

AGENDA

AFFORDABLE HOUSING COMMISSION

March 5, 2025

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/82217420027?pwd=M0BD0aVCwhMe2Wtne7EUkF4NnBG8Ew.1>

Meeting ID: 822 1742 0027

Passcode: 705917

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADACoordinator@ellensburgwa.gov.

**CITY OF ELLENSBURG
AFFORDABLE HOUSING COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Wednesday, March 5, 2025
4:30 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Approval of Agenda** (No Public Comment)
- 3. Approval of Minutes**
 - 3.A Minutes from February 5, 2025 regular meeting
- 4. New Business**
 - 4.A Staff introductions
 - 4.B Updates on Pathways Project - Bill Hinkle, HopeSource
 - 4.C Consider revised 1st and Pine project - Nathan Poel, Inversion Design Build
(Public comment opportunity)
 - 4.D Communications planning
- 5. Unfinished Business**
 - 5.A Housing notice of funding availability (NOFA) and services application materials
review (Public comment opportunity)
- 6. Public Comment**
- 7. Staff Update/Discussion Items**
- 8. Commission Representative Update**
 - 8.A Update on Council actions related to affordable housing
- 9. Adjournment**





CITY OF ELLENSBURG

Minutes of Affordable Housing Commission, Regular Meeting

Date of Meeting

February 5, 2025

Time of Meeting

4:30 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

The meeting was called to order at 4:40 p.m.

Present: Sarah Bedsaul, Courtney Garzone, Dan Witkowski, Kim Funston (arrived at 4:36 p.m.), Delano Palmer

Absent: John Perrie, Peter Stone

Others Present: Lily Frey-Housing & Grants Administrator, Dan Carlson-Community Development Director, Kathy Boots-Planning Technician, Melissa White, Crystal Colin, and a member of the public.

Commissioner Palmer motioned to excuse the absence of John Perrie and Peter Stone. Motion passed 5-0.

2. Approval of Agenda

Commissioner Witkowski motioned to approve the agenda. Motion passed 5-0.

3. Approval of Minutes

3.A January 8, 2025 regular meeting minutes

Commissioner Palmer motioned to approve the January 8, 2025, minutes. Motion passed 5-0.

4. New Business

4.A Annual review 2024

Staff member Frey reviewed Commission duties and responsibilities. The revised revenue allocation framework was approved by the City Council. The population growth rate is lower than expected. Average Ellensburg rental costs increased by approximately 7%. One-bedroom rents increased by approximately 13%. Home values have increased 0.3% since December 2023. The median Kittitas County home price increased 3.6%. The median home value for Ellensburg is \$451,500. Recent and ongoing affordable housing developments were reviewed. Affordable housing revenues and activities were discussed. 2024 highlights and 2025 goals were presented.

4.B Housing services application process

Staff will do an initial review to determine if the project has all the information and qualifies. The next step will be staff and the applicant will have a pre-funding meeting. Once that is complete, the applicant will present the project to the Affordable Housing Commission for evaluation. The Affordable Housing Commission will then make a recommendation to the City Council. If the City Council approves the project, an agreement will be completed between the City and the applicant. Once the agreement is complete, the applicant will apply for a pre-application permit through City of Ellensburg Community Development. Staff will then monitor and follow reporting requirements. The application timeframe will remain open. An annual notice of funds will be provided. Several questions will need to be decided on by the Commission as the process moves forward. The Commission discussed rapid rehousing, eviction prevention, measurable outcomes, resources for the homeless, and life skills.

4.C Update on County five-year homelessness plan development

Lily Frey provided key takeaways from the five-year plan data collection. HopeSource sent out a survey to gather input from the community. The focus areas of the survey are identifying critical housing needs, barriers to accessing services, and recognizing successful programs and strategies. A facilitator led five focus groups to gather more in-depth responses from the community, law enforcement and local government, Central Washington students, faculty and staff, people who have experienced homelessness and service providers. Survey and focus group responses were presented and discussed. Commissioners discussed service gaps, behavioral health, job training, and public awareness. Commissioner Delano shared his recent visit to the emergency shelter.

5. Unfinished Business

None

6. Citizen Comment

None

7. Staff Update/Discussion Items

7.A Draft schedule through June 2025

Staff member Frey reviewed a draft plan for Affordable Housing Commission meetings topics through June 2025.

7.B Ongoing housing project updates

Frey provided updates on current projects. Inversion is making some changes to their proposal. Staff will meet with them in March 2025, and she hopes to have the contract completed. Once the contract is completed, Inversion will come to present at a future meeting.

The Pathways Place project was awarded a Connecting Housing to Infrastructure Program (CHIP) grant.

8. Commission Representative Update

8.A Council housing action update

The City Council conducted the first reading of the water/sewer connection ordinance. Land Development Code changes were adopted regarding housing standards, density bonus, Accessory Dwelling Units, off-street parking, and plat extensions.

Commissioner Garzone will send staff a video regarding housing so that staff can send it to the Commissioners. The video will be screened at Central Washington University on a date to be announced.

Commissioners would like to know if HopeSource is able to indicate how many they helped.

9. Adjournment

The meeting was adjourned at 5:27 p.m.



1

HopeSource & Stewardship Development

Stewardship Development and HopeSource have established a collaborative partnership to develop Pathways Place. Key aspects of this partnership include:

- **Limited Partner:** Stewardship Development is a limited partner, providing investment and expertise.
- **Project Developer:** Oversees planning, design, and construction.
- **Funding:** Assists with funding applications, including Low-Income Housing Tax Credits (LIHTC).
- **Ownership Transition:** Upon IRS Form 8609 (when project is fully occupied), ownership transfers to HopeSource for long-term oversight and care.



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Development Summary

78 Apartment Homes Serving Low-Income Families in Kittitas County

- 20 Units Dedicated to Homeless
- Motel Rehabilitation
 - Converting 16 units into 33 Units
 - 32 Studios
 - 1 Two-Bedroom
- 2 Three-Story Buildings – New Construction
 - 45 units
 - 30 One-Bedrooms
 - 15 Two-Bedrooms
- Amenities
 - Energy Star Appliances
 - Granite Countertops
 - Spacious Outdoor Courtyard
 - Playground
 - Community Club House w/ Kitchen
 - Resident Service Office
 - Property Management Office

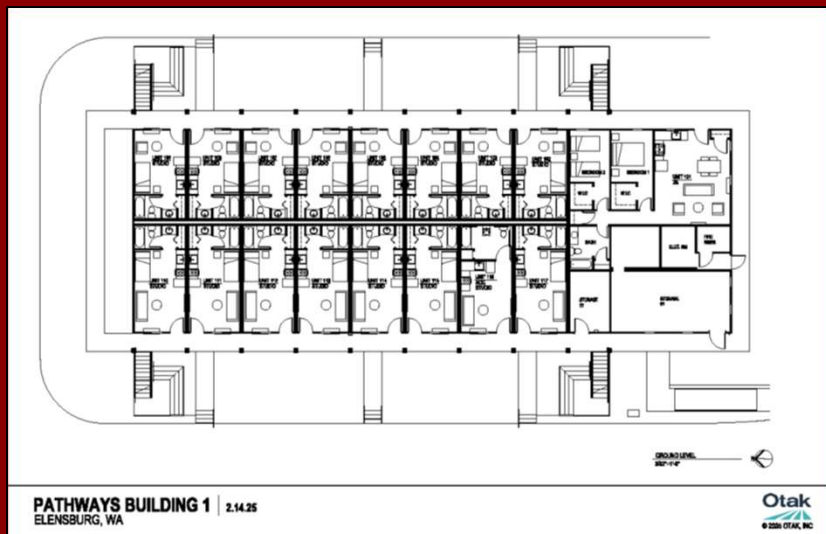


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3

Motel Floor Plan

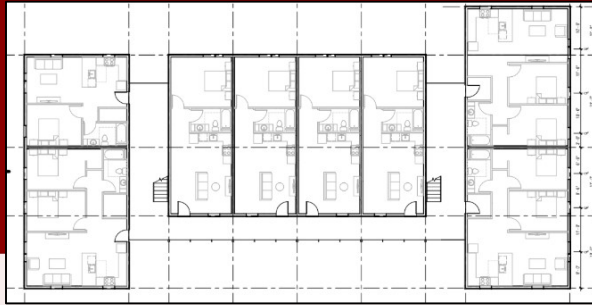
- 32 Studios @ 261 sq ft
 - One accessible unit
- 1-Two Bedroom
 - Originally manager's quarters.



Pg 4

4

New Construction Floor Plan



Building 2

- 15 One-Bedrooms @ 560 sq ft
- 8 Two-Bedrooms @ 850 sq ft
- 2 Accessible Units

Building 3

- 15 One-Bedrooms @ 560 sq ft
- 7 Two-Bedrooms @ 850 sq ft
- 1 Accessible Unit



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Household Incomes and Rent

	<u>Studio</u>	<u>1 BR Rent</u>	<u>2 BR Rent</u>
39 Units @ 30% AMI	\$459	\$486	\$584
39 Units @ 50% AMI	\$806	\$858	\$1,029
78 Total Units			

***2024 Area Median Income Level*

Population:

72% of the community's residents are now considered "housing cost burdened."

The most recent Ellensburg needs assessment highlights a critical shortage of studio, 1-, and 2-bedroom units for individuals and families earning 30% to 50% of the Area Median Income (AMI).

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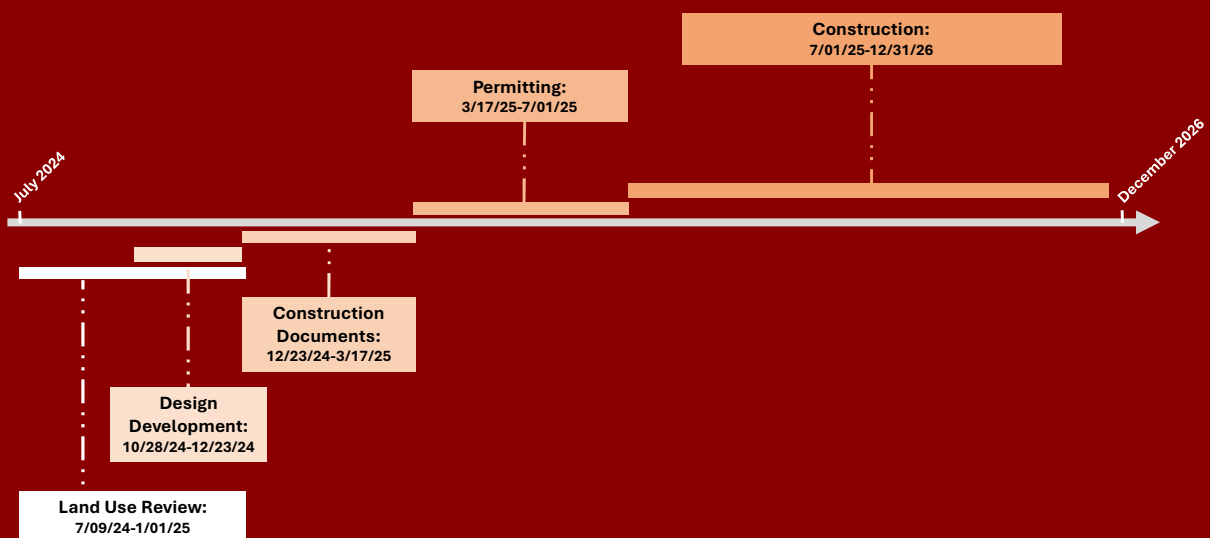
Funding Committed

FUNDING SOURCE	STATUS
NEF – 9% LIHTC	Committed 9/09/24
WA DOC CHIP	Awarded 1/22/25
WA DOC AHA/HTF	Awarded 1/29/25
WA DOC HOME/NHTF	Awarded 1/31/25
CPF	Awarded 8/28/24
CO Ellensburg	DOT 3/01/22
Kittitas County	DOT 3/01/22
HopeSource	Committed 9/09/24

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Construction Schedule



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8





Site



Location



Site and Building

ADDRESS: 102 N PINE ST
ELLENSBURG, WA 98926
PARCEL: 937033 & 617033
ZONE: CENTRAL COMMERCIAL (C-C)

	TOWNHOUSE SQUARE FOOTAGE							
	X1		X2		X3		X4	
	NET	GROSS	NET	GROSS	NET	GROSS	NET	GROSS
LEVEL 1	473	608	500	627	500	627	492	628
	24		24		24		24	
LEVEL 2	434	551	460	569	460	569	453	571
LEVEL 3	467	574	494	593	494	593	486	529
ADU	473	608	500	627	500	627	492	628
PRIMARY	925	1125	978	1162	978	1162	963	1100
TOTAL	1398	1733	1478	1789	1478	1789	1455	1728

	NET	GROSS
GRAND TOTAL	5809	7039

Sheet Index

T100 TITLE SHEET
T101 CODE SUMMARY
A100 SITE
A200 FLOOR PLANS - LEVEL 1 & 2
A201 FLOOR PLANS - LEVEL 3
A300 ELEVATIONS
A301 ELEVATIONS

PROJECT:
FIRST & PINE

102 N Pine St
Ellensburg, WA 98926

DATE: 02/26/25
PROJECT NO 24.04

REVISION DATE

NOTES:

Project Team

ARCHITECT: INVERSION DESIGN BUILD
ELLENSBURG, WA 98926

CIVIL ENGINEER:

STRUCTURAL ENGINEER:

GENERAL CONTRACTOR:

NOT FOR CONSTRUCTION

Abbreviations

B.O. BOTTOM OF
CLR CLEAR
CO CARBON MONOXIDE DETECTOR
COMP COMPOSITION
CONT CONTINUOUS
DF DOUGLAS FIR
DHP DUCTLESS HEAT PUMP
DIA DIAMETER
DN DOWN
DW DISH WASHER
EXT EXTERIOR
FND FOUNDATION
FTG FOOTING
INT INTERIOR
GWB GYPSUM WALL BOARD
HB HOSE BIB
HRV HEAT RECOVERY VENTILATOR
OC ON CENTER
PT PRESSURE TREATED
REF REFRIGERATOR
SF SQUARE FEET
SIP STRUCTURAL INSULATED PANEL
STD STANDARD
T&G TONGUE AND GROOVE
T.O. TOP OF
TYP TYPICAL
UNO UNLESS NOTED OTHERWISE
VERT VERTICAL
WH WATER HEATER

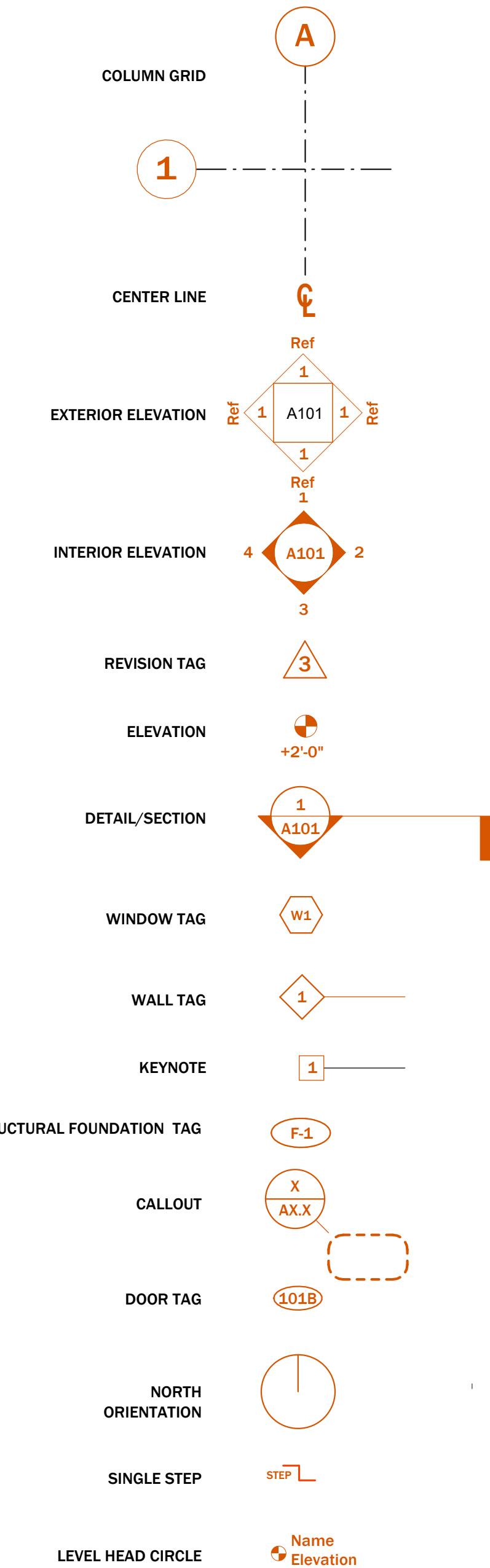
TITLE SHEET

SCALE: 1/4" = 1'-0"

T100

DRAWN BY: JL

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ANNOTATIONS LEGEND

PROJECT:
FIRST & PINE

102 N Pine St
Ellensburg, WA 98926

DATE: 02/26/25
PROJECT NO 24.04

REVISION DATE

NOTES:

NOT FOR CONSTRUCTION

CODE SUMMARY

SCALE: 1/8" = 1'-0"

T101

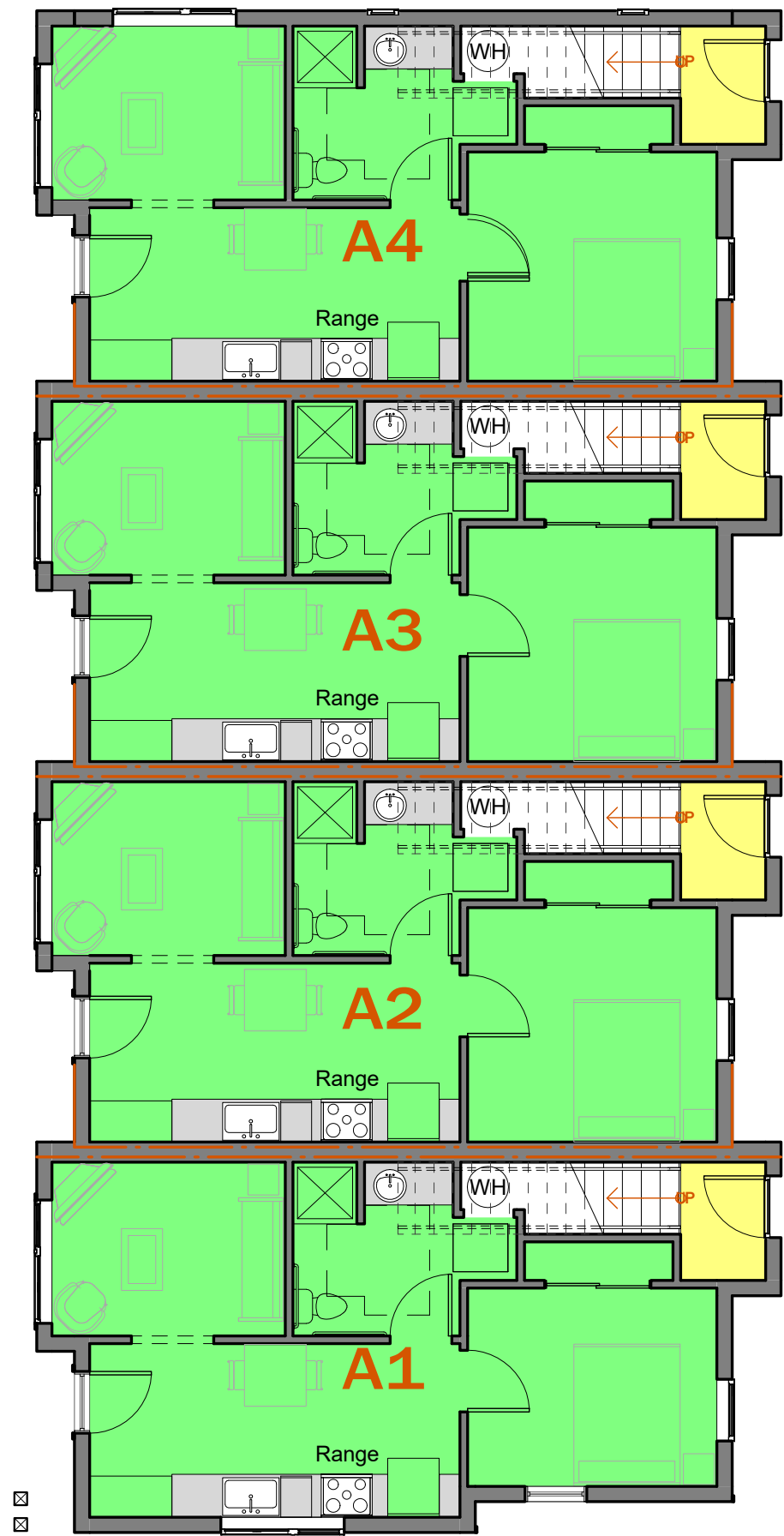
DRAWN BY: JL
© 2025 INVERSION DESIGN BUILD

R313.1 Townhouse Automatic Fire Sprinkler Systems
An automatic residential fire sprinkler system shall be installed in a townhouse unit.
EXCEPTIONS: 2. Townhouse buildings containing no more than four townhouse units.

15.540.040(B) ADUS ARE ATTACHED, HAVE ONE BEDROOM AND ARE BETWEEN 300 AND 1,000 SF GROSS FLOOR AREA. ADUS WILL BE INDIVIDUALLY NUMBERED.

15.540.060(F) ALL TOWNHOMES (INCLUDING ADUS) WILL MEET ENERGY STAR HOME CERTIFICATION

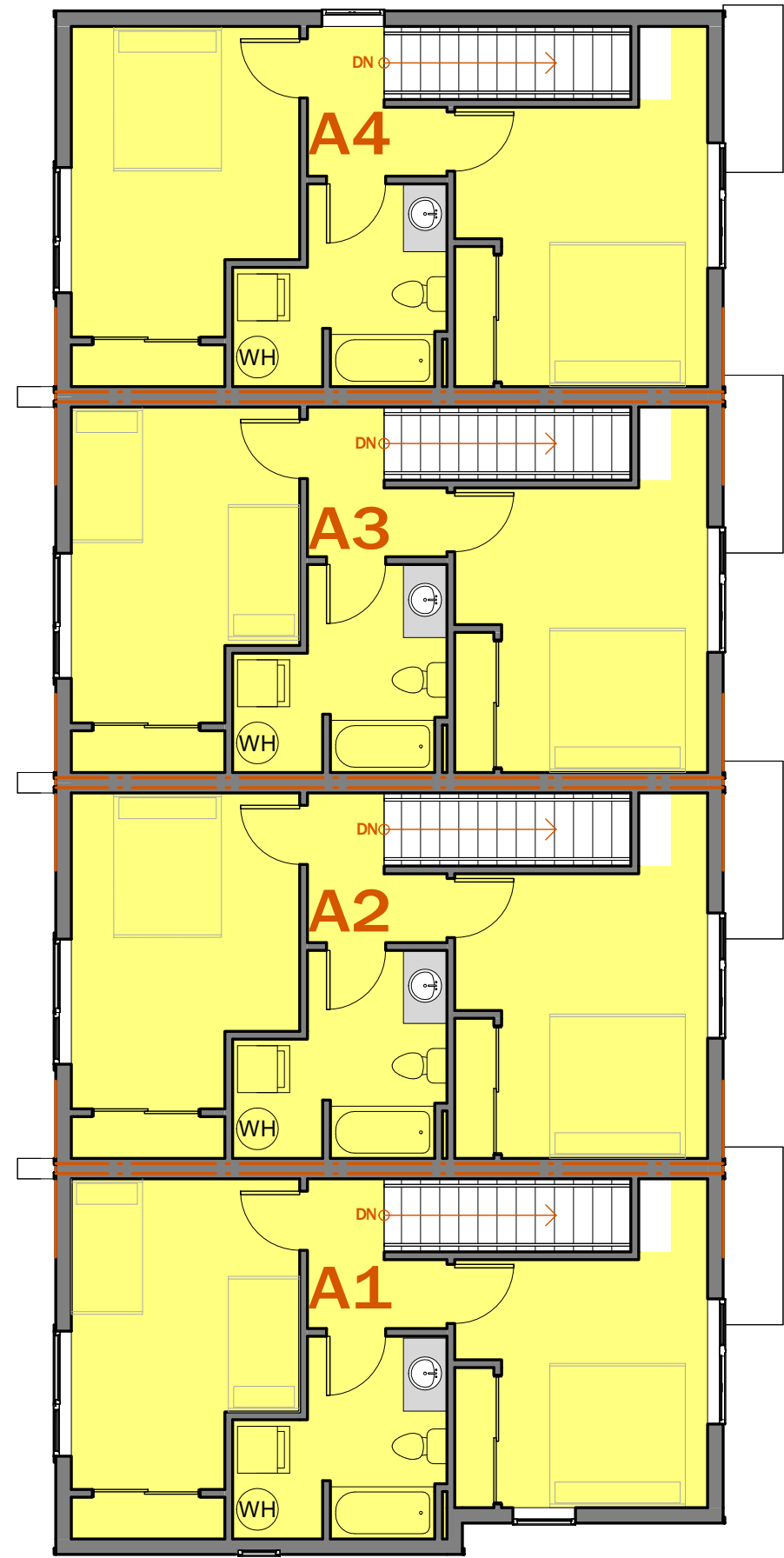
BUILDING CODES: 2021 WSRC, 2021 WSEC
GROUND SNOW LOAD: 44 PSF
ROOF SNOW LOAD: 35 PSF
DESIGNED WIND LOAD: 110 MPH
SEISMIC DESIGN
CATEGORY: C
FROST DEPTH: 24"
FLOODPLAIN: 500 YEAR



1 LEVEL 1 CODE PLAN
1/8" = 1'-0"



2 LEVEL 2 CODE PLAN
1/8" = 1'-0"



3 LEVEL 3 CODE PLAN
1/8" = 1'-0"





ZONE: C-C
USE: TOWNHOUSE, ACCESSORY DWELLING UNIT

LOT AREA: 19,800 SF
LOT COVERAGE: 15,959 SF (81%)

15 TOWNHOUSES EACH W/ 1 ATTACHED ADU, 30 UNITS TOTAL
PARKING REQUIRED: 1 SPACE PER TOWNHOUSE.

SETBACKS: 10' SECONDARY STREET SETBACK OFF PINE. 15' LANDSCAPE STREET SETBACK OFF FIRST. 5' SIDE YARD, 20' REAR.

SETBACK MODIFICATIONS 15.320.100: SETBACKS SHALL BE MEASURED FROM THE BACK OF THE SIDEWALK RATHER THAN THE RIGHT-OF-WAY EDGE, STREETS BUILT TO APPLICABLE STANDARDS.

OPEN SPACE FOR MULTIFAMILY BUILDINGS 15.520.030:
TOTAL NET AREA: 21,758 SF
TOTAL OPEN SPACE REQUIRED: 2,176 SF
ADA ADU FRONT PORCHES: 567 SF
MAIN UNIT PORCHES: 611 SF
BALCONIES: 935 SF
PUBLIC OPEN SPACE: 1,061 SF

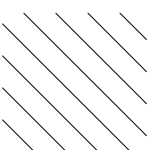
TOWNHOUSE DESIGN STANDARDS 15.540.060

- B. ENTRIES
1. ALL ENTRIES ACCESSIBLE FROM THE STREET
 2. ENTRIES ARE COVERED AT LEAST 3' DEEP
 3. ALL ENTRIES ARE COVERED

- D. OPEN SPACE
2. COMMON OPEN SPACE MEETING 15.520.030(E)(1)
 3. PORCHES & BALCONIES MIN 4' DEEP AND 35 SF



PLANTING STRIP



OPEN SPACE

EXISTING LOT LINE

LOT LINE

ROOF OVERHANG

POWER

SEWER

WATER

PROJECT:
FIRST & PINE

102 N Pine St
Ellensburg, WA 98926

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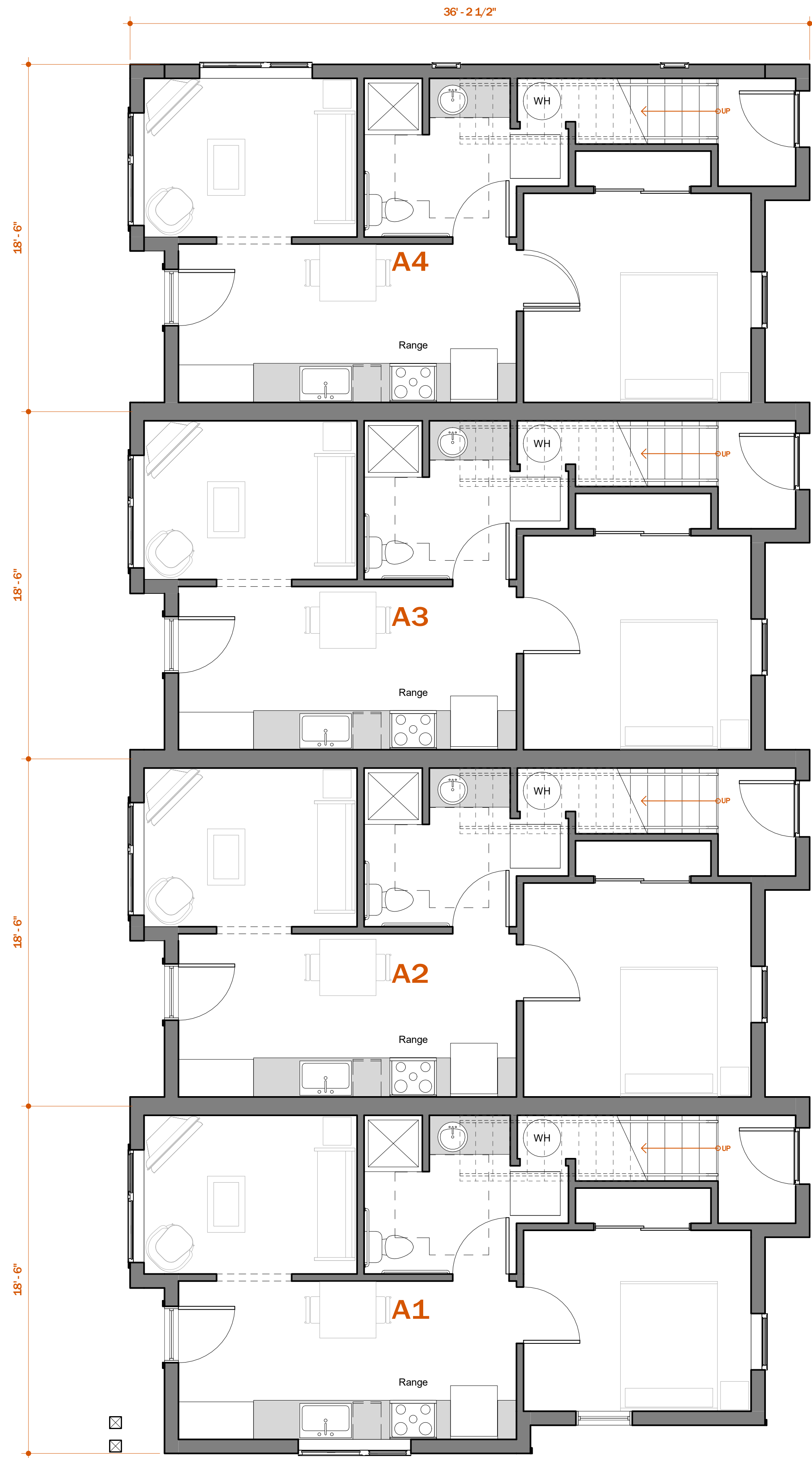
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SITE

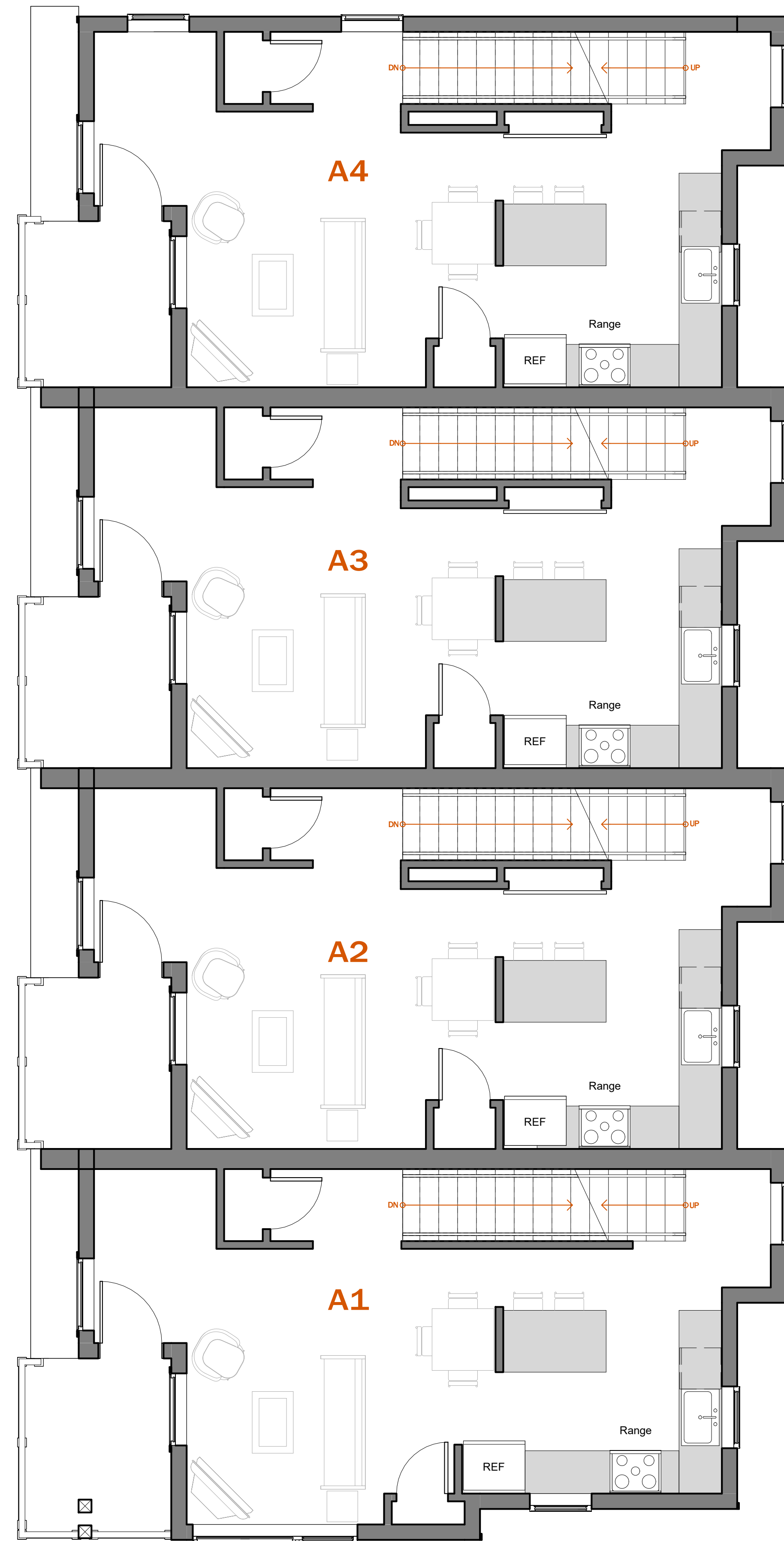
SCALE: As Indicated

A100

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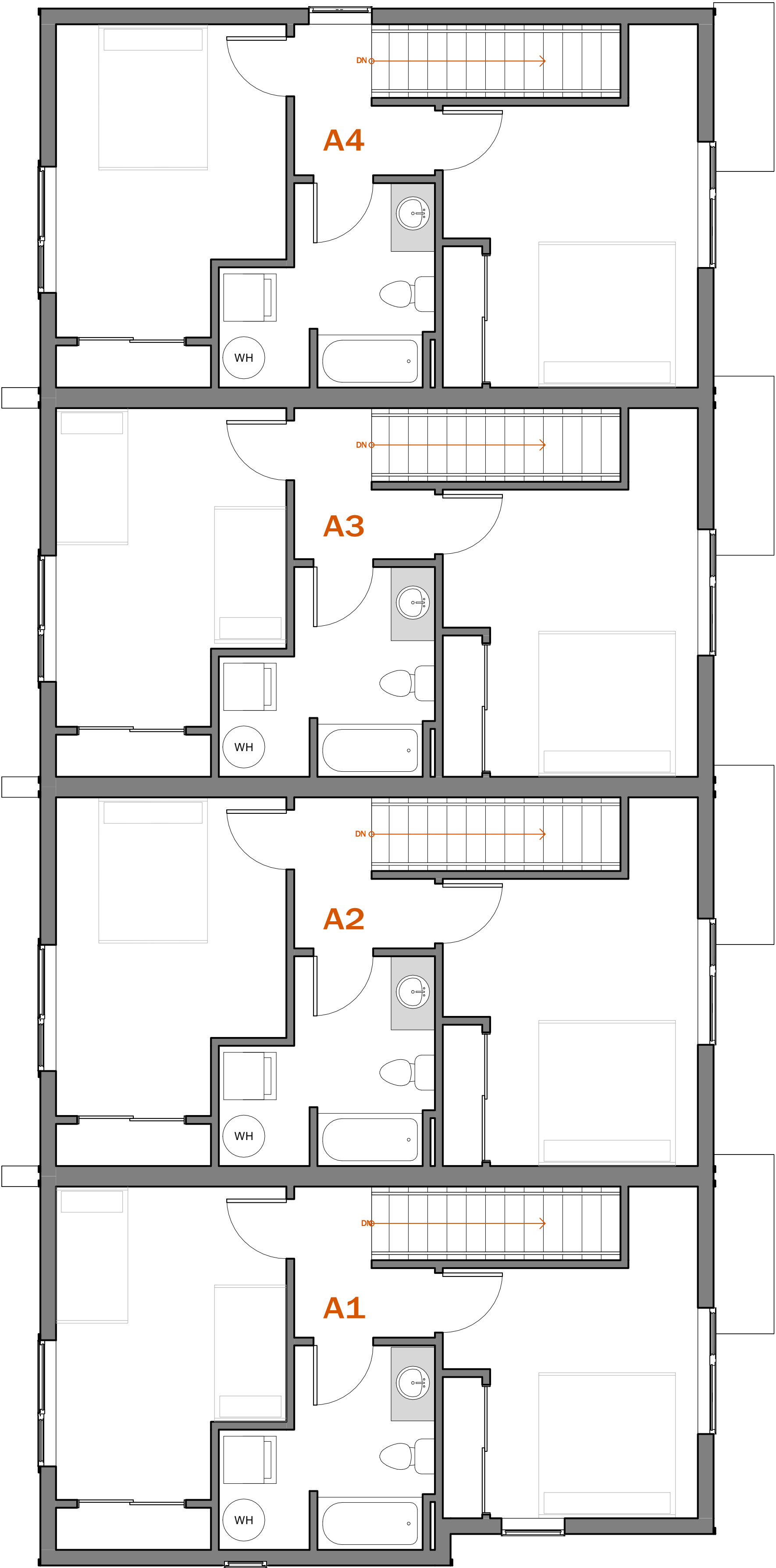


1 LEVEL 1
A200 1/4" = 1'-0"



2 LEVEL 2
A200 1/4" = 1'-0"

NOT FOR CONSTRUCTION



1 LEVEL 3
A201 1/4" = 1'-0"



PROJECT:
FIRST & PINE

102 N Pine St
Ellensburg, WA 98926

DATE: 02/26/25
PROJECT NO 24.04

REVISION DATE

NOTES:

NOT FOR CONSTRUCTION

FLOOR PLANS -
LEVEL 3

SCALE: 1/4" = 1'-0"

A201

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PROJECT:
FIRST & PINE

102 N Pine St
Ellensburg, WA 98926

DATE: 02/26/25
PROJECT NO: 24.04

REVISION DATE

NOTES:

NOT FOR CONSTRUCTION

A4

A3

A2

A1



MAXIMUM BUILDING HEIGHT: 60', 45' WHEN
BORDERING RESIDENTIAL LOTS.

SECONDARY STREET STANDARDS 15.510.060
WEATHER PROTECTION: 3' DEEP
TRANSPARENCY: 15% MIN
FACADE AREA: 2,312 SF
WINDOW AREA: 295 SF
ACTUAL TRANSPARENCY: 12%

BUILDING ARTICULATION (TOWNHOUSES SHALL COMPLY
WITH MULTIFAMILY BUILDINGS) 15.530.030(D)
1. REPEATING DISTINCTIVE WINDOW PATTERN AT 18'-6"
(30' MIN)
2. VERTICAL MODULATION 22" DEEP & 10' WIDE (18" &
4' MIN)
3. CHANGE IN ROOFLINE 10:12 SLOPE (6:12 MIN)

LANDSCAPE STREET STANDARDS 15.510.080
TRANSPARENCY: 15% MIN
FACADE AREA: 941 SF
WINDOW AREA: 100 SF
ACTUAL TRANSPARENCY: 10%

BUILDING ARTICULATION (TOWNHOUSES SHALL COMPLY WITH
MULTIFAMILY BUILDINGS) 15.530.030(D)
1. REPEATING DISTINCTIVE WINDOW PATTERN AT 19'-6" (30' MIN)
2. VERTICAL MODULATION 18" DEEP & 19'-6" WIDE AND CHANGE IN
ROOF LINE(18" & 4' MIN)
3. CHANGE IN ROOFLINE 10:12 SLOPE (6:12 MIN)

1 WEST
A300 1/4" = 1'-0"

2 SOUTH
A300 1/4" = 1'-0"

ELEVATIONS

SCALE: 1/4" = 1'-0"

A300

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PROJECT:
FIRST & PINE

102 N Pine St
Ellensburg, WA 98926
DATE: 02/26/25
PROJECT NO: 24.04
REVISION: DATE:

NOTES:

NOT FOR CONSTRUCTION

ELEVATIONS

SCALE: 1/4" = 1'-0"

A301

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A1

A2

A3

A4



BUILDING ARTICULATION (TOWNHOUSES SHALL COMPLY WITH
MULTIFAMILY BUILDINGS) 15.530.030(D)
1. REPEATING DISTINCTIVE WINDOW PATTERN AT 18'-6" (30' MIN)
2. VERTICAL MODULATION 28" DEEP & 7'-6" WIDE (18" & 4' MIN)
3. CHANGE IN ROOFLINE 10:12 SLOPE (6:12 MIN)

1 EAST
A301 1/4" = 1'-0"

2 NORTH
A301 1/4" = 1'-0"



NOTICE OF FUNDING AVAILABILITY (NOFA)

Affordable Housing Sales Tax Funds: Affordable Housing Capital Projects and Housing Services 2025

Issued Month XX, 2025

Applications reviewed on a rolling basis. For funding consideration in 2025, applications must be received no later than October 31, 2025.

COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street | Ellensburg, Washington 98926 | 509-962-7231

<https://ci.ellensburg.wa.us/>

1. INTRODUCTION & HOUSING NEEDS

The City of Ellensburg is seeking proposals from qualified developers and service providers to create affordable housing and meet urgent housing needs in the City of Ellensburg. Proposals may be submitted by a single organization that meets all the criteria or by a partnership between organizations that collectively meet all the criteria.

This NOFA does not have a set closing date; **applications will be reviewed and evaluated as received**. Applicants are encouraged to meet with City staff prior to submitting an application for funding. Applications that are deemed complete and meet eligibility criteria by City staff will be reviewed and evaluated by the Affordable Housing Commission with its award recommendations forwarded to City Council as the final decision-maker.

As of 2024, approximately 20,970 people resided in the City of Ellensburg and the City population is expected to grow approximately 2% annually. Approximately one-third to one-half of residents are students at Central Washington University. Approximately 11% of Ellensburg residents are 65 years of age or older, and this percentage is expected to rise in coming years.¹ Approximately 15% of all residents and 39% of residents 65 years of age or over have a disability.²

Cost-burdened households

One of the best indicators of affordable housing needs is the number of households that are cost burdened. A household is considered cost burdened if they spend more than 30% of their income on housing and basic utility costs. Cost burdened households have limited resources left over to pay for other necessities such as food, clothing, medical care, transportation, and education, and are also at higher risk of displacement when housing costs rise or life circumstances change. As of 2021, there were an estimated 2,975 renter households and 615 homeowner households that were cost burdened in Ellensburg, more than 41% of all households and nearly 54% of renter households. As calculated in 2021, almost half (46%) of older adults who live alone were cost burdened. Cost burdens are highest among populations with lower incomes; for example 93% of households with incomes below 30% of Area Median Income (AMI)(in 2024 about \$24,000 annually for a household of two people or \$35,000 for a household for four people) were cost burdened.

Housing inventory and household sizes

In averaged data from 2019-2023, more than 59% of households in Ellensburg were couples or individuals living alone, yet only 18% of housing unit inventory were studios or 1-bedrooms. The lack of smaller housing types can pose a barrier to many people living alone or with a partner who do not need or cannot afford a larger home. Additional City of Ellensburg housing needs assessment data is available at: [Creating Affordable Housing in Ellensburg](#).

2. 2025 AVAILABLE FUNDS

In November 2017, Ellensburg voters approved a one tenth of one percent increase in City sales tax for housing and related services consistent with RCW 82.14.530. The purpose of this local funding source is to support housing and related services in the City of Ellensburg. Per state law, housing created with these funds or contracted services are required to serve households earning no more than 60% of AMI.

Uses	Estimated funds	Source	Types of funding
Must directly support the creation or acquisition of new affordable housing units	Up to \$2.5 million	0.1% city sales tax	Low interest forgivable loans and/or grants
Must support housing-related services for target populations (see section 7A for examples and details)	Up to \$240,000 per calendar year	0.1% city sales tax	Grants

¹ Comprehensive Housing Affordability Strategy (CHAS) Demographic Data 2019-2023

² CHAS Selected Social Characteristics 2019-2023

If applicant prefers and it is appropriate for the project, funds may be provided as a low-interest forgivable loan for a period of up to 20 years. Specific terms for loans and grants will be negotiated based on the project needs. As indicated in the application form, requests for city sales tax funds will only be considered for projects with a site plan that meets city code requirements, and which can also demonstrate site control.

3. CONSIDERATIONS

Prevailing wage requirements will apply to all construction undertaken with public funds and applicants will be required to show compliance in requests for reimbursement.

4. SUBMISSION DETAILS

All applicants must submit an electronic copy of the full application for either (1) housing development/capital projects or (2) housing services. Electronic applications may be emailed to freyl@ci.ellensburg.wa.us or submitted on the [city housing webpage](#). Emailed applications must be clearly labeled as *Proposal: City of Ellensburg 2025 Affordable Housing OR Housing Services Application*.

If the applicant has a federally approved indirect cost rate method, applicants may request use of the established rate by providing documentation of the rate basis. Applicants who do not use an established federally approved indirect cost rate may budget up to 10% of the funds received. Indirect costs are limited to overhead expenses incurred for common or joint purposes and in support of all programs. Costs coded to individual programs are considered direct costs, and should be billed as line items, not included in indirect costs.

5. ELIGIBILITY AND PROPOSAL REQUIREMENTS

The most current application forms are available on the [Community Development webpage](#) (<https://ci.ellensburg.wa.us/1069/Housing-In-Ellensburg>) or by contacting staff. Consideration of a funding request requires the following:

1. To be eligible for consideration, applications must be complete and meet all requirements.
2. Applications may be provided a single, time-limited opportunity to address any deficiencies in a submitted application.
3. Applicants are required to update their applications with any material changes impacting the project or the organization that occur after the application has been submitted.

A. ELIGIBILITY REQUIREMENTS

Eligible households – city sales tax funds	Serves incomes up to 60% of Area Median Income (see description in subsection B below) and within any of the following population groups: • Persons with behavioral health disabilities • Veterans • Senior citizens • Homeless or at risk of being homeless, including families with children • Persons with disabilities • Domestic violence survivors
Eligible applicants	• 501(c)(3) non-profit organization • Private developer/builder • Public Housing Authority
Types of projects/activities	Creation of new affordable housing units . Projects/activities may include but are not limited to: • New construction

	• Property acquisition • Redevelopment • Mixed income properties (only those serving target populations) • Gap financing Housing services must assist eligible city households to get into housing or remain housed. Projects/activities may include but are not limited to: • Rapid rehousing assistance • Homelessness prevention • Onsite services associated with permanent supportive housing
Compliance with city regulations and consistency with comprehensive plan	• Ellensburg City Code – Land Development Code, Public Works Standards, etc. • Goals and policies of Ellensburg Comprehensive Plan
Compliance with previous financial awards	Compliance with previous funding agreements and affordability covenants, including timely reporting.
Retention of affordability	Minimum affordability retention of 25 years required for City funding contributions.
Fund amount	Financial award amounts vary and are proportional to the number of affordable units, retention of affordability, and level of affordability.
Appraisal	Acquisition activities (real property) requires submission of a certified appraisal.
Site control	Show owner of real property owns it free and clear of encumbrances, or although the owner does not own clear title, it is nevertheless within the power of the owner to convey clear title.
Location	Projects must be located within the City limits of Ellensburg.

B. ELIGIBLE HOUSEHOLDS

All City of Ellensburg supported housing developments must serve households deemed eligible by state statutes. The Kittitas County AMI in 2024 was \$99,800 per year for a household of four people. As defined by RCW 82.14.530, City sales tax funds must serve households that earn no more than 60% of AMI.

The United States Department of Housing and Urban Development (HUD) provides annual median income calculations adjusted by household size. Housing is considered affordable if a household is paying no more than 30% of their income on housing costs, including basic utilities. 2024 income limits adjusted by household size and rent limits (including basic utilities) for housing type are shown below for 60% of AMI in Kittitas County based on Washington State Housing Finance Commission's use of HUD data. This data is intended to guide applicants; a city-developer contract will establish the income monitoring process for the specific development based on the current AMI thresholds.

Table 1. 2024 Household Income Adjusted by Household Size*

Household income	Household Size							
	1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
60% AMI	41,580	\$47,520	\$53,460	\$59,400	\$64,140	\$68,880	\$73,620	\$78,360

*Income limits are 2024 estimates based on Washington State Housing Finance Commission program based on HUD limits for Kittitas County effective 2024 and will be revised in May 2025. Numbers represent gross annual income.

Table 2. 2024 Gross Rent Limits by Housing Type and Income Level**

Household income	Housing type - number of bedrooms					
	Studio	1-bedroom	2-bedroom	3-bedroom	4-bedroom	5-bedroom
60% AMI	\$945	\$1,012	\$1,215	\$1,404	\$1,566	\$1,728

**Rent limits are 2024 estimates based on Washington State Housing Finance Commission program calculations of 30% of family size-adjusted household income at the tier of County AMI.

Note that monthly rent limits are inclusive of all costs to tenant including any taxes or fees and utilities. Utility allowance information for tenant-paid utilities can be found on the [Yakima Housing Authority page](#).

Residential development projects that are awarded City sales tax funds will be expected to submit annual reports identifying renter household incomes and rents consistent with the annual HUD-provided income and rent limits.

6. EVALUATION CRITERIA

The Affordable Housing Commission and Community Development staff will evaluate proposals using the following criteria. Matrices used for housing developments and services application are linked.

Housing capital projects evaluation matrix (add link after posting final)

Housing-related services evaluation matrix (add link after posting final)

7. APPLICATION REVIEW AND SELECTION PROCESS

Community Development staff will review applications to ensure they are complete and eligible under the City's [revenue allocation framework](#), and RCW provisions for affordable housing and related services. If proposals are found to be incomplete, staff may request that the applicant submit the missing information before consideration.

If deemed complete and eligible, staff will prepare an analysis for each proposal. The complete application and staff analysis will be provided to the Affordable Housing Commission to assist the Commission in making City funding recommendations to City Council.

The Affordable Housing Commission will hold in-person interviews with applicants during a regularly scheduled Commission meeting, where applicants will have the opportunity to present their proposal and answer questions from the Commission.

Following interviews with the applicants and deliberations, the Affordable Housing Commission will make recommendations to City Council. City Council is the final decision-maker on allocations of city-owned property and any affordable housing tax funds requested by the applicant.

Applicants will be required to submit financial information including ownership structure for the developing entity or implementing organization(s). A contractual agreement must be in place prior to disposition of funds. The City will negotiate the specific terms of the contract with the selected applicant. The contract may contain covenant(s) limiting development to the approved project. The contract will also include reporting requirements to ensure compliance with the terms of the contract.

8. TENTATIVE APPLICATION SCHEDULE

After applications are submitted, the review will follow the tentative schedule listed below. The actual timing is dependent upon applicant responsiveness and Affordable Housing Commission meeting schedules. Staff may extend the review period or document preparation in consideration of the project's readiness to proceed and receipt of a complete application.

ACTIVITY	TENTATIVE TIMELINE
Prior to application submittal	
NOFA posted on city website and email notification sent to partners. <i>Please contact staff to be added to the funding notice distribution list.</i>	

Pre-funding application meeting - applicant schedules meeting with City staff	Recommended meeting held prior to submitting funding application to ensure proposed project is appropriate for funding
Application review	
Application submitted	Week 0
Staff verifies eligibility and completeness of applications.	Weeks 1-2
Staff analysis of feasibility and readiness to proceed (includes review with other city departments)	Weeks 3-4
Applications deemed eligible are posted on city's website and forwarded to Affordable Housing Commission.	Following determination of eligibility
Staff analysis submitted to Affordable Housing Commission.	Week 5
Affordable Housing Commission meeting - applicant presentations, deliberation and recommendation . This stage may be extended in the event applications are received	Week 6-7
Recommendation submitted to City Council.	Week 8
Following City Council decision	
Award letter sent to applicant and posted on the city website	Week 1 following City Council decision
Meeting with funding recipient and review of financial information	Week 2-3
Funding documents (agreement, covenant, promissory note, as applicable) drafted by city staff and shared with applicant for review.	Dependent on project details and applicant action
Contract signed by applicant and returned to city.	Dependent on applicant action
City executes agreement	Dependent on applicant and city contract negotiations

9. FUND AVAILABILITY

All funding awards are contingent upon the receipt of funds from local sources under which the award is issued. The City assumes no liability to the awardee, its contractors, its agents or further obligations to the awardee in the event anticipated program funds are retracted or otherwise unavailable for their intended purposes.

10. EXTENSIONS AND WAIVERS

Award agreements may be extended at the City's discretion upon written request of the awardee. The City has the discretion to waive all or certain conditions to an award. The extension or waiver request must provide evidence of unforeseen circumstances and adequate progress in achieving the desired outcomes.

11. DISCLAIMERS AND DISCLOSURE

This NOFA is not a commitment or contract. The City of Ellensburg reserves the right to pursue all ideas generated by this request, alter timelines, amend or retract the NOFA, and/or reject any submissions.

Upon delivery, all proposals and related materials become the property of the City and under state law will become public records subject to public disclosure unless specifically exempted.

The applicant recognizes and agrees that the City will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties, nor for any use of information or materials by third parties.

All preparation costs and related expenses are at the sole risk of the applicant. Applicants shall not have any claim against the City for costs incurred in responding to this NOFA or in any negotiations, modifications, presentations, or other actions to secure a contract for transfer of property. Unless and until a contract has been duly authorized by ordinance and signed by the City and the applicant, the City shall retain the right to terminate the NOFA process, and/or dispose of city-owned property in any manner permitted by law, without liability to the applicant.

12. DEFINITIONS AND ABBREVIATIONS

Area Median Income (AMI)

Area Median Income is the midpoint of a region's income distribution for a family of four. Half of the families in a region earn more than the median and half earn less than the median. Each year the United States Department of Housing and Urban Development (HUD) calculates the median income for every metropolitan region in the county. The AMI is adjusted based on household size for determining individual household's eligibility.

HUD - United States Department of Housing and Urban Development

NOFA – Notice of funding availability

Revised Code of Washington (RCW)

The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force. It is a collection of Session Laws (enacted by the Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts.

APPLICATION COVER SHEET

Application Instructions

This form is for housing-related services. If you are applying to construct or acquire housing, please use the appropriate application.

A complete services application must include a signed application and the following attachments:

1. Completed City of Ellensburg [Pre-Funding Submittal Meeting form](#)
2. Documentation to support collaboration (if applicable, as described in the response to 5B)
3. Participant screening tool (if available)

Incomplete applications will not be considered. Missing or incomplete information will result in a forfeiture of application. Do not include any information beyond what is requested in the application. Please note, all funding applications are public record.

Questions

- Questions on land use regulations and building codes, please contact the Community Development Department at 509-962-7231
- Questions on affordable housing funding, please contact Lily Frey at 509 962-7270 or freyl@ci.ellensburg.wa.us.

CERTIFICATION and AUTHORIZED SIGNATURE: To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. I understand that any false information or omission may disqualify my organization from further consideration for City assistance. I authorize the investigation of any or all statements contained in this application and any other information pertinent to this application and my organization and its employees and board members.

The signatory possesses the legal authority to apply for and receive City of Ellensburg assistance, and the person signing the application has the proper authority from the governing body of the organization. The applicant understands the City will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the City and applications are public record.

The applicant agrees that if this project is allocated City funding or property, the applicant will enter into a contract with the City of Ellensburg and will be required to submit annual reports attesting to compliance with the agreed upon retention of affordability and residents of housing developments funded through the City's local housing fund or constructed on property contributed by the City. The applicant further agrees that if this project is allocated City funding or property, it will comply with all federal, state, and local statutes, regulations, policies, and requirements applicable to City assistance. If the awarded project does not show substantial progress within two years of funding award the funds will revert back to the City's affordable housing program for reallocation.

Signature of Authorized Applicant Representative

Date

Name of Authorized Applicant Representative (Please Print or Type)

Title (Please Print or Type)

1. PROJECT DESCRIPTION AND ELIGIBILITY

A. Project Name:

Agency Name:

Contact Person

Mailing Address:

City, State, Zip:

Phone:

Email:

Federal Tax ID:

Unified Business Identifier (UBI):

B. Type of organization or company

☐ Nonprofit organization 501(c)(3)

☐ Public organization

☐ For profit organization

☐ Other: _____

C. Has this organization previously received any funding from the City of Ellensburg?

☐ Yes ☐ No If yes, please indicate funding source(s): _____

D. City Assistance Request. Please indicate City sales tax funding request.

Sales tax funding request: \$ _____ Total project budget: \$ _____

Proposed implementation
period: _____

E. Project Summary. Briefly summarize your proposed project in a couple of paragraphs; include a general statement of the project's overall purpose, scope, and intent. (300 words or less)

F. Populations to be served. Please select the primary target population(s) to be supported in the program funded by City sales tax (select all that apply).

- | | | |
|--|--|---|
| ☐ Senior citizens | ☐ Persons with disabilities | ☐ Domestic violence survivors |
| ☐ Veterans | ☐ Persons with behavioral health disabilities | ☐ Homeless or at risk of homelessness, including families with children, youth |
| ☐ None of the above | ☐ Other: _____ | |

Maximum participant income : _____

G. Please describe your process for identifying program participants. How will you identify and prioritize participants? Please include referring agencies where applicable. Please attach example of program screening tool(s) where available. (200 words or less)

2. COMMUNITY IMPACT

A. Housing needs and financial stability. Please describe how this project will address housing needs in Ellensburg including opportunities for beneficiaries to build financial stability. (200 words or less)

- B. Sense of place and community.** Please describe how the proposed project will promote a sense of place and community for intended residents and the greater Ellensburg community.

- C. Other community impacts.** Please describe other tangible benefits the project will have for the intended beneficiaries as well as the greater Ellensburg community.

3. SUSTAINABILITY

- A. Sustainability.** Describe how the project would build sustainability to operate beyond the funding period, if applicable.

4. APPLICANT EXPERIENCE

- A. Project Applicant Experience.** Describe your organization's experience implementing the proposed program or similar programs.

B. Current Housing Services Offered. Please list up to five similar projects that your organization has managed or currently manages.

Program name / description	# people served / planned	Program period	Funding source(s)	Program results/metrics monitored (e.g. % of successful exits, \$ per participant), not specific period results

5. LEVERAGE AND COLLABORATION

A. Please describe how the City funds/property contribution requested will be leveraged. What other funds are expected, how will the city funds/property contribution be used to leverage other funds?

B. Please describe active partnerships, collaboration and/or in-kind contributions and/or volunteers/pro-bono services that support project development. Examples might include membership on advisory groups, in-kind, volunteer time or financial contributions, sharing data or best practices, and/or soliciting input from community partners. Please focus your narrative on contributions to the proposed project, not for the agency in general.

6. PROJECT SCHEDULE AND BUDGET

A. Project Schedule. Describe schedule for program implementation (e.g. setup time, operational period, reporting and closeout.)

B. Project Budget. Amounts in the total project cost must be accounted for in full by assigning them to funding sources as appropriate. Budget may be attached in another format if preferred.

	\$ amount	% of total project cost	City funds	Applicant funds	Other funds
Cost Category					
Direct assistance to participants (e.g. rent or other payments)					
Operational costs (leased space, transportation, supplies, etc.)					
Staff costs (describe staffing model in budget narrative)					
Consultants / contractors (describe specialized support in budget narrative)					
Indirect costs (include description of basis in budget narrative)					
Other costs (describe in budget narrative)					
Total Project Cost					

- C. Budget Narrative.** Include budget narrative to support and/or supplement the information included in the budget tables above. Include projected total cost per participant and describe method for calculating indirect costs.

7. ATTACHMENTS TO APPLICATION

- ☐ Participant identification/screening tool (if available)
- ☐ Completed City of Ellensburg [Pre-Funding Submittal Meeting form](#)
- ☐ Documentation to support collaboration (if applicable, as described in the response to 5B)

SCORING MATRIX: AFFORDABLE HOUSING FUNDS - SERVICES

RECOMMENDATION
(circle one)

YES

NO

APPLICANT

PROJECT TITLE

REQUEST AMOUNT

REVIEWER

DATE

Evaluation Criteria	Evaluation	Considerations / Notes
☐ <i>Line items represent factors for consideration in evaluating the headline criteria</i>		
Identified housing needs and investment priorities ☐ Senior households (age 62 or over) ☐ Homeless or at risk of being homeless, <u>including families with children and homeless youth</u> ☐ People with special needs (disabilities, including mental/behavioral health) ☐ <u>Veterans</u> ☐ <u>Domestic violence survivors</u> ☐ Serves extremely low income (<30% AMI) or very low income (30-50% AMI) populations ☐ Project addresses identified housing needs in current Housing Needs Assessment data ☐ Serves populations inadequately addressed by existing affordable housing	☐ Recommended ☐ With reservations ☐ Not recommended	
Sustainability ☐ Immediate vs. long term impact ☐ One-time vs. repeated funding ☐ Sufficiency to link with other housing programs	☐ Recommended ☐ With reservations ☐ Not recommended	
Leverage and collaboration/financial assessment ☐ Other funds committed/expected/confirmed ☐ In-kind contributions ☐ Public/private partnerships - demonstrated ☐ Cost effectiveness (<u>cost per household for service type</u>)	☐ Recommended ☐ With reservations ☐ Not recommended	
Community impact ☐ <u>Clearly identified measurable outcomes</u> ☐ Opportunities for beneficiaries to build financial stability ☐ Project promotes sense of place and community ☐ Fills community service gap	☐ Recommended ☐ With reservations ☐ Not recommended	
Implementation capacity ☐ Demonstrated experience on similar project/programs ☐ Capacity to manage program (applicant screening, demonstrated reporting capability) ☐ <u>Demonstrated ability to protect client data</u> ☐ Qualified staff	☐ Recommended ☐ With reservations ☐ Not recommended	