

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Jefferson County Board of Commissioners

FROM: Carolyn Gallaway, Clerk of the Board

DATE: January 21, 2025

SUBJECT: **AGREEMENT** re: 2025 Affordable Housing/Homelessness Grant Funding; Habitat for Humanity – Critical Home Repairs

STATEMENT OF ISSUE:

On November 8, 2024 the Housing Fund Board met and reviewed the RFPs received. On November 18, 2024, the Board of County Commissioners approved the Housing Fund Board's 2024 funding recommendations for Affordable Housing Fund 148, Homeless Housing Fund 149, 1590 and 5386 Funds. One of the recommendations was to fund; Habitat for Humanity – Critical Home Repairs; in the amount of \$45,000

ANALYSIS:

The attached Grant Agreement will provide \$45,000 in funds approved by the Board of County Commissioners on November 18, 2024.

FISCAL IMPACT:

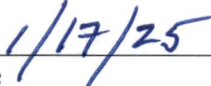
\$45,000 from Fund 148.

RECOMMENDATION:

Approve the attached Grant Agreement.

REVIEWED BY:


Mark McCauley, County Administrator


Date

CONTRACT REVIEW FORM

Clear Form

(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Habitat for Humanity

Contract No: HABITAT-CRITICAL

Contract For: Critical Home Repairs

Term: 01/01/25 - 12/31/25

COUNTY DEPARTMENT: County Administrator

Contact Person: Carolyn Gallaway

Contact Phone: x122

Contact email: carolyn@co.jefferson.wa.us

AMOUNT: \$45,000

PROCESS:

- ☐ Exempt from Bid Process
- ☐ Cooperative Purchase
- ☐ Competitive Sealed Bid
- ☐ Small Works Roster
- ☐ Vendor List Bid
- ☒ RFP or RFQ
- ☐ Other: _____

Revenue: _____

Expenditure: \$45,000

Matching Funds Required: _____

Sources(s) of Matching Funds _____

Fund # 148

Munis Org/Obj _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒

N/A: ☐

Signature

Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒

N/A: ☐

Signature

Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 1/17/2025.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 1/17/2025.
Thank you for making the changes!

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

Grant Agreement by and Between Jefferson County
and
Habitat for Humanity – Critical Home Repairs
For Affordable Housing/Homelessness Services Grant Funding

WHEREAS, RCW [36.22.250](#) authorizes the use of SSB 5386 a recording fee surcharge to provide funding for affordable housing services, homeless housing and assistance, and local homeless housing and assistance; and

WHEREAS, RCW [82.14.530](#) authorizes the use of SHB 1590 sales tax revenues to support affordable housing; and

WHEREAS, RCW [82.14.540](#) authorizes the use of SHB 1406 sales tax revenues to support affordable housing; and

WHEREAS, on September 3, 2024 the Board of County Commissioners approved funding levels and authorized the release of a Request for Proposals for the funds collected pursuant to the above cited RCW's; and

WHEREAS, on November 18, 2024 the Board of County Commissioners approved the Housing Fund Board's recommendation for 2025 funding;

NOW, THEREFORE, Jefferson County, a political subdivision of the State of Washington ("County"), and Habitat for Humanity, a non-profit corporation in Washington State ("Recipient"), in consideration of the mutual benefits, terms, and conditions hereinafter specified, do hereby agree as follows:

1. Grant Commitment. A grant of funds is hereby made to recipient for use of the Project described in Section 2. The approved maximum amount of the grant shall be \$45,000, all coming from Fund 148. Payment of grant funds shall be made upon the submission of appropriate invoices pursuant to Section 3.
2. Project Description, Schedule and Budget.
 - a. The scope of work for the Project is described in Exhibit A, attached.
 - b. The Project begins on January 1, 2025 and shall be completed by December 31, 2025.
 - c. The budget for the Project is described in Exhibit B, attached.
3. Payment. Expenses incurred on the Project, as described in Section 2, by the Project's consultants, contractors, suppliers, or recipient's staff shall be submitted to the County Administrator's Office by recipient using a detailed invoice that includes all of the following:

- a. Each detailed invoice shall show individual items followed by the total amount incurred and the amount eligible for reimbursement under this Grant Agreement. Recipient may submit such invoices to the County once per month during the course of the Project for work completed. All invoices shall be submitted no later than 30 days after project completion; and,
 - b. The county shall review and approve invoice payments. Payments will be limited to the monies that are available under this Grant Agreement as described in Section 1. Such invoices, once approved, will be paid using the County's normal bill paying process and cycle.
4. Compliance with Laws. Recipient shall, in completing its project under this Grant Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances, and regulation, applicable to the work to be completed under this Grant Agreement.

5. Indemnity

The recipient shall defend, indemnify and hold the County, its officers, officials, employees, agents and volunteers (and their marital communities) harmless from any claims, injuries, damages, losses or suits, including attorney's fees, arising out of or resulting from the acts, errors or omissions of the recipient in performance of this Agreement, except for injuries and damages caused by the sole negligence of the County. Should a court of competent jurisdiction determine this Agreement is subject to RCW 4.24.115 if liability for damages occurs arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the recipient and the County, its officers, officials, employees, agents and volunteers (and their marital communities) the recipient's liability, including the duty and cost to defend, shall be only for the recipient's negligence. It is further specifically understood that the indemnification provided constitutes the recipient's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. This section shall survive the expiration or termination of this Agreement.

6. Required Insurance Coverages.

- a. Commercial General Liability.
 - 1) Recipient shall maintain commercial general liability coverage on a form acceptable to Jefferson County Risk Management for bodily injury, personal injury, and property damage, in an amount not less than two million dollars per occurrence (\$2,000,000) and an aggregate of not less than four million dollars (\$4,000,000), for bodily injury, including death, and property damage.
 - 2) The commercial general liability insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum

coverage:

- i. Broad form property damage, with no employee exclusion;
 - ii. Person injury liability, including extended bodily injury;
 - iii.. Broad form contractual/commercial liability, including completed operations and product liability coverage;
 - iv. Premises - operations liability (M&C);
 - v. Independent contractors and subcontractors; and,
 - vi. Blanket contractual liability.
 - 3) Recipient's commercial general liability policy shall include employer's liability coverage.
 - 4) The County and its elected officials, officers and employees shall be named as an additional insured party under this insurance policy.
- b. Automobile Liability. Recipient shall maintain business automobile Liability insurance on a form acceptable to Jefferson County Risk Management with a limit of not less than a combined single limit of \$1,000,000 each occurrence. Coverage shall include owned, hired, and non-owned automobiles.
- c. Workers' Compensation (Industrial Insurance). Recipient shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson County Risk Management, upon request. If the County incurs any cost to enforce the provisions of this subsection, all costs and fees shall be recoverable from recipient.
 - 1) Recipient shall provide Workers' Compensation and Employer's Liability on a state approved policy form providing benefits as required by law with employer's liability limits no less than \$1,000,000 per accident or disease.
 - 2) This coverage shall extend to any contractor or subcontractor that does not have their own workers' compensation and employer's liability insurance.
7. Recipient expressly waives by mutual negotiation all immunity and limitations on liability, with respect to the County, under any industrial insurance act, disability benefit act, or other employee benefit act of any jurisdiction, which would otherwise be applicable in case of such claim.
8. General Insurance Requirements.
 - a. Insurance coverage shall be evidenced by one of the following methods:
 - 1) Certificate of insurance; or,
 - 2) Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.

- b. Any deductibles or self-insured shall be declared to and approved by the County prior to the approval of this Agreement by the County. At the option of the County, the insurer shall reduce or eliminate deductibles or self-insured retention, or recipient shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- c. Failure of recipient to take out or maintain any required insurance shall not relieve recipient from any liability under this agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification of the County.
- d. Recipient's insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so affected shall protect all the parties and shall be primary coverage for all losses covered by the above described insurance.
- e. Insurance companies issuing recipient's insurance policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of insurance policy.
- f. All deductibles in recipient's insurance policies shall be assumed by and be at the sole risk of recipient.
- g. Any judgments for which the County may be liable, in excess of insured amounts required by this agreement, or any portion thereof, may be withheld from payment due, or to become due, to recipient until recipient shall furnish additional security covering such judgment as may be determined by the County.
- h. Any coverage for third party liability claims provided to the County by a "Risk Pool" created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any insurance policy recipient shall provide to comply with this Agreement.
- i. The County may, upon recipient's failure to comply with all provisions of this Agreement relating to insurance, withhold payment or compensation that would otherwise be due to recipient.
- j. recipient shall provide a copy of all insurance policies specified in this Agreement.
- k. Written notice of cancellation or change in recipient's insurance required by this Agreement shall reference the project name and agreement number and shall be mailed to the County at the following address: Jefferson County Risk Management, P.O. Box 1220, Port Townsend, WA 98368.

- l. Recipient's liability insurance provisions shall be primary and noncontributory with respect to any insurance or self-insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees and agents.
- m. Any failure to comply with reporting provisions of the insurance policies shall not affect coverage provided to the County, its officers, officials, employees or agents.
- n. Recipient's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- o. Recipient shall include all subcontractors as insured under its insurance policies or shall furnish separate certificates and endorsements for each subcontractor. All insurance coverage for subcontractors shall be subject to all the requirements stated in this Agreement. The insurance limits mandated for any insurance coverage required by this Agreement are not intended to be an indication of exposure nor are they limitations on indemnification.
- p. Recipient shall maintain all required insurance policies in force from the time services commence until services are completed. Certificates, insurance policies, and endorsements expiring before completion of services will be promptly replaced.
- q. Recipient shall place insurance with insurers listed to business in the State of Washington and having A.M. Best Company ratings of no less than A-, 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.
- r. Certificates of insurance as required by this Agreement shall be delivered to the County within fifteen (15) days of execution of the Agreement. To the extent a certificate lists or refers to any endorsements solely by name, description or number it shall be the responsibility of recipient to obtain and provide to Jefferson County Risk Management a full and complete copy of the texts of such endorsements.
- s. The County shall be named as an "additional insured" on all insurance policies required by this Agreement.
- t. Recipient shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include:
 - 1) The limits of coverage;
 - 2) The project name and agreement number to which it applies;

- 3) The certificate holder as Jefferson County, Washington and its elected officials, officers, employees and agents with the address of Jefferson County Risk Management, P.O. Box 1220, Port Townsend, WA 98368; and,
 - 4) A statement that the insurance policy shall not be cancelled or allowed to expire except on thirty (30) days prior written notice to the County.
9. Independent Contractor. Recipient and the County agree that recipient is an independent contractor with respect to the project to be completed pursuant to this Grant Agreement. Nothing in this Grant Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither recipient nor any employee of recipient, nor any subcontractor of recipient shall be entitled to any benefits accorded to County employees by virtue of their services on the project to be completed under this Grant Agreement. The County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the State industrial insurance program, or otherwise assuming the duties of an employer with respect to recipient, or any employee, representative of agent of recipient, or any contractor of recipient.

10. Subcontracting Requirements.

- a. Recipient Owns Contract Performance. Recipient is responsible for meeting all terms and conditions of this Agreement including standards of service, quality of materials and workmanship, costs and schedules. Failure of a subcontractor to perform is no defense to a breach of this Agreement. Recipient assumes responsibility for all liability for the actions and quality of services performed by any subcontractor.
- b. Subcontractor Disputes. Any dispute arising between recipient and any subcontractors or between subcontractors must be resolved with involvement of any kind on the part of the County and without detrimental impact on the delivery of contracted goods and services.

11. Legal and Regulatory Compliance. While performing under this Agreement, recipient, subcontractors, and their employees are required to comply with all applicable local, state and federal laws, codes, ordinances and regulations, including but not limited to:

- a. Applicable regulations of the Washington State Department of Labor and Industries, including WA-DOSH Safety Regulation; and
- b. State and Federal Anti-Discrimination Laws.

12. Termination.

- a. Termination by the County.

- 1) Should recipient default in providing services under this Agreement or materially breach any of its provisions, the County may terminate this Agreement upon ten (10) days written notice to recipient.
 - 2) Recipient shall have the right and opportunity to cure any such material breach within the ten (10) day period.
 - 3) The County may terminate this Agreement upon immediate notice to recipient. Recipient will be reimbursed for services expended up to the date of termination.
 - 4) This Agreement may be terminated or amended, in whole or in part, by the County upon thirty (30) days written notice in the event expected or actual revenue in Funds 148 and/or 149 is reduced or limited in any way.
- b. Termination by recipient.
- 1) Should the County, its staff, employees, agents and/or representatives default in the performance of this Agreement or materially breach any of its provisions, recipient, at its option, may terminate this Agreement by giving ten (10) days written notice to the County representative.
 - 2) The County shall have the right and opportunity to cure any such material breach within the ten (10) day period.
- c. Termination Without Cause. This Agreement may be terminated without cause at any time by either party subject to a sixty (60) day advance written notice of such termination to the other party.
13. No Harassment or Discrimination. Recipient and any contractors/subcontractors will not discriminate against any person in the performance of work under this agreement or in the selection and retention of employees or procurement of materials or supplies on the basis of age, sex, marital status, sexual orientation, religion, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, unless based on a bonafide occupational qualification.
14. Contract Expiration. This contract will run until the project is complete and until the County has made all payments required under this Grant Agreement, except that the project must be completed no later than the date listed in Paragraph 2.b. above, unless extended by mutual agreement.

15. Failure to Appropriate. Recipient acknowledges that the County may only appropriate monies in the current year and in a manner consistent with Paragraph 1 above. The County agrees to appropriate monies to fund this Grant Agreement unless emergency circumstances prevent the County from doing so. Any monies to be paid by the County to recipient for this Grant Agreement are subject to appropriation by the County Commission.
16. Integrated Agreement. This Grant Agreement represents the entire and integrated agreement between the County and recipient and supersedes all prior negotiations, representation, or agreements written or oral.
17. Modification of this Agreement. This Agreement may be amended or supplemented only by a writing that is signed by duly authorized representatives of all parties.
18. No Assignment. Recipient shall not sell, assign, or transfer any rights obtained by this Agreement without the express written consent of the County.
19. Severability. Provided it does not result in a material change in the terms of this Agreement, if any provision of this Agreement or the application of this Agreement to any person or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and the application of this Agreement shall not be affected and shall be enforceable to the fullest extent permitted by law.
20. No Third-party Beneficiaries. The parties do not intend, and nothing in this Agreement shall be construed to mean, that any provision in this Agreement is for the benefit of any person or entity who is not a Party.
21. Controlling Law. It is understood and agreed that this Agreement is entered into in the State of Washington. This Agreement shall be governed by and construed in accordance with the laws of the United State, the State of Washington and the County of Jefferson, as if applied to transactions entered into and to be performed wholly within Jefferson County, Washington between Jefferson County residents. No party shall argue or assert that any state law other than Washington law applies to the governance or construction of this Agreement.
22. Reports: An annual report form will be due no later than January 31, 2026. The report form will be distributed before the end of the year. Non-compliance may result in no funds awarded in the future.

(SIGNATURES APPEAR ON THE FOLLOWING PAGE)

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to
be executed this _____ day of _____ 2025.

Jefferson County
Board of Commissioners

Habitat for Humanity

Signature

Date

Printed Name / Title

By: _____
Heidi Eisenhour, Chair Date

SEAL:

ATTEST:

Carolyn Gallaway, CMC Date
Clerk of the Board

Approved as to form only:

 for 01/17/2025
Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

EXHIBIT A - SCOPE OF WORK

Recipient has been awarded \$45,000, after recommendation by the Housing Fund Board. Recipient shall use the Award consistently with its response to the request for proposal submitted to the Housing Fund Board during the 2025 cycle.

A true and correct copy of the Recipient's response to the request for proposal is attached as Exhibit C.

EXHIBIT B – BUDGET

Recipient only shall use the Award for the purposes identified in its request for proposal submitted to the Housing Fund Board during the 2025 cycle.

Recipient shall invoice the County consistent with Section 3 of this agreement.

Applicant: Habitat for Humanity

Contact: Jamie Maciejewski

Address: P.O. Box 658, Port Townsend, WA 98368

Phone: 360-379-2827

Email: director@habitatejc.org

Application

AFFORDABLE AND SUPPORTIVE HOUSING & HOMELESS HOUSING AND ASSISTANCE FUNDS

For use from January 1, 2025 to December 31, 2025

GENERAL INFORMATION –It is understood that if awarded funding for this period, there is no guarantee of future funding beyond this award.

We estimate the available funding for this period to be approximately \$165,000 for 5386 Homeless Housing and Assistance (operating) funds; \$840,000 for 1590 Affordable and Supportive Housing development funds; and first year operating funds; and \$560,000 for 1590 Affordable and Supportive Housing operating funds. Note that 1590 operating funds may be used for all housing-related services.

Name of Project or Program		Critical Home Repairs	
Requested total amount for this		\$90,000	
Area of the County to be served:		All East Jefferson County with special focus on Brinnon and Quilcene (South County)	
Name of Applicant/Agency:		Habitat for Humanity of East Jefferson County	Federal Tax ID #: 91-1885667
Contact Person:	Jamie Maciejewski	Title:	Executive Director
Address:	PO Box 658	City:	Port Townsend
State:	WA	Zip:	98368
Phone Number:	360.379.2827	Fax Number:	
E-mail:	director@habitatejc.org		

CERTIFICATION by Authorized Agency Representative (Board President, CEO, or another person authorized to bind the agency in a contract).

Name of Authorized Agency Representative (print): _____ Jamie Maciejewski _____

Title: _____ Executive Director _____

- Applicant certifies that these funds will be used as described in this application unless a change has been mutually agreed upon between Contractor and Jefferson County Board of County Commissioners. Substantive amendment requests will also require the approval of the Housing Fund Board ("HFB").
- Applicant certifies that the information in this application is true and correct.
- Applicant certifies that it has no outstanding obligations to the County with respect to housing funds.



 Signature of Authorized Agency Representative

10/18/2024

 Date

SPECIFIC INFORMATION

Please separately tab each section of the application submission as to Project or Program Description, Capacity, Alignment, Approach, Impact of Funds, Budget.

PROJECT DESCRIPTION

- Name of Project or Program: Critical Home Repair
- Amount requested: \$90,000
- **Provide a brief description of the Project or Program: (LIMIT 200 WORDS)**

Between January 1 and December 31, 2025 Habitat EJC plans to perform a minimum of nine Critical Home Repairs for homeowners in East Jefferson County, focusing especially on those living in Quilcene and Brinnon and other rural areas of East Jefferson County. We request the County provide \$90,000 to fund those critical repairs. These funds will be used to complete projects on homes owned by persons at or below 60% of area median income, and these repairs make it possible for the homeowners to remain in their homes, which otherwise might not be habitable. Examples of such repairs include updating of electrical wiring that may be hazardous and/or not to code; repair or replacement of failed septic systems; and roof repair or replacement. A no-interest note, forgivable after 20 years, will be attached to the home, ensuring the subsidy allows the current owner to remain in the home, rather than profit by fixing up the house to sell it.

Habitat EJC shall provide all project and construction management: we will select projects, screen for income qualification and repair scope of work; manage subcontractors; and coordinate any volunteer involvement that may be appropriate

- **Specify the Project or Program goals and expected outcomes. Specify the measures of success by which the Project or Program will be assessed. (LIMIT 300 WORDS)**

Goals

1. At least nine homes will be repaired.

Measures: Scope of Work is developed on each selected project to address critical repairs; permits are secured as necessary; homeowner signs off on completed project.

2. The qualified owners of each repaired home will be able to remain safely in their home at the completion of the repairs. A lien in the amount of the cost of repairs is attached to the mortgage and repayable to Habitat EJC upon sale of the home, or fully forgiven after 20 years.

Measures: Homebuyer is certified at or below 60% AMI; a no-interest lien is placed against the home upon completion; no payments are collected for 20 years, or until the home is sold;

after 20 years, the note is forgiven in full if the original owner continues to occupy the home; homebuyer completes required sweat equity, modified as necessary for age and disability.

Outcomes will be measured using the following:

- Scope of Work on each selected project addresses critical repairs
- Signed MOU with Homeowner
- Permits secured as necessary
- Final punch list and MOU signed by Homeowner
- Homeowner certified at or below 60% AMI
- Executed, forgivable (after 20 years), no-interest note secured by a Deed of Trust
- Documentation of required sweat equity, modified as necessary for age and disability
- **Specify the number of units of housing to be created or number of individuals who will be served by the Project or Program.**

Nine or more households will be served by the program, depending on the cost of each repair.

Threshold Requirements:

- **Identify the specific eligible use(s) under 5386 and/or 1590 for which the Project or Program qualifies, as listed on pages two through four of the RFP. If you are submitting for both operating and development funds, please submit separate budgets for each.**

5386 Operating Funds:

1590 Development Funds: XX (Alternative)

1590 Operating Funds: XX

Eligible uses carried out by Habitat EJC's Critical Repair Program include "housing-related services for eligible households at or below sixty percent AMI" including the following population groups:

- Persons with mental illness
- Veterans
- Senior citizens
- Homeless (or at-risk of being homeless) families with children
- Persons with disabilities
- Domestic violence survivors

NOTE: we are submitting under 1590 Operating Funds, with the option for the committee to move the application to 1590 Development Funds if it is believed to be a better fit.

- **Provide a brief description of recent, relevant and successful experiences in delivering similar programs and/or projects.**

In 2011, our affiliate joined Habitat International's Neighborhood Revitalization initiative, a holistic program that focused on partnership with volunteers, homeowners, neighbors and local organizations to help serve people in remote areas. The program emphasizes that, for families to succeed, sometimes the dynamics of their neighborhoods have to change.

Through research and feedback from our community, we decided to focus our efforts on South County, where we saw an enormous need for home repairs.

Thirteen years later, our repair program is flourishing. We have repaired over 50 homes with more than 30 of those in South County. Today, we are simultaneously working on around 7 repair projects scattered throughout East Jefferson County. We're helping families whose homes have affected their health and safety. With the completion of each repair, we empower them to safely stay in their homes for at least another 5 years.

- **Briefly describe how the project aligns with the priorities and objectives of the Five-Year Homeless Housing Plan and the community outreach conducted for the project or program. (LIMIT 400 WORDS)**

Habitat EJC's Critical Home Repair Program supports the priorities of the Jefferson County 5-Year Plan by rehabilitating homes of residents earning below 60% of the AMI – and often significantly lower than 50% AMI – thereby reducing the potential for home loss and homelessness and preserving the stock of lower-cost housing.

Many homeowners in rural East Jefferson County, especially but not exclusively south of the Tri-Area, are vulnerable to homelessness and displacement, due to several key factors. These include:

- Fewer resources. The median income in Brinnon is just over \$52,000, less than the state median of \$77,000. Quilcene and Brinnon have poverty rates of 10-11%.¹
- Older residents. The median age in Brinnon is 64.4.²
- Aging housing stock. The median age of Quilcene's housing stock is 69 years old and Brinnon's is 41 years.³

- High rate of homeownership. In Brinnon, more than 85% of residents own their homes and over 65% in Quilcene.⁴

The picture is one of aging residents caring for aging homes with extremely limited resources. The typical homeowner who contacts us for home repair assistance is over age 80; they no longer have the capacity in terms of health and funds to care for their own home repair and maintenance needs. For many, their spouse once performed the primary repair and maintenance function, but is no longer living. The surviving spouse may never have been exposed to the work necessary to repair the home and has no idea how to go about securing a contractor. Thus, even those with some financial resources can be wholly unable to manage the process.

- By repairing critical systems, we have been able to keep residents safely at home and extend the life of the structure by at least five years. This work prevents homelessness and displacement, without constructing additional housing. Investment in the current stock of housing makes sense.
- This project addresses maintaining affordable housing throughout rural East Jefferson County.

A. APPROACH - Completeness of Proposal and Readiness (5 Points) (LIMIT 400 WORDS)

Habitat EJC's Critical Repair Program has become significantly more robust over the past year. Construction Manager Scott Lemm collaborates with Homeowner Services Manager Leanne Smith to identify and evaluate repair projects, define scope of work and create project timelines.

- **Is the Project or Program ready to use the funding now or are there actions to be taken before the Project or Program can begin? If so, what are those actions?**

Yes. No additional actions are needed.

- **Will the requested funds fully fund the Project or Program? If not, how does the organization intend to fill the gap?**

For fiscal year 2025, which began on July 1, 2024, \$170,000 has been budgeted for critical repairs. Per-unit cost depends on the scope of the critical repairs to be performed and averages \$10,000. The requested funding will fund up to nine critical repairs in 2025 and will significantly help Habitat EJC's efforts to keep East Jefferson County residents safe, dry, and warm in their homes. The gap will be funded through directed donations and unrestricted funds.

- **Could the Project or Program be scaled (include the per unit cost of the Project or**

Program)?

Funding directly impacts the number of repairs we can perform. If we do not receive adequate funds, we will repair fewer homes, which means fewer households in need will be served.

• Have additional funds been requested or will be requested. Identify the sources for those requests and the status of the requests.

Several generous donors have directed donations to Habitat's Critical Repair program to support Habitat's work outside of Port Townsend. This has allowed us to expand our efforts, provide critical repairs on homes owned by low-income families with incomes below 80% AMI but above the income guidelines for County funds.

B. IMPACT OF FUNDS - Leverage of Other Funds and Number of Persons Assisted
(10 Points) (LIMIT 400 WORDS)

• How would the project contribute to positive movement in Commerce's Homeless System Performance Measure: total project entries, length of time homeless, exits to permanent housing, returns to homelessness, and system prioritization. Go to www.jeffcountychamber.org.

By repairing critical systems, we have been able to keep residents safely at home and extend the life of the structure by at least five years. This work prevents homelessness and displacement, without constructing additional housing. Investment in the current stock of housing makes sense.

• Are you using any matching funds? If yes, what is the source?

No matching funds are being used. Private contributions will supplement the grant funding from Jefferson County, and repair work will inspire additional individual giving to raise additional funds in 2025.

• Are the requested funds to be used as a match for this Project or Program? If yes, provide a description of the Project or Program to be matched and how it relates to the goals and priorities of the Five-year Plan. Also, provide a budget for the entire Project or Program including funding from all sources and identify what portion of the Project or Program these funds will support.

We do not currently have plans to use these funds as a match. Project budget is included below using the Capital Budget form

• Specify the number of housing units that will be created or the number of individuals

who will be assisted with this Project or Program in the first year.

The funds would be used for critical repairs on existing homes. Critical repairs are defined as needed to extend the life of the home by at least five years. We would anticipate extending the life and livability of up to nine homes through this funding.

• Specify the number of individuals who will be assisted with this Program.

Households vary in size, but approximately nine households would be served by this funding.

• Discuss how this Project or Program will be sustained after these funds are exhausted.

Projects will be fully completed following sign-off on punch list. The Critical Repair Program is funded on an annual basis through the budgeting process, with funds raised through grant applications and individual donations.

C. PROJECT OR PROGRAM BUDGET – A Feasible Financial Plan (5 Points) **BUDGET FORMS**

Funding period **begins January 1, 2025, and ends December 31, 2025.** Please use the attached budget templates. If you need additional space, you may insert rows. “Proposal” refers to the funds requested from these funds that will be applied to this specific Project or Program. Blank spaces are provided for additional categories. Justification for budget items must be specific, and that same specificity should be reflected in subsequent billings. **A maximum 10% Administration fee is allowed for projects if needed, however, Administration fees are not allowed for Capital Projects.**

CAPITAL BUDGET FOR REAL ESTATE DEVELOPMENT USES

Financing Categories	Estimate	Basis of Estimate
Total Acquisition Costs	\$	
Construction	\$170,000	Repair costs for at least 12 projects
Construction Fees	\$	
Financing Fees and Charges	\$	
Guarantees and Reserves	\$	
Developers Fee	\$	
	\$	
Subtotal	\$	
TOTAL	\$170,000	

SOURCES

Financing Categories	Estimator	Indicate if Committed or Application has been made. If not made indicate date application is to be submitted
Private Loan	\$	
Jefferson County Funds	\$90,000	Grant application
Public Sources (State or Federal Funds)	\$	
Foundations	\$30,000	
Donations	\$50,000	We have received donations exceeding this amount from donors who specifically wanted to support critical repairs, and anticipate renewed support next year.
Low Income Housing Tax Credits (indicate 9% or 4%)	\$	
Historic Tax Credits	\$	
New Market Tax Credits	\$	
Gap (if any)	\$	
TOTAL	\$170,000	

Please include any budget narrative that is descriptive or helpful to explain any part of your proposed expenditures in your capital budget(s). (LIMIT 300 WORDS)

Uses

Construction \$170,000: Based on a minimum of 12 projects (homes) at an average of \$14,200/project, which includes direct contractor costs and time from the construction manager in scoping, contracting, and managing projects.

Sources

Private contributions \$50,000: We have received donations exceeding this amount from donors who specifically wanted to support critical repairs and anticipate renewed support next year.

Foundations: We have several pending grant applications to private foundations.

Gap:

This is the amount of \$90,000 we request from Jefferson County Affordable Housing Funds.

	Habitat for Humanity	FYE 6/30/25
	East Jefferson County	Budget
Income		
	4000 · Grants	1,556,000
	4100 · Contributions	2,007,000
	4600 Mason St	955,000
	4600 Mason St - Prefunding	3,000,000
	4300 · Habitat Store	500,000
	4400 · In-Kind Contributions	72,000
	4400 · In-Kind Cont. - Store	500,000
	4500 · Home Sales	1,993,000
	4800 · Mortgage Loan Disct Amort	30,000
	4900 · Other Income	20,400
Total Income		10,633,400
Cost of Goods Sold		
	5000 · Direct Construction Costs	2,697,660
	5050 · Repair Costs	153,000
	5300 · Store Cost of Goods Sold	500,075
Total COGS		3,350,735
Expenses		
	6000 · Salary & Wage Expenses	1,275,277
	6100 · Payroll Taxes & Benefits	374,193
	6200 · Professional Fees	269,260
	6300 · Supplies and Equipment	22,000

	Habitat for Humanity	FYE 6/30/25
	East Jefferson County	Budget
	6400 · Telephone	19,000
	6450 · Information Technology	83,100
	6500 · Postage & Shipping	5,000
	6600 · Facilities	79,200
	6700 · Equipment Rental & Maint	2,220
	6800 · Communications	54,190
	6900 · Vehicle Expense & Travel	27,520
	7000 · Conf, Conv, Mtgs, Seminars	19,400
	7100 · Volunteers	38,500
	7200 · Dues, Fees, Lic, Permits	81,650
	7300 · Taxes	12,400
	7350 · Interest	68,418
	7400 · Homeowner Services	28,500
	7500 · Tithes	80,000
	7600 · Insurance	34,250
	7700 · Community & Public Rel	11,900
	7900 NMTC Expenses	23,556
	8000 · Depreciation	39,300
	Total Expense	2,648,834
	Net Income	4,633,831
	Other Cash In (Out)	
	Land Held for Development	(2,270,000)

	Habitat for Humanity	FYE 6/30/25
	East Jefferson County	Budget
	House Construction	(2,207,952)
	Cash impact, COGS on sale	2,697,660
	Pledges/Grants Received - (deferred)	984,296
	Debt & Financing Activity	(45,264)
	Operating Activities	45,210
	Changes to other Assets	(3,000)
	Adjust. for non-cash activities	9,300
	Total Other Cash In (Out)	(789,750)
	Total change in Cash	3,844,081
	Cash Reserves Released (Restr'd)	(2,985,740)
	Change in Unrestricted Cash	858,341
	Total Cash, end of period	5,474,463
	Restricted cash, end of period	4,605,720
	Unrestricted Cash, end of period	868,743
	Basic Assumptions	
	Home starts	10
	Recycles Acquired	-
	Number of New Houses Completed	8
	Number of Recycled Homes Sold	1
	Total Houses Sold (new + recycled)	9