: (What will you do to achieve your goal?)	
Measurable Objectives:	
Strategy #3: (What will you do to achieve your goal?)	
Measurable Objectives:	
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

Explain progress made on each of your Goals and Objectives submitted in your application.

Please provide additional information, trends or comments related to successes of your program/project:

Please provide additional information, trends or comments related to the challenges with your program/project:

Kittitas County
Homeless and Affordable Housing Funds
 Budget Template

Please fill in only gray shaded areas.

Applicant Name: _____

Funding Start Date: January 1, 2018

Funding End Date: _____

Project Start Date: _____

Project End Date: _____

Number of Funding Years: -118

Total County Request \$0.00

Total from Other Sources \$0.00

Total Project Budget \$0.00

ANNUAL PROJECT BUDGET

	Amount from County Request	Amount from Other Sources	TOTAL	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Actual	Variance	Details/Description/Justification
Non-Administrative Staff Costs										
Salaries and Wages			\$							
Benefits			\$							
Non-Administrative Staff Costs Totals	\$	\$	\$							
Direct Client Services										
Animal Assistance			\$							
Food/Moder costs			\$							
Moves in costs			\$							
Utility costs			\$							
Maintenance/Janitorial costs			\$							
Shelter supplies			\$							
Transportation assistance			\$							
Other			\$							
Direct Client Services Totals	\$	\$	\$							
Direct Operational Costs										
Office space rental			\$							
Utilities			\$							
Supplies			\$							
Equipment			\$							
Repairs/maintenance			\$							
Internet			\$							
Training			\$							
Travel			\$							
Other			\$							
Operational Costs Totals	\$	\$	\$							
Construction Costs										
New Building			\$							
Building improvements/maintenance			\$							
Other			\$							
Construction Costs Totals	\$	\$	\$							
TOTAL NON-ADMINISTRATIVE COSTS	\$	\$	\$							
Administrative Costs (do not exceed 15% of the total non-administrative budget)										
Administrative Staff Salaries and Wages			\$							
Administrative Staff Benefits			\$							
Office Supplies & Equipment			\$							
Insurance			\$							
Utilities			\$							
Board Expenses			\$							
Membership fees and dues			\$							
Rent			\$							
Depreciation			\$							
Maintenance and janitorial			\$							
Other			\$							
TOTAL ADMINISTRATIVE COSTS	\$	\$	\$							

ANNUAL TOTALS \$ - \$ - \$ -