

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-Critical Home Repair Projects.

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 ten thousand dollars (\$10,000.00) per year (the "Grant Award") to be administered as follows as Grant Award#AH2018-002-Habitat for Humanity, to be used for the 14-Critical Home Repair Projects.

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 BOCC 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-Critical Home Repair Projects

Project Site Name(s): To be determined

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): \$140,000.00

Total Amount Requested (from Kittitas County Homeless Housing and Assistance or Affordable Housing funds): \$60,000.00

Time Frame for Utilization of Requested Funds: 2018-2023

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: 509-962-5066

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.ott@kchabitat.org

Project Contact Name: Sherri Ott

Title: Executive Director

Phone: 509-962-5058

Email Address: sherri.ott@kchabitat.org

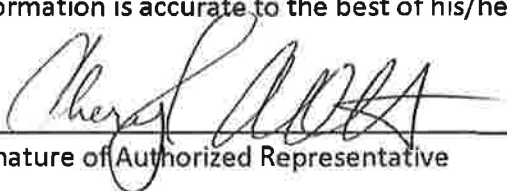
Fiscal Contact Name: Jennifer Caloia

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, group of individuals from Ellensburg, Washington recognized a need for decent, affordable housing 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 new 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 home repair for low-income homeowners. We are currently building 1 new house and completing 1-2 repair projects for low income homeowners per year. KCHFH has effectively utilized volunteer labor to meet our housing and community engagement goals. In assessing community needs, it is evident that critical home repair is desperately needed for low-income households and is not currently being provided for homeowners in Kittitas County (KC) by a community based organization. KCHFH has successfully completed 9 repair projects since 2011.

KCHFH has been a past recipient of:

- Federal funding via HUD and Habitat for Humanity International
- Washington State funding via DSHS; SNAP and CHIPRA
- Kittitas County funding via 2060 and 2163 funds
- City of Ellensburg funding through a City Council grant process
- CDBG funding through City of Ellensburg.

KCHFH also operates a second-hand store to provide a sustainable income stream for the mission of providing decent, affordable shelter.

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.)

KCHF's repair program serves low-income homeowners affected by age, disability or family circumstances and who struggle to maintain the integrity of their homes. Habitat's repair program addresses the health and safety of the individual residences in neighborhoods, strengthens connections within the community and helps preserve affordable housing stock. Issues such as no water, holes in the roof or floor, mold growing inside, and no heat are not uncommon. KC does not presently have a community based organization which addresses critical home repair issues for low-income homeowners. This population, whose homes are in dire need of repair, are sometimes forced to choose between making a house payment or using their limited income to repair their home. Not making mortgage payment puts them in jeopardy of losing their home, but to continue to live in an unhealthy and/or unsafe environment puts their families at a physical risk. KCHF provides a no-interest loan for qualified homeowners who are selected as "partner families". The loan payment the homeowner makes is no greater than 30% of their total housing costs per month and is based on their income and their current mortgage. All loan payments made by the homeowner are used to fund future Habitat repair projects. KCHF is requesting an average of \$4,285.71 per house for 14 houses over a 6-year period (2018-2023). Repair costs, including materials and subcontractors fees average \$10,000/project. If projects cost less than \$10,000, KCHF will cover 57% of the project costs with the 2060 funds covering 43% of the cost.

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.

☐ 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 housing organization providing repair services in Kittitas County. We are able to provide affordable home repairs for qualified homeowners using zero-interest loans, the assistance of volunteers, our Habitat Store and the financial support of grants and donations. Without the repairs, these homeowners will be living in unsafe, unhealthy environments which could jeopardize their health by putting their families at physical risk. For those families who own their homes, repair costs are often cost-prohibitive. For some homeowners living on fixed incomes, there is no hope of repair without this program.

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 homeowners in need of repairs.
- **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
- **Local Churches** - Donations and volunteer labor (Examples: Mercer Creek Church, Grace Episcopal Church)
- **Community At-Large** - Support Habitat builds through donations and volunteer labor

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 (new builds and repairs) in Kittitas County. There is no duplication of services with Habitat for Humanity's housing programs. People have the option of having repairs made themselves through local contractors, however, this solution is cost-prohibitive to the people we serve. With the use of zero-interest loans, the assistance of volunteers and ensuring that our homeowners are able to repay the loan, we are able to make repairs a reality for qualified individuals/families.

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

KCHFH has been building homes in our community for 24 years and repairing homes for 6 years. We are currently working on House 18 and have also completed nine critical home repair projects to date. There are several things that contribute to Habitat for Humanity's sustainability:

- We utilize volunteer labor by annually engaging 300 -600 community volunteers in service to build and repair houses and work in our Store.
- Homeowners are provided with homeowner education courses.
- Habitat for Humanity's brand has integrity which helps with fundraising and volunteer turn-out.
- Our homeowner mortgages and/or loan proceeds and repair loan payments go into the "Revolving Fund for Humanity." Each Habitat house build or repair provides resources to build or repair future homes.
- Habitat runs the Habitat Store to support the mission of Habitat. The Habitat Store provides sustainable revenue for creating homeownership opportunities and making home repairs for low-income individuals and families. The Habitat Store benefits the community by:
 - Providing a place for the public to donate used and new items for which they can receive a tax receipt.
 - Helping to protect the environment by keeping tons of refuse out of the landfills (147 tons of refuse was diverted from the landfill in 2016.)
 - Recycling and selling donated items to the public at thrift store prices which provides an affordable place for the public to shop.
 - Providing needed merchandise to individuals and families who are referred by other service agencies in Kittitas County.
- 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 the number of affordable home repairs by 14 or more over a six year period which will preserve affordable housing stock in Kittitas County. Repairs will be provided to qualified low-income homeowners.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Home Repair Orientation held	Interested applicants attend orientation
Partner Selection	Board member vote on qualified applicants
Work completed on home	Partner signs completion of project form and begins making loan payments
Strategy #1: (What will you do to achieve your goal?)	Reach out to the community to reach qualified individuals and families in need.
Measurable Objectives:	1) Number of community based organizations contacted; 2) Number of media avenues contacted; 3) Number of direct contacts 4) Number of churches contacted; 5) Number of speaking engagements attended.
Strategy #2: (What will you do to achieve your goal?)	Hold orientation meeting with applicants and take applications
Measurable Objectives:	1) Application process in place with guidelines based on Habitat for Humanity International regulations; 2) Qualify families/individuals in need who can repay an affordable loan for the repairs; 3) Partner selection process completed; 4) Board votes on recommendations of Partner Selection Committee
Strategy #3: (What will you do to achieve your goal?)	Make needed repairs on homeowner's home
Measurable Objectives:	1) Rally volunteers to assist with home repairs. This program allows for greater opportunities to engage more people in helping to solve the affordable housing issues in our community; 2) Engage the homeowner in sweat equity hours to help with the project; 3) Home repair project is completed and homeowner signs certificate of completion and begins making affordable payments.
<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: 2	
Provide affordable means for qualified families in need to access affordable home repair services.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Homeowners pay no more than 30% of their gross income for housing expenses	Check stubs and loan documents
Serve increased number of individuals and families in Kittitas County with affordable housing needs.	Number of Partners (homeowner families) served. Database
Strategy #1: (What will you do to achieve your goal?)	Use payment options which are affordable and fit with the income of qualified partners.
Measurable Objectives:	1) Number of no-interest loans held by KCHFH; 2) Number of USDA 504 loans used for qualified partners. 3) Loans spread out over years to ensure that partner is not cost-burdened. 4) All partners paying no more than 30% for housing expenses.
Strategy #2: (What will you do to achieve your goal?)	Utilize volunteer labor when possible to keep costs lower for the partner homeowner.
Measurable Objectives:	1) Cost of projects; 2) Number of volunteers taking part; 3) Savings to homeowner as a result of volunteer labor
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>	

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.)

KCHFH is requesting \$60,000 over a 6 - year period to be used to provide home repair services for 14 repair projects for qualified low-income homeowners.

Estimated Total Repair Costs:

\$10,000 project - 14 projects	\$140,000
Grant Funding Requested from County	\$ 60,000
Amount to be raised by KCHFH	\$ 80,000

The request breaks down to KC providing approximately \$4,285.71 in repair costs per home for the next 14 Home Repair projects. The Repair Program includes work that extends the life of the house and increases safety, accessibility or quality of life for the homeowner. The requested funding will supplement Habitat's fundraising efforts. To qualify for repairs, a family must be a low-income homeowner, demonstrate need, be willing to volunteer hours to the project and be able to make a small monthly payment for the repair loan, which is financed by Habitat for Humanity at zero percent interest. The homeowner's loan payment plus current mortgage payment will not exceed 30% of their gross monthly income.

Habitat for Humanity will provide 57% of the funding for each repair project with the KC affordable housing grant funds providing 43% of the funding for each project (materials, subcontractor's fees, waste disposal, permits, etc.) If some repairs require less than \$10,000 per repair, we will use the County funding to repair additional homes using the same breakdown in funding - KCHFH - 57% of the costs of the repair and the KC 2060 grant - 43%.

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.)

Support will vary from house-to-house. KCHF has been able to count on funding from the following sources:

- Donors - estimated approximately \$750 per house - reliable source \$ 10,500
- Habitat Store Net Profit - estimated approximately \$750 per house
Guaranteed \$ 10,500
- Grant Funding: Approximately \$2,500 per house
(outside of the 2060 funding) -can reliably be counted on \$ 35,000
- Events - approximately \$750 per house - reliable source. \$ 10,500

Sub-Total of Reliable Revenue Sources for Home Repair Program

Not including Kittitas County Support \$66,500

Kittitas County Support

Homeless Prevention and Affordable Housing funding \$ 60,000

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.

\$ 13,500+

TOTAL REPAIR COSTS - 14 Houses

\$140,000

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 and making repairs for low-income homeowners. Habitat for Humanity's housing programs will be sustained whether Homelessness Prevention and Affordable Housing funds are available or not. Habitat for Humanity will continue to build and make repairs at the rate funding allows. The Kittitas County funding will allow our affiliate to increase the number of home repairs completed over a six-year period which will help keep low-income homeowners in their homes in a healthy and safe environment. Some of the key sustainability features of the repair program are:

- Habitat's repair services are sold to low-income partner families, not given away. The services are to be a blessing to the family and not an additional burden. Therefore, affordability is an equally vital component.
- We utilize volunteer labor by engaging community volunteers in service to build and repair houses and work in our Store.
- Habitat for Humanity's brand has integrity which helps with fundraising and volunteer turn-out.
- Our homeowner mortgages and/or loan proceeds and repair loan payments go into the "Revolving Fund for Humanity." Each Habitat house built or repaired provides resources to build or repair future homes.
- Habitat runs the Habitat Store to support the mission of Habitat. The Habitat Store provides sustainable revenue for creating homeownership opportunities and making home repairs for qualified low-income homeowners.

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 Repair Project could 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.

Kittitas County
Homeless and Affordable Housing Funds
 Budget Template

Please fill in only gray shaded areas.

Applicant Name: **Kittitas County Housing & Community Development**
 Funding Start Date: **January 1, 2018**
 Funding End Date: **December 31, 2018**
 Project Start Date: **January 1, 2018**
 Project End Date: **December 31, 2018**

Number of Funding Years: **6**

Total County Request: **\$60,000.00**
 Total From Other Sources: **\$80,000.00**
 Total Project Budget: **\$140,000.00**

ANNUAL PROJECT BUDGET
TOTAL

	Amount from County Request	Amount from Other Sources	
Non-Administrative Staff Costs			
Salaries and Wages			
Benefits			
Non-Administrative Staff Cost Totals			
Direct Client Services			
Personal Assistance			
Food/Moist costs			
Move-In costs			
Utility costs			
Maintenance/normal costs			
Shelter supplies			
Transportation assistance			
Other			
Direct Client Services Totals			
Direct Operational Costs			
Office space rental			
Utilities			
Supplies			
Equipment			
Telephone			
Internet			
Training			
Travel			
Insurance			
Other			
Operational Cost Totals			
Construction Costs			
New Building			
Building improvements/maintenance			
Other			
Construction Cost Totals			
TOTAL NON-ADMINISTRATIVE COSTS			
Administrative Costs (not to 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 Repairs			
Other			
TOTAL ADMINISTRATIVE COSTS			
ANNUAL TOTALS			



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

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

Person to Contact:
K. Gleason #0203083
Toll Free Telephone Number:
877-829-5500
Employer Identification Number:
91-1914868
Group Exemption Number:
8545

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 Critical Home Repair Project
Kittitas County 2060 Funding for Affordable Housing**

1. Strategies and Measures – Specificity and timelines needed.

Answer: Please see revised Goals and Objective Forms

2. Specificity of strategy and measure

Answer: Please see revised Goals and Objective Forms

3. Goals and Objectives – Goal 1 – no measurable

4. Answer: Please see revised Goals and Objective Forms

5. How many homes per year?

Answer: Depending on the cost per repair, we expect to complete between 2 and 5 repairs per year. Some repairs such as roof replacements cost more than repairing porch steps or building a wheelchair ramp. Roof replacements seem to be the most requested repair. We are requesting \$10,000 per year from Kittitas County 2060 funds to fund these repairs for a period of six years. For every dollar provided by the 2060 funds for repairs, Habitat for Humanity will raise an additional \$1.33 to complete the repair. At the very least, Habitat for Humanity will complete 14 repairs over the six-year period. It is likely that more projects will be completed as not all projects will be roof replacements. Our goal is to complete as many projects as possible using 43% 2060 funding - \$10,000 - and 57% Habitat for Humanity raised funds - \$13,333.33 - to a total of \$23,333.33 per year.

6. 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 8+ sweat equity hours helping repair their home and/or working in our Store. 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 and determine the extent of the work needed. A family selection committee works together to conduct a home repair 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.

7. 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 successful homeowners who will repay their loans. For those who do not have good credit, Habitat for Humanity refers them to resources that can help them strengthen their credit.

8. Does Habitat always charge for the repair?

Answer: Yes. Habitat for Humanity does not give repairs away. We offer a hand-up, not a hand-out. Our homeowners will never pay more than 30% of their gross income toward their housing expenses, which includes the house mortgage. Habitat for Humanity makes repairs possible by offering a variety of loan products, including a zero percent interest loans. Volunteer labor also helps to keep the costs of the repairs as low as possible.

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

Answer: We request that when a partner family makes a repair loan payment to Habitat for Humanity that the funding stays with Habitat for Humanity. This funding is what is used to start the next Habitat repair. Every Habitat house repair provides funding for the next Habitat repair. With affordable housing at a crisis level, our goal is to increase capacity. We want to keep low-income homeowners who cannot afford home repairs in their homes by helping them to make their homes more safe, healthy and usable. To do this requires funding. The more funds we can raise the more houses we can repair for those in need. 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.

10. Revolving Fund for Humanity vs funding to complete additional repairs

Answer: The Revolving Fund for Humanity is part of Habitat's fund to complete additional repairs.

11. Percentage of recipients who repay their obligation

Answer: Kittitas County Habitat for Humanity has repaired 9 homes in the last five years. To date, all homeowners are making payments on their home repairs or have paid off their loans for repair work.

12. Who documents the expenses against the approved budget?

Our program manager and bookkeeper, Jennifer Caloia, tracts 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.

13. Audits and accountability

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

14. Measure of Success:

Answer: We measure our success by several factors;

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

15. 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 I 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 additional questions or need clarification, please let me know.

Thanks!


Sherri Ott
Executive Director
509-962-5058
Sherri.ott@kchabitat.org

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Goal One: Provide 2 - 5 affordable home repairs to low-income families/individuals who qualify for Habitat for Humanity's Critical Home Repair program in 2018. This process is repeated each year for a six-year period.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Home Repair Orientation held by March 31, 2018	Interested applicants attend orientation - sign-in sheet
Homeowner Family (families) selected by April 30, 2018	Board vote on qualified applicants - board minutes
Work completed on home/family makes loan payments - TBD determined by type of project to be completed. Following selection, work on the first project will begin by 05/15/2018 and be completed by June 15, 2018. This process continues throughout the year until a total of \$23,333.33 has been utilized - (\$10,000 2060 Funds; \$13,333.33 Habitat for Humanity raised funding)	
<div style="text-align: center; font-size: 24px; margin-bottom: 10px;">①</div> Strategy #1: (What will you do to achieve your goal?)	Strategy 1 - Conduct community wide outreach to potential applicants for home repairs by 02/15/2018.
Measurable Objectives:	1) Contact 10 or more community based organizations; 2) Use Facebook; Twitter; webpage; Community Connect and Wiggio to get word out; 3) Contact all persons who have expressed interest in the home repair program by mail, phone and email; 4) Contact all local churches to inform about program; 5) Hold three speaking engagements prior to selection orientation - March 31, 2018.
<div style="text-align: center; font-size: 24px; margin-bottom: 10px;">②</div> Strategy #2: (What will you do to achieve your goal?)	Strategy 2 - Hold orientation meeting with applicants take applications by March 31, 2018. Select families/family for repairs by April 30, 2018.
Measurable Objectives:	1) Application process in place with guidelines based on Habitat for Humanity International regulations; 2) Qualify families/individuals in need who can repay an affordable loan for the repairs - based on need, affordability and willingness to partner with Habitat for Humanity; 3) Family/individual selected for repair by Family Selection committee; 4) Board votes to approve family/individual for repair project by April 30, 2018.
<div style="text-align: center; font-size: 24px; margin-bottom: 10px;">③</div> Strategy #3: (What will you do to achieve your goal?)	Strategy 3 - Make needed repairs on project. Complete project and homeowner begins making payments
Measurable Objectives:	1) Begin construction on project by 05/15/2018; Note that this program allows for greater opportunities to engage more people in helping to solve the affordable housing issues in our community; 2) Engage the homeowner in sweat equity hours to help with the project. Depending on the extent of the repairs needed and the length of the project, critical home repair projects often require 8 hours of sweat equity; 3) Home repair project is completed by 06/15/2018. 4) Homeowner signs certificate of completion and completes loan paperwork; 5) Homeowner begins making monthly affordable, zero-interest loan payments to Habitat for Humanity. This process is completed for each project done. We will complete as many projects as possible using the 43% (2060 Funds) and 57% (Habitat for Humanity raised funds) split. Again, the number of projects completed will depend on the cost of each project. The total we expect to spend per year completing projects is \$23,333.33 - \$10,000 of which is funded by the 2060 Funds and with \$13,333.33 being funded through Habitat for Humanity's fundraising efforts.
<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: Provide affordable means for qualified families in need to access affordable home repair services	
Measures (How will you know you are making progress toward your goal?)	Data Source
Homeowners pay no more than 30% of their gross income for housing expenses	Check stubs and loan documents
Serve increased number of individuals and families in Kirtas County with affordable housing needs. We are estimating the number to be between 2 to 5 projects per year depending on the cost of each project. Our goal is to complete as many projects as possible using 43% 2060 funding and 57% Habitat for Humanity raised funds to a total of \$23,333.33 per year.	Number of Partners (homeowner families/individuals) served
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p><i>Goal 2 - Strategy ①</i> Strategy #1: (What will you do to achieve your goal?)</p> </div> <div style="width: 60%;"> <p>Strategy 1 - Use payment options which are affordable and fit with the income of qualified partners.</p> </div> </div>	
Measurable Objectives:	1) Number of no-interest home repair loans held by KCHF; 2) Number of USDA 504 loans used by qualified partners; 3) Loans are spread out over years to ensure that the partner is not cost-burdened by the payment. 4) All partners paying not more than 30% for housing expenses, including current mortgage.
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p><i>Goal 2 - Strategy ②</i> Strategy #2: (What will you do to achieve your goal?)</p> </div> <div style="width: 60%;"> <p>Strategy 2 - Utilize volunteer labor when possible to keep costs lower for homeowner family. The number of volunteers per project will be dependent on type and size of project.</p> </div> </div>	
Measurable Objectives:	1) Cost of projects in which volunteers are utilized provide a lower cost loan for the homeowner; 2) We will track number of volunteers per project and estimate value of the volunteer labor.
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p><i>Goal 2 - Strategy ③</i> Strategy #3: (What will you do to achieve your goal?)</p> </div> <div style="width: 60%;"> <p>Strategy 3 - This process continues for each project. We are estimating completing 2 to 5 projects per year depending on the cost of each project. Our goal is to complete as many projects as possible using 43% 2060 funding and 57% Habitat for Humanity raised funds to a total of \$23,333.33 per year.</p> </div> </div>	
Measurable Objectives:	1) Track and document expenses of each project; 2) Track funding split between 2060 and Habitat - raised funding: \$10,000 per year from 2060 funding; \$13,333.33 per year from Habitat for Humanity raised funding - totaling \$23,333.33 in project costs annually.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

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 Critical Home Repair Projects
 Organization: Kittitas County Habitat for Humanity
 Contact Person: Sherri Ott Phone #: 509-962-5066

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 the number of affordable home repairs by 14 or more over a six year period which will preserve affordable housing stock in Kittitas County. Repairs will be provided to qualified low-income homeowners.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Home Repair Orientation held	Interested applicants attend orientation
Partner Selection	Board member vote on qualified applicants
Work completed on home	Partner agrees completion of project loan and begins making loan payments
Strategy #1: (What will you do to achieve your goal?)	Reach out to the community to reach qualified individuals and families in need.
Measurable Objectives:	1) Number of community based organizations contacted; 2) Number of media avenues contacted; 3) Number of direct contacts 4) Number of churches contacted; 5) Number of speaking engagements attended.
Strategy #2: (What will you do to achieve your goal?)	Hold orientation meeting with applicants and take applications
Measurable Objectives:	1) Application process in place with guidelines based on Habitat for Humanity International regulations; 2) Qualify families/individuals in need who can repay an affordable loan for the repairs; 3) Partner selection process completed; 4) Board votes on recommendations of Partner Selection Committee
Strategy #3: (What will you do to achieve your goal?)	Make needed repairs on homeowner's home
Measurable Objectives:	1) Rally volunteers to assist with home repairs. This program allows for greater opportunities to engage more people in helping to solve the affordable housing issues in our community; 2) Engage the homeowner in sweat equity hours to help with the project; 3) Home repair project is completed and homeowner signs certificate of completion and begins making affordable payments.
<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: 2	
Provide affordable means for qualified families in need to access affordable home repair services.	
Performance Indicators (How will you know you are making progress toward your goal?)	
Homeowners pay no more than 30% of their gross income for housing expenses	Check stubs and loan documents
Serve increased number of individuals and families in Killebuck County with affordable housing needs	Number of Partners (homeowner families) served Database
Strategy #1: (What will you do to achieve your goal?)	Use payment options which are affordable and fit with the income of qualified partners.
Measurable Objectives:	1) Number of no-interest loans held by KCHF; 2) Number of USDA 504 loans used for qualified partners. 3) Loans spread out over years to ensure that partner is not cost-burdened. 4) All partners paying no more than 30% for housing expenses.
Strategy #2: (What will you do to achieve your goal?)	Utilize volunteer labor when possible to keep costs lower for the partner homeowner.
Measurable Objectives:	1) Cost of projects; 2) Number of volunteers taking part; 3) Savings to homeowner as a result of volunteer labor
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 One: Provide 2 - 5 affordable home repairs to low-income families/individuals who qualify for Habitat for Humanity's Critical Home Repair program in 2018. This process is repeated each year for a six-year period.	
Measures (How will you know you are making progress toward your goal?)	Data Source:
Home Repair Orientation held by March 31, 2018	Interested applicants attend orientation - sign-in sheet
Homeowner Family (families) selected by April 30, 2018	Board vote on qualified applicants - board minutes
<small>2018 completed in 2018/2019 by March 31, 2018. This document is to be completed by June 30, 2018. The Habitat continues throughout the year - until a total of \$25,000. 2018 has been added - \$10,000. 2018 funds.</small>	
① Strategy #1: (What will you do to achieve your goal?)	Strategy 1 - Conduct community wide outreach to potential applicants for home repairs by 02/15/2018.
Measurable Objectives:	1) Contact 10 or more community based organizations; 2) Use Facebook; Twitter; webpage; Community Connect and Wiggle to get word out; 3) Contact all persons who have expressed interest in the home repair program by mail, phone and email; 4) Contact all local churches to inform about program; 5) Hold three speaking engagements prior to selection orientation - March 31, 2018.
② Strategy #2: (What will you do to achieve your goal?)	Strategy 2 - Hold orientation meeting with applicants take applications by March 31, 2018. Select families/family for repairs by April 30, 2018.
Measurable Objectives:	1) Application process in place with guidelines based on Habitat for Humanity International regulations; 2) Qualify families/individuals in need who can repay an affordable loan for the repairs - based on need, affordability and willingness to partner with Habitat for Humanity; 3) Family/individual selected for repair by Family Selection committee; 4) Board votes to approve family/individual for repair project by April 30, 2018.
③ Strategy #3: (What will you do to achieve your goal?)	Strategy 3 - Make needed repairs on project. Complete project and homeowner begins making payments
Measurable Objectives:	1) Begin construction on project by 05/15/2018. Note that this program allows for greater opportunities to engage more people in helping to solve the affordable housing issues in our community. 2) Engage the homeowner in sweat equity hours to help with this project. Depending on the extent of the repairs needed and the length of the project, critical home repair projects often require 8 hours of sweat equity. 3) Home repair project is completed by 05/15/2018. 4) Homeowner signs certificate of completion and completes loan paperwork. 5) Homeowner begins making monthly affordable, zero interest loan payments to Habitat for Humanity. This process is completed for each project done. We will complete as many projects as possible using the 45% (2060 Funds) and 55% (Habitat for Humanity raised funds) split. Again, the number of projects completed will depend on the cost of each project. The total we expect to spend per year completing projects is \$23,333.33 - \$10,000 of which is funded by the 2060 Funds and with \$13,333.33 being funded through Habitat for Humanity's fundraising efforts.
<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: Provide affordable means for qualified families in need to access affordable home repair services	
Measures (How will you know you are making progress toward your goal?) Homeowners pay no more than 30% of their gross income for housing expenses	Data Source Check stubs and loan documents
<small>Small business: number of projects completed per year by County who are eligible to apply for loans. We are estimating 20 counties at 100 projects each for a total of 2,000 projects per year. Our goal is to complete as many projects as possible using 43% 2060 funding and 57% Habitat for Humanity raised funds, for a total of \$23,333.33 per year.</small>	
Goal 2 - Strategy ① Strategy #1: (What will you do to achieve your goal?)	Strategy 1 - Use payment options which are affordable and fit with the income of qualified partners.
Measurable Objectives:	1) Number of no-interest home repair loans held by KCHF; 2) Number of USDA 504 loans used by qualified partners; 3) Loans are spread out over years to ensure that the partner is not cost-burdened by the payment. 4) All partners paying not more than 30% for housing expenses, including current mortgage.
Goal 2 - Strategy ② Strategy #2: (What will you do to achieve your goal?)	Strategy 2 - Utilize volunteer labor when possible to keep costs lower for homeowner family. The number of volunteers per project will be dependent on type and size of project.
Measurable Objectives:	1) Cost of projects in which volunteers are utilized provide a lower cost loan for the homeowner; 2) We will track number of volunteers per project and estimate value of the volunteer labor.
Goal 2 - Strategy ③ Strategy #3: (What will you do to achieve your goal?)	Strategy 3 - This process continues for each project. We are estimating completing 2 to 5 projects per year depending on the cost of each project. Our goal is to complete as many projects as possible using 43% 2060 funding and 57% Habitat for Humanity raised funds to a total of \$23,333.33 per year.
Measurable Objectives:	1) Track and document expenses of each project; 2) Track funding split between 2060 and Habitat - raised funding: \$10,000 per year from 2060 funding; \$13,333.33 per year from Habitat for Humanity raised funding - totaling \$23,333.33 in project costs annually.
<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:

Deafness ? **Deafness ?**

— *Stachys recta* (L.) Link. & Schumacher

	January 1, 2018
Funding Team Code:	
Funding Unit Code:	
Project Team Code:	
Project Cost Code:	

Number of findings	% groupings
0	100
1	100
2	100
3	100
4	100
5	100
6	100
7	100
8	100
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10	100
11	100
12	100
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100	100

Final Summary Report

[illegible]

REPORTING PROBLEMS

Non Administrative Staff Costs		Amount from Course Request	Amount from Other Sources	TOTAL	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Actual	Variance	Comments: Over/Under/Unbudgeted
Support and Support											
Non-Administrative Staff Costs Totals		\$	\$	\$							
Direct Client Services											
Direct Assistance											
Direct Work Costs											
Travel to client											
Travel costs											
Materials/Supplies											
Other supplies											
Transportation expenses											
Other											
Direct Client Services Totals		\$	\$	\$							
Direct Operational Costs											
Office rent costs											
Utilities											
Supplies											
Telephone											
Postage											
Internet											
Travel											
Supplies											
Maintenance											
Other											
Operational Costs Totals		\$	\$	\$							
Construction Costs											
New Building											
Building improvements											
Other											
Construction Costs Totals		\$	\$	\$							
TOTAL NON-ADMINISTRATIVE COSTS		\$	\$	\$							
Administrative Costs (Costs to support 100% of the non-administrative business)											
Administrative Staff Salaries and Wages											
Administrative Staff Benefits											
Office Supplies & Equipment											
Travel costs											
Food Expenses											
Membership fees and dues											
Rent											
Depreciation											
Maintenance and utilities											
Other											
TOTAL ADMINISTRATIVE COSTS		\$	\$	\$							

ANNUAL TOTALS	\$.	\$.	\$
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