

AGENDA

AFFORDABLE HOUSING COMMISSION

January 7, 2026

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/89319059251?pwd=PaO433kVNCOzLNCPudt1ZkeKSQwZEz.1>

Meeting ID: 893 1905 9251

Passcode: 857118

Accessibility

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- Closed Captioning is available to Zoom viewers. To enable closed captioning, you will need to click on the "CC" button at the bottom of your Zoom screen and then select either "Show Subtitle" or "View Full Transcript."
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**CITY OF ELLENSBURG
AFFORDABLE HOUSING COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Wednesday, January 7, 2026
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 December 3, 2025 regular meeting minutes
- 4. New Business**
 - 4.A Election of 2026 chair and co-chair
 - 4.B Consider Odd Fellows Lodge #20 Housing Project application for funding
- 5. Unfinished Business**
 - 5.A Consider Habitat for Humanity application for funding for Willow Street project.
- 6. Public Comment**
- 7. Staff Update/Discussion Items**
 - 7.A January-June 2026 draft work program
- 8. Commission Representative Update**
- 9. Adjournment**



For more information on the Affordable Housing Commission, contact the Community Development office at 509-962-7270.



CITY OF ELLENSBURG

Minutes of Affordable Housing Commission, Regular Meeting

Date of Meeting

December 3, 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

- 1.A Request for excused absences for commissioners Bedsaul and Funston
Commissioner Witkowski called the meeting to order at 4:35 p.m.

Present: Courtney Garzone, Dan Witkowski, John Perrie (arrived 4:50 p.m.), Sarah Syverson, Delano Palmer

Absent: Sarah Bedsaul (excused), Kim Funston (excused)

Others Present: Lily Frey, Housing Program Manager; Kathy Boots, Planning Technician; Dan Carlson, Community Development Director

Office of Rural and Farmworker Housing: Marty Miller & Korbie Jorgensen Haley

Habitat for Humanity Seattle-King and Kittitas Counties: Marie Spengler, Liz Beebe Hyland, John Gillilan, Marissa London

Commissioner Palmer moved to excuse the absence of Sarah Bedsaul and Kim Funston. Motion passed 4-0.

2. Approval of Agenda

Commissioner Palmer motioned to approve the agenda. Motion passed 4-0.

3. Approval of Minutes

- 3.A November 5th, 2025 regular meeting minutes
Commissioner Palmer motioned to approve the November 5, 2025, regular meeting minutes. Motion passed 4-0.

4. New Business

- 4.A Acquisition rehabilitation tax credit funding discussion with the Office of Rural and Farmworker Housing
Korbie Jorgensen Haley of the Office of Rural and Farmworker Housing (ORFH) presented on the acquisition rehabilitation tax credit program and low-income housing tax credit programs more generally. Acquisition rehabilitation tax credit funding can be used to purchase and/or renovate existing affordable

housing developments, recapitalizing these projects through partnerships with investors who receive tax credits. The program works with non-profits to try to maintain the quality and affordability of existing affordable housing. Jorgensen Haley reviewed different sources of affordable housing funding and the challenges and opportunities of each and reviewed funding sources for recent ORFH projects.

- 4.B Consider Habitat for Humanity application for funding for Willow Street project. The Habitat for Humanity team presented the funding application for the three-home permanently affordable Willow Street project. Habitat staff summarized the budget, construction timeline and responded to questions about homeowners association (HOA) fees. Lily Frey informed the Commission about the housing sales tax current budget and noted that another funding proposal from the Odd Fellows Lodge #20 Housing Project will be presented next month.

Commissioner Witkowski moved to recommend approval of the full requested amount for the Habitat for Humanity Willow Street project to City Council. After commission deliberation, Commissioner Witkowski withdrew his motion. Commissioner Garzone motioned to table the Habitat for Humanity Willow Street funding request until the January 2026 meeting. Motion passed 4-1 with Commissioner Palmer abstaining from the vote.

5. Unfinished Business

None.

6. Public Comment

None.

7. Staff Update/Discussion Items

On January 7, 2026, there will be a regular meeting to consider the IOOF and Habitat for Humanity funding requests. On January 8, 2026, there will be a joint meeting with the Planning Commission and the City's consultant to discuss the land capacity analysis for the Comprehensive Plan.

8. Commission Representative Update

None.

9. Adjournment

The meeting was adjourned at 5:44 p.m.



Meeting Date: January 7, 2026
City of Ellensburg

Affordable Housing Commission Agenda Report

Agenda Subject: Consider Odd Fellows Lodge #20 Housing Project application for funding
Submitted by:
Department: Community Development

Suggested Motion/Action:

Recommend Odd Fellows Lodge #20 housing project to City Council for full, partial or no funding.

Background/Summary:

The City of Ellensburg has had an open process for review of affordable housing project applications since 2020. On November 15, 2025, the Odd Fellows Lodge #20 submitted an application for funding in the amount of \$1,200,000 to construct 24 new multifamily housing units on a currently vacant lot owned by the organization at 1900 Brick Road.

Staff is requesting the Affordable Housing Commission evaluate the funding request and provide a recommendation to City Council in accordance with ECC 1.86.050. The commission may recommend to award to full amount, a partial amount, or to deny the request.

Previous Council Action:

On September 15, 2025, City Council authorized the City to apply for a Connecting Housing to Infrastructure Program (CHIP) grant on behalf of the Odd Fellows Lodge #20 Housing Project as part of its consent agenda. CHIP award decisions are expected in January 2026.

Analysis:

Odd Fellows Lodge #20 Housing Project details:

Total project budget	\$8,600,000
Total units planned	24 units (phase 1)
City funds requested	\$1,200,000
City funds/unit	\$50,000
Approximate total cost/unit	\$358,333
Approximate total cost/square foot	\$508
Target completion date (estimate)	September 2027

Identified housing needs and investment priorities:

The proposed development would provide 12 rental housing units for veterans, one of the priority communities for sales tax funding. All units would be reserved for households with incomes up to 50% of the area median, another priority population.

Retention of affordability:

The proposed development would remain affordable for 40 years based on Housing Trust Fund (HTF) requirements, which is longer than the City funding minimum of 25 years of affordability for funding contributions.

Leverage and collaboration/financial assessment:

This proposed project would include several other funding sources (HTF, CHIP) allowing limited City funding to fund a larger development, contingent on those funding sources.

Staff evaluation - readiness to proceed:

The Odd Fellows Lodge #20 housing project will be able to proceed if it received full funding from the Housing Trust Fund but will be need to be revised if this funding is not secured. The project has scored highly in past years but HTF awards are highly competitive.

Community impact:

The proposed rental units are 1-bedroom and 2-bedroom, sizes for which supply does not meet the demand for affordable units suitable for smaller household sizes. The proposed development is also intended to be a first phase of larger-scale development that could offer additional amenities for local residents, dependent on funding for those additional phases. HTF award decisions are expected in January 2026.

Property management and development capacity:

The Odd Fellows Lodge #20 has not previously developed housing, but they are receiving technical assistance from the Office of Rural and Farmworker Housing (ORFH), who have developed numerous projects in Central Washington using a variety of funding sources. ORFH plans to coordinate 3rd party providers and funding and stay involved through lease up and funding close out. The developers plan to hire a property management firm or partner with another nonprofit to manage the completed project.

Financial Impact:

Funding this project would reduce the affordable housing sales tax fund balance by \$1,200,000 when fully reimbursed. As of the end of November 2025 the available fund balance was about \$2,800,000. The estimated annual sales tax revenue is about \$805,000.

This proposal falls under the constructing or acquiring of affordable housing and/or operations and maintenance cost within the revenue allocation framework, for which 60+% of funds are reserved.

Budget Adjustment: Yes

Attachments:

1. CoEAffordableHousingDevApplication 2025 Final
2. Preliminary Design
3. Q&A OFLHP
4. Kittitas Co Support Letter
5. City of Ellensburg support letter
6. NASWAP Housing Letter of Support

7. Documentation of Site Control
8. AH Development Project scoring matrix - 2025



AFFORDABLE HOUSING APPLICATION

FOR CITY SALES TAX FUNDING OR PROPERTY CONTRIBUTION

APPLICATION COVER SHEET

Application Instructions

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

1. Documentation of site control (i.e. fee simple title, valid lease agreement, contract for the purchase and sale of property), not necessary if your application is limited to one of the city-owned properties
2. Completed City of Ellensburg [Pre-Funding Submittal Meeting Application](#)
3. Documentation to support collaboration
4. Project site/development plan

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

25 NOV 25
Date

David Sturgell
Name of Authorized Applicant Representative (Please Print or Type)

President
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. Project Location

Primary Street Address: _____

City, State, Zip _____

Tax Parcel ID#: _____

C. Project Activity (check all that apply)

Acquisition

Demolition/Redevelopment

New Construction

Adaptive Reuse

Rehabilitation

Other

If you checked Other above, please explain:

D. Type of organization or company

Nonprofit organization 501(c)(3)

Public organization

For profit organization

Other: _____

E. Has this organization/developer previously received funding from the City of Ellensburg?

Yes No If yes, please indicate funding source _____

F. City Assistance Request. Please indicate City sales tax funding request and/or property contribution parcel number. *If you are not applying for sales tax funding or property contribution, please indicate N/A.*

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

City property contribution: _____
(Parcel Number)

G. 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)

H. Populations to be served. Please select the primary target population and household income for each unit or group of units requested to be funded by City sales tax and/or to be developed on a City-owned property. If a unit has the potential to be targeted to more than one population group listed, please select “multiple population groups” and describe in the notes field provided below.

PLEASE NOTE: Development proposals that serve households earning greater than 60% of AMI and no identified population group are only eligible for City assistance in the form of city-owned property contributions.

% of Area Median Income	Population group	Qty.	Unit type	Tenant monthly rent/mortgage
Choose an item	Choose an item.			
Choose an item	Choose an item.			
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			
Total				

If applicable, multiple population group notes

I Summary of all housing units. Please include ALL housing units in the project. Projects proposed for City-owned property may be eligible for households earning 80% or below Area Median Income. Projects proposed for City funding must serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

If applicant is applying for City funding for a mixed-income development the funding request must be proportional to the number of units that will serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

Area Median Income	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom	Total Units
At or below 30%						
40%						
50%						
60%						
70%*						
80%*						
Above 80%**						
Total						
# of ADA Compliant Units						
Average Square feet						

*Not eligible for City funding.

**Not eligible for City-owned property contribution or City funding.

2. COMMUNITY IMPACT

A. Community impacts. The following targets have been identified as having a tangible benefit for intended residents. Please check all that apply to the proposed project location.

- | | |
|---|---|
| <input type="checkbox"/> Within ½ mile of public transit stop | <input type="checkbox"/> Within ½ mile of senior center |
| <input type="checkbox"/> Within ½ mile of park or recreation area | <input type="checkbox"/> Within ½ mile of grocery store with fresh food |
| <input type="checkbox"/> Within ½ mile of public school | <input type="checkbox"/> Within ½ mile of medical services |
| <input type="checkbox"/> Other _____ | |

B. 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)

C. 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. (100 words or less)

D. Other community impacts. Please describe other tangible benefits the project will have for the intended beneficiaries as well as the greater Ellensburg community. (200 words or less)

3. RETENTION OF AFFORDABILITY

A. Please indicate how this project will help to retain affordable housing units in the community. Please note a *minimum* 25-year period of affordability will be required for any housing projects receiving City funding or *minimum* 40-year period of affordability for property contribution. (200 words or less)

B. Describe how you plan to monitor and report on affordability requirements. (200 words or less)

4. PROPERTY MANAGEMENT AND DEVELOPMENT

A. Architect (if known)

Firm Name

Contact Person and Title

Phone

Email

B. General Contractor (if known)

Firm Name

Contact Person and Title

Phone

Email

C. Property Management Firm (as applicable)

Firm Name

Contact Person and Title

Phone

Email

5. PROPERTY MANAGEMENT AND DEVELOPMENT TEAM EXPERIENCE

A. Project Applicant/Developer Experience. For completed projects, list only projects completed in the last five years. For pipeline projects, list projects for which you plan to seek funding in the next 12 months or have received at least one funding commitment.

Projects Completed							
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date development activities began	Placed in service date	Type of financing
Choose an item.	Choose an item.						
Choose an item.	Choose an item.						
Choose an item.	Choose an item.						
Choose an item.	Choose an item.						
Choose an item.	Choose an item.						

Project Pipeline						
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date development activities began	Type of financing
Choose an item.	Choose an item.					
Choose an item.	Choose an item.					
Choose an item.	Choose an item.					

B. Project Property Management Firm Experience. Please list up to 10 similar projects that your organization, or your selected Property Management firm, has managed or currently manages.

Project	City and State	# Units	Population Served	Effective date of management contract	End date (current if still managing)

6. LEVERAGE AND COLLABORATION

A. Financing Sources. Please complete all information applicable to your project. Include all financing term assumptions even if they are funder's standard terms. Include funds contributed by applicant through initial start-up capital or expected applicant contribution.

Name	Type	Proposed Amount	Committed Amount	Date Applied	(Projected) award date	Grant/loan	Term	Payment structure
	Choose an item.	\$	\$					
	Choose an item.	\$	\$					
	Choose an item.	\$	\$					
	Choose an item.	\$	\$					
TOTAL		\$						
CITY FUNDS REQUESTED		\$						

B. 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?

C. 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.

7. PROJECT SCHEDULE AND BUDGET

A. Project Schedule. Provide date completed and status information for the following project tasks. If a task does not apply to your project, enter N/A. To add additional tasks, insert additional lines as needed. For each new task you enter in this form, also enter the appropriate category in the “Category” column. For tasks that require additional details, please enter the details only in the “Notes/Status” Column.

Category	Tasks	Date completed or expected completion	Notes/Status
Site Control	Purchase and Sale Agreement/Option		
Site Control	Closing		
Feasibility/Due Diligence	SEPA		
Financing	Appraisal		
Financing	Financial underwriting		
Financing	Application(s) for other funding source(s)		
Design/Permitting	Preliminary drawings completed		
Design/Permitting	Site plan approval		
Design/Permitting	Building/civil permit submitted		
Design/Permitting	Building/civil permits issued		
Design/Permitting	Other agency permits issued		
Construction	Selection of general contractor		
Construction	Begin construction		
Construction	Issued certificate of occupancy		
Occupancy	Selection of management firm		
Occupancy	Begin leasing		

B. Project Budget. Amounts in the total project cost must be accounted for in full by assigning them to funding sources as appropriate. Do not combine funding sources in a column. All residential development costs should be included in this budget.

\$ amount	% of total project cost	City funds	Applicant funds	Bank funds	Other funds
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Cost Category

Acquisition Costs (existing structures, land, closing costs, etc.)						
Construction Costs (demo, new, rehab, overhead/profit, site work, infrastructure costs, etc.)						
Soft Costs (appraisal, legal, tech. experts, enviro. studies, project management, other consultant)						
Other Development Costs (permits, utility hook-ups, etc.)						
Financing Costs (loans, legal fees, etc.)						
Operational or Reserve Costs						
Total Project Cost						

C. Budget Narrative. As necessary, include budget narrative to support and/or supplement the information included in the budget tables above (100 words or less)

8. ATTACHMENTS TO APPLICATION

- Documentation of site control (not necessary if project proposal is limited to city-owned property)
- Completed City of Ellensburg [Pre-Funding Submittal Meeting Application](#)
- Documentation to support collaboration
- Project site/development plan



000 INDEX - FUNDING	
SHT. NO.	DESCRIPTION
P001	SITE PLAN
P002	PLAN - LEVEL 1
P003	PLAN - LEVEL 2
P004	EXTERIOR ELEVATIONS
P005	EXTERIOR ELEVATIONS
P006	SECTIONS
P007	ENLARGED PLANS - UNIT PLANS
P008	3D VIEWS
P000	COVER SHEET

GROSS BUILDING AREAS	
LEVEL	GSF

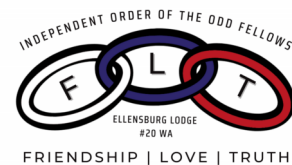
LEVEL 1	12847 SF
LEVEL 2	11354 SF
TOTAL AREA	24201 SF

UNIT MIX			
UNIT TYPE	COUNT	%	AVG UNIT TYPE NSF

1-BDRM	12	52.17%	589.34 SF
2-BDRM	12	47.83%	822.89 SF
TOTAL	24		1412.22 SF

BUILDING PROGRAM	
PROGRAM TYPE	NSF

	1727 SF
CIRCULATION	3354 SF
MEP/STORAGE	232 SF
RESIDENTIAL COMMON	1256 SF
RESIDENTIAL UNITS	16124 SF
TOTAL AREA	22692 SF



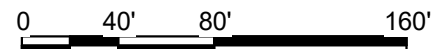
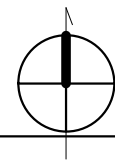
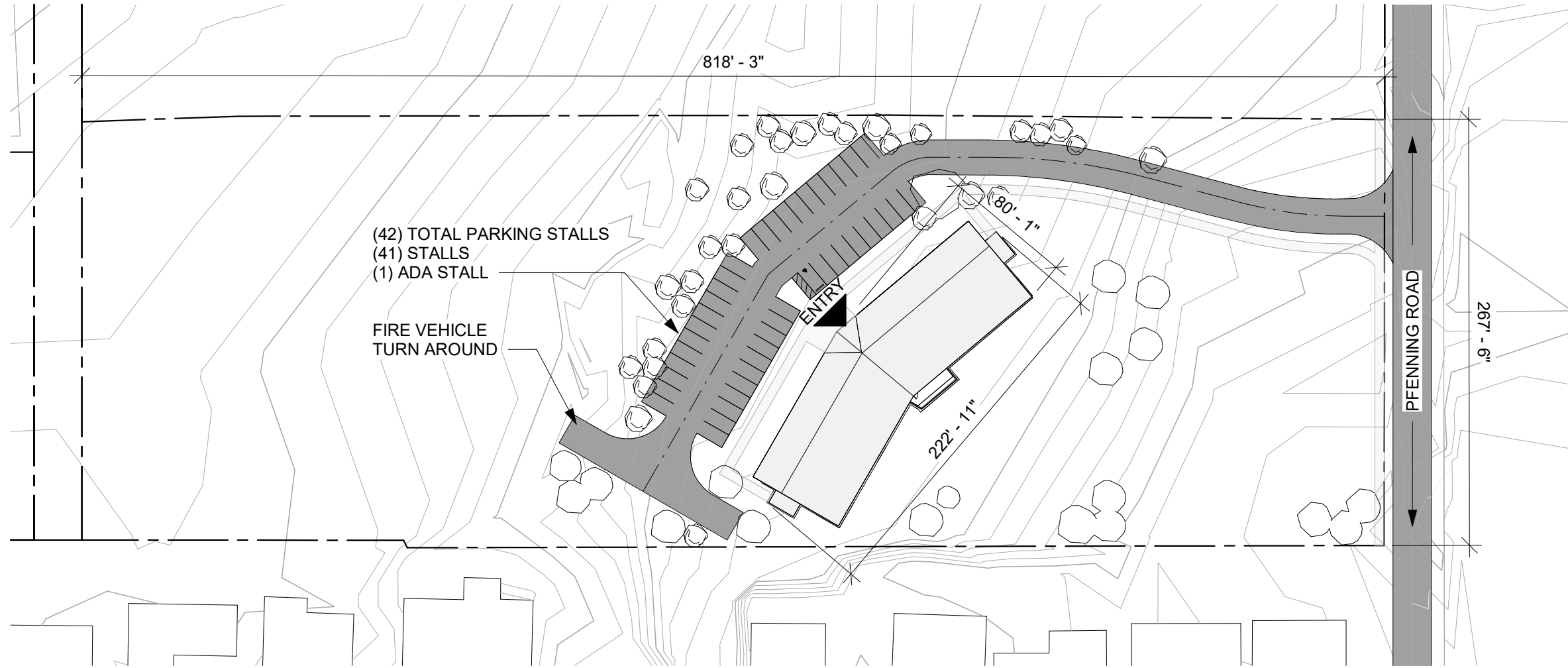
IOOF ELLENSBURG

1900 BRICK ROAD
ELLENSBURG, WA 98926

COVER SHEET

P000

09/25/2025



IOOF ELLENSBURG

1900 BRICK ROAD
 ELLENSBURG, WA 98926

SITE PLAN

P001

09/25/2025

UNIT TYPE

- 1-BDRM
- 2-BDRM
- CIRCULATION
- MEP/STORAGE
- RESIDENTIAL COMMON



UNITS PER FLOOR	
UNIT TYPE	COUNT

LEVEL 1	
1-BDRM	5
2-BDRM	6
	11

LEVEL 2	
1-BDRM	7
2-BDRM	6

TOTAL	13
	24



IOOF ELLENSBURG

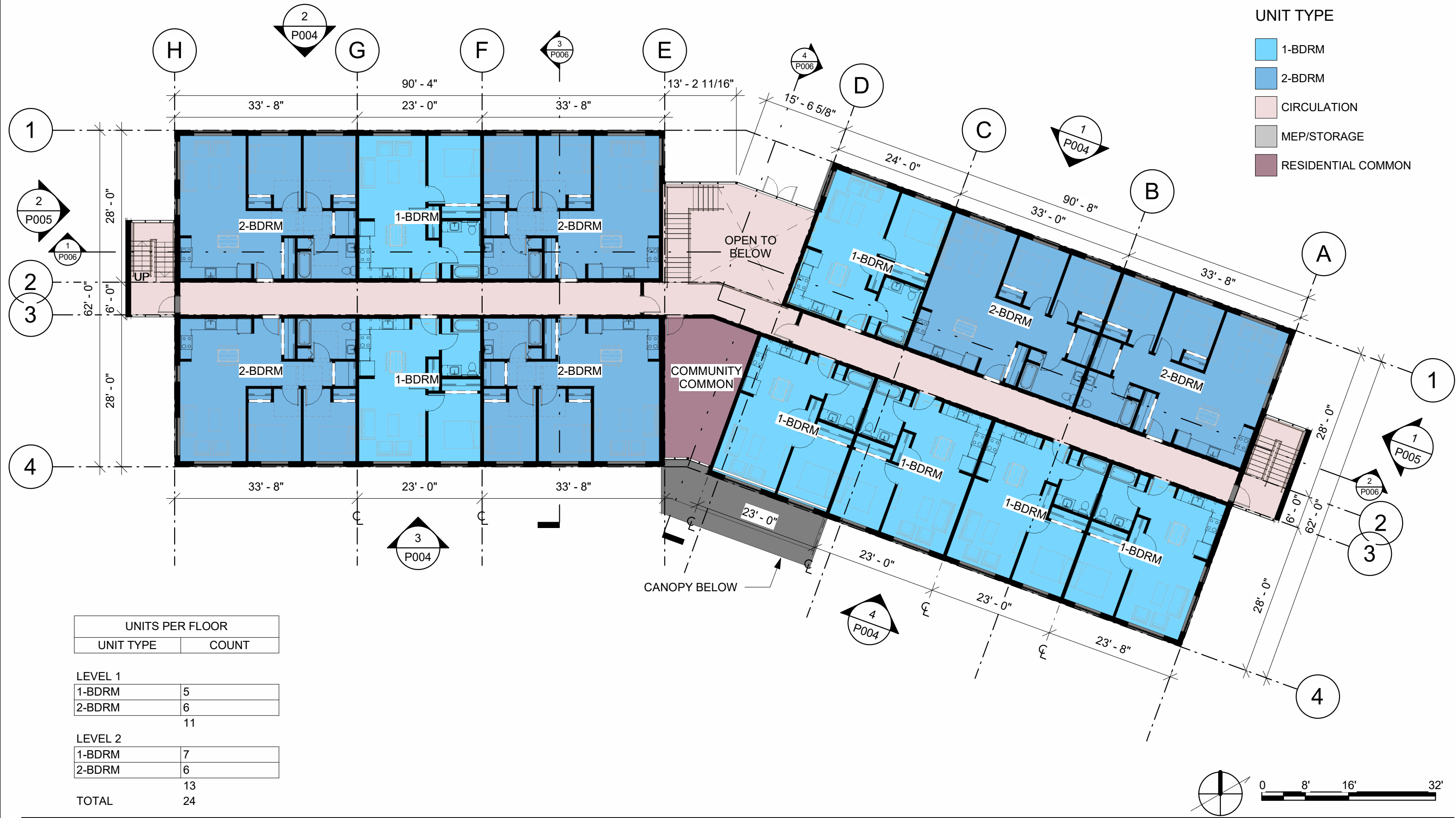
1900 BRICK ROAD
ELLENSBURG, WA 98926

PLAN - LEVEL 1 | P002

09/25/2025

UNIT TYPE

- 1-BDRM
- 2-BDRM
- CIRCULATION
- MEP/STORAGE
- RESIDENTIAL COMMON



UNITS PER FLOOR	
UNIT TYPE	COUNT

LEVEL 1	
1-BDRM	5
2-BDRM	6
	11

LEVEL 2	
1-BDRM	7
2-BDRM	6
	13

TOTAL	24
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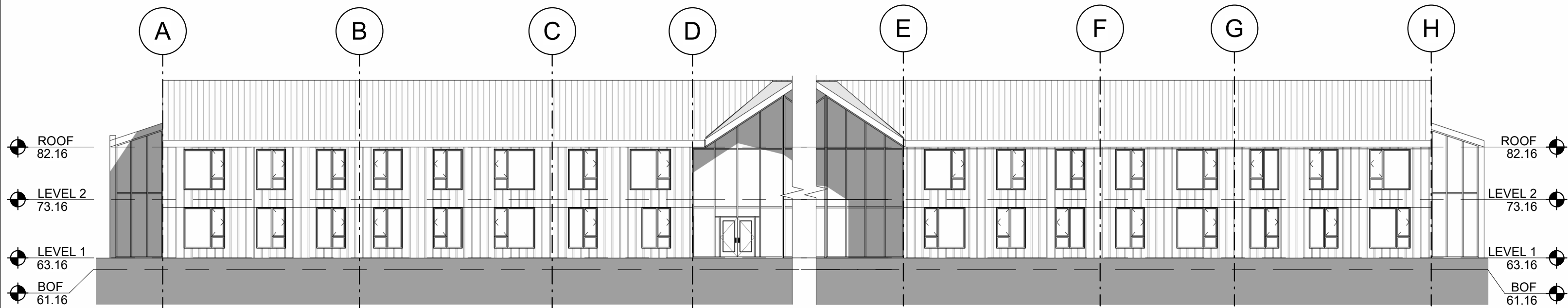
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PLAN - LEVEL 2

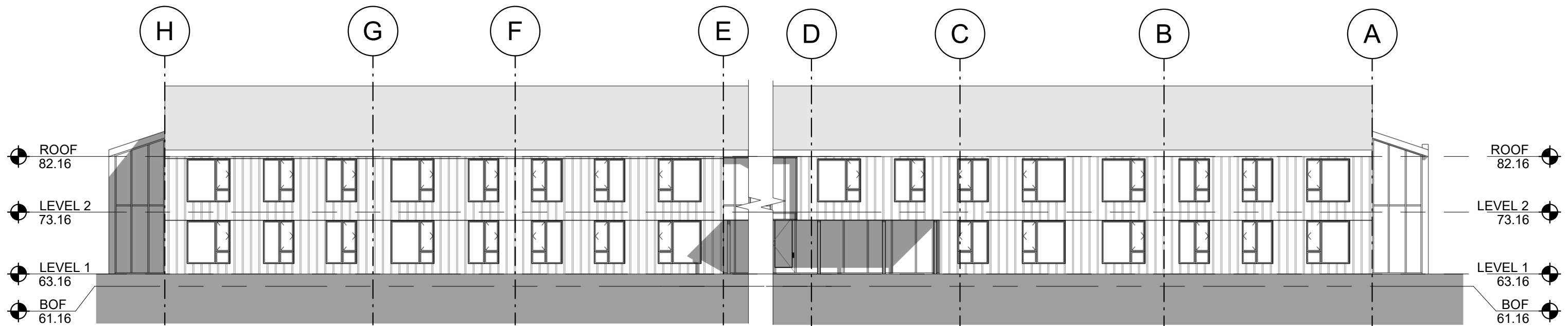
P003

09/25/2025



1 ELEVATION - NORTH A
SCALE: 1/16" = 1'-0"

2 ELEVATION - NORTH B
SCALE: 1/16" = 1'-0"



3 ELEVATION - SOUTH A
SCALE: 1/16" = 1'-0"

4 ELEVATION - SOUTH B
SCALE: 1/16" = 1'-0"



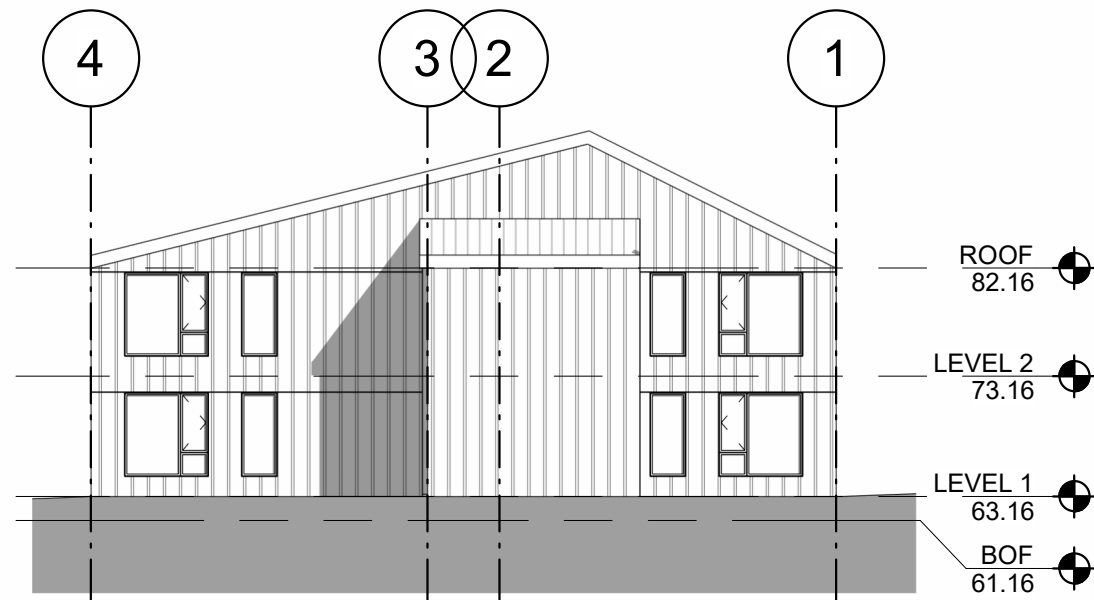
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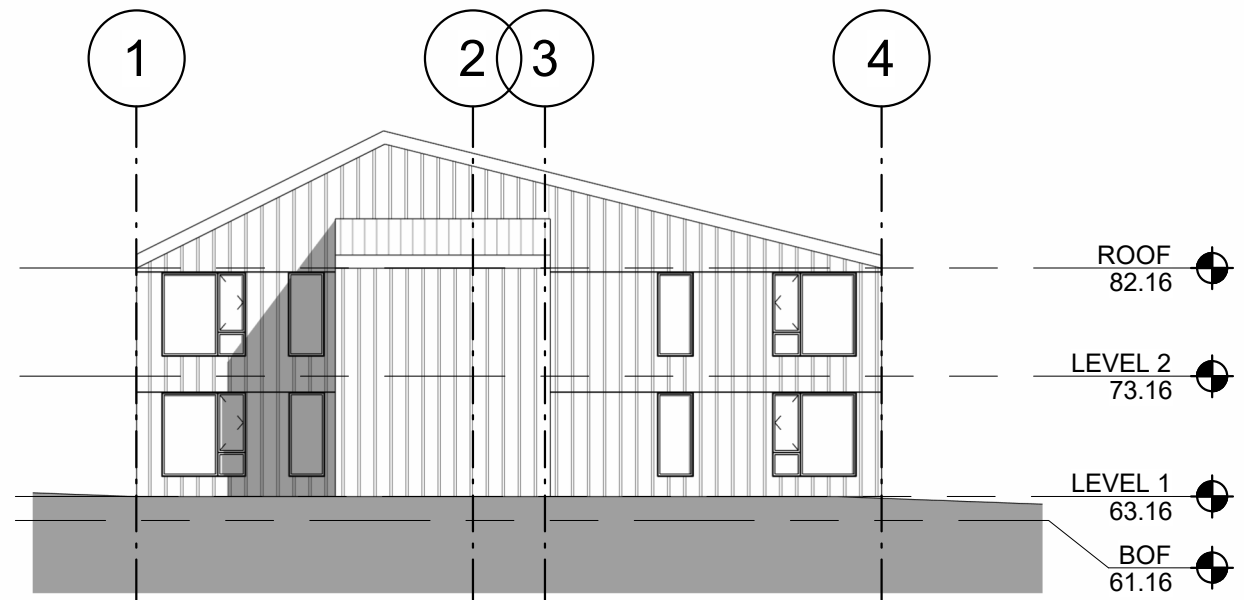
EXTERIOR ELEVATIONS

P004

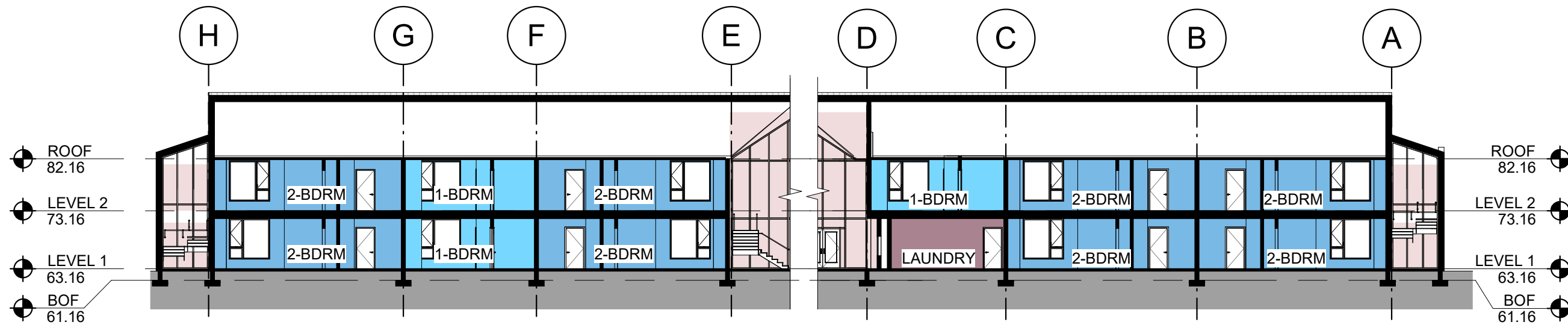
09/25/2025



1 ELEVATION - EAST
SCALE: 1/16" = 1'-0"

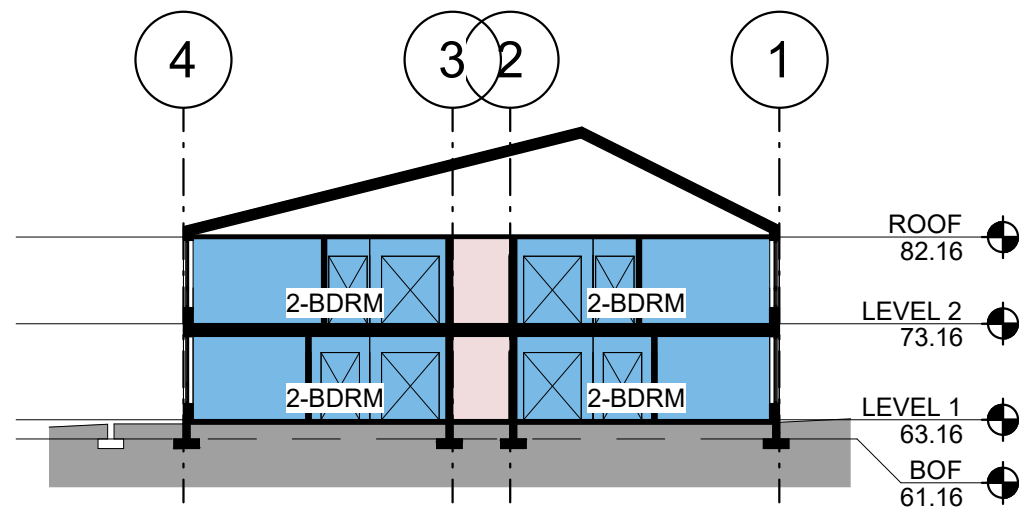


2 ELEVATION - WEST
SCALE: 1/16" = 1'-0"

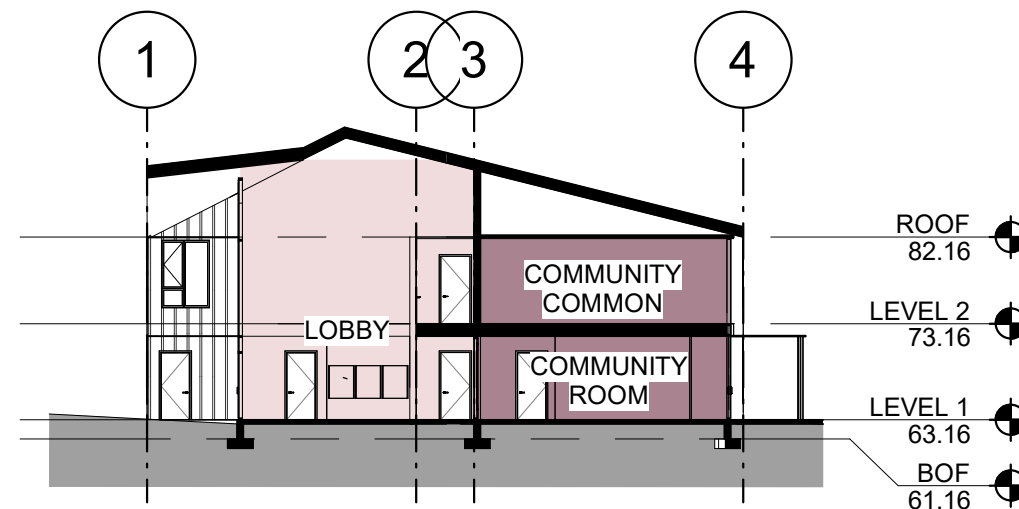


1 SECTION - 1A
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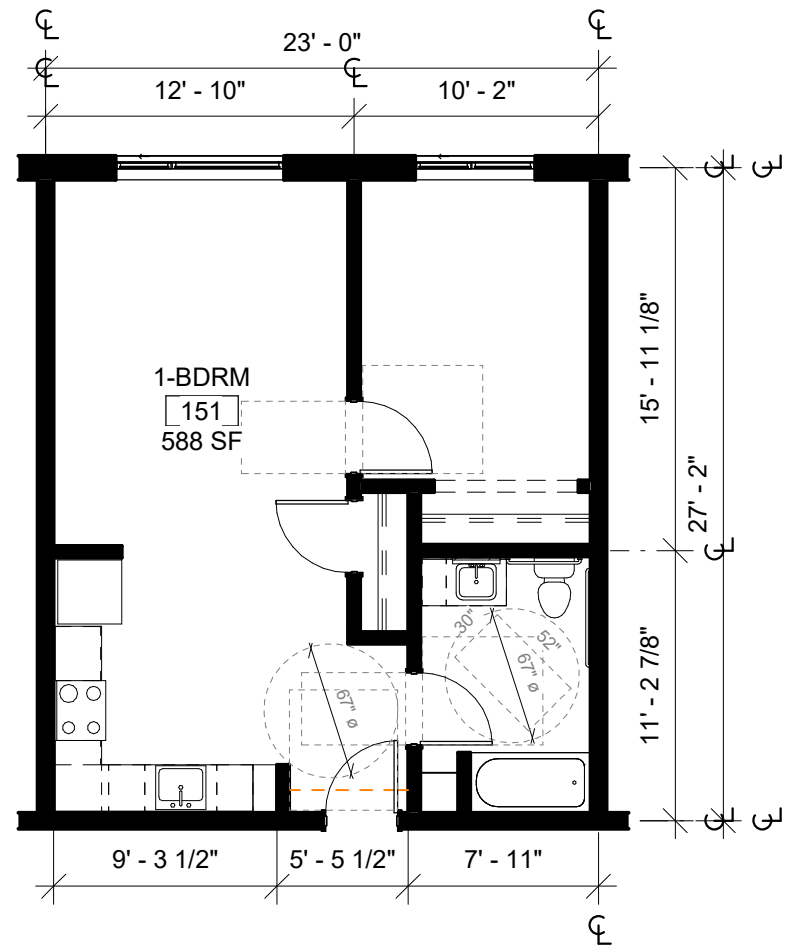
2 SECTION - 1B
SCALE: 1" = 20'-0"



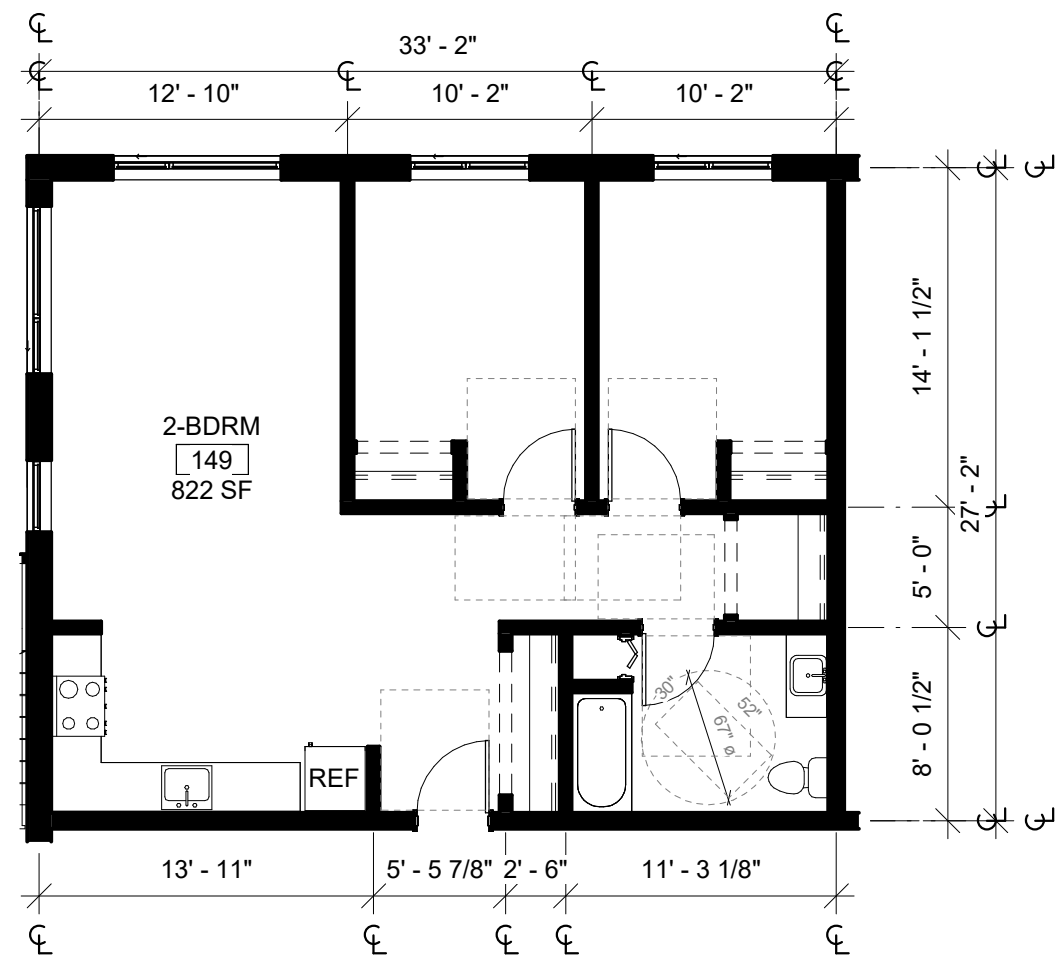
3 SECTION 2
SCALE: 1" = 20'-0"



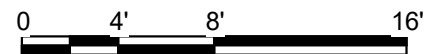
4 SECTION 3
SCALE: 1" = 20'-0"

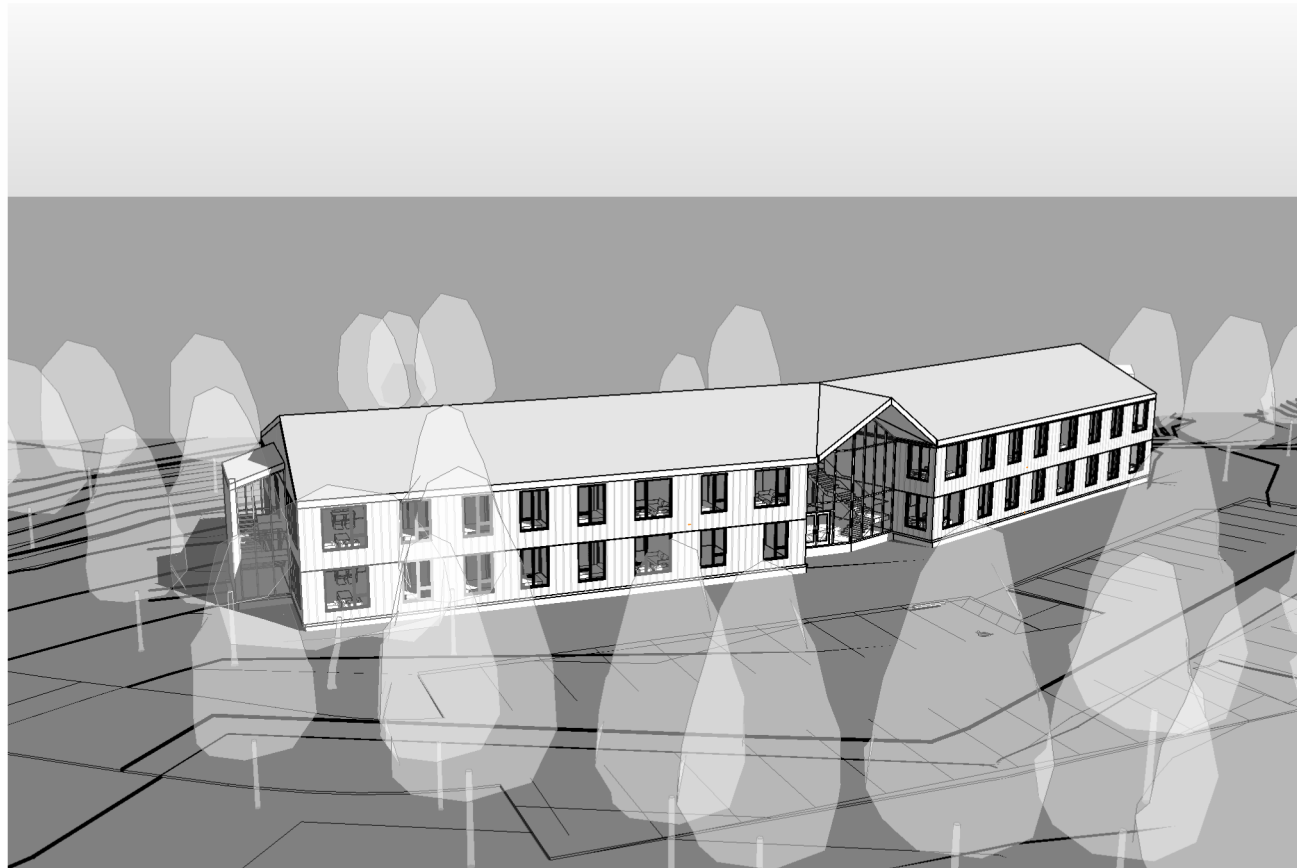


1 ENLARGED PLAN - 1 BED
SCALE: 1/8" = 1'-0"



2 ENLARGED PLAN - 2 BED
SCALE: 1/8" = 1'-0"





1 **AERIAL - BUILDING FRONT**
SCALE:



2 **BUILDING REAR**
SCALE:

Follow-up questions on Odd Fellows Lodge #20 Housing Project. Questions from City of Ellensburg; responses provided by Office of Rural and Farmworker Housing (ORFH) on December 8, 2025.

1. The UBI you submitted doesn't look correct. I found 603-210-236 on the DOR page; can you please confirm?

UBI 603-210-236 is correct. You should have certificate of existence in your files. I attached it here just in case.

2. How will your project timeline change if you receive an HTF award or do not in the 2025 cycle?

The timeline won't change if with receive an HTF award this funding cycle. If we do not receive an award this year, we will reevaluate after meeting with Commerce to determine the feasibility of the project and options available.

3. Are all the completed projects listed in your application ORFH development experience? How are ORFH and IOOF collaborating on this project to make sure it can be successful? What are your respective roles in predevelopment and what will they be during construction and lease-up? Will ORFH play any ongoing role after the units are placed in service?

Since this is OFLHP's first project, ORFH has provided the Odd Fellows with Rural Technical Assistance. ORFH is a Technical Assistance provider for Commerce's Capacity Building, Outreach and Support (CBOS) Program. ORFH has provided Housing 101 training, overview of funding opportunities, AMI restrictions, timeline and process of construction, and the roles of management. ORFH is the development consultant on this project and regularly meets with the Odd Fellows to ensure that there are no gaps in project management, and they are aware of resources to help build capacity. ORFH staff will oversee the project budget and schedule, coordinate 3rd party providers, negotiate contracts with the contractor, architect, and financing, and review all funding applications. In addition, ORFH will work closely with the development team and funders to coordinate financing applications, close financing, and move smoothly into construction. During construction, ORFH will be responsible for all draw tracking, monitoring change orders and coordinating with funders to ensure adequate cash flow. ORFH staff will stay involved through lease up, placed in service and 3rd party review and close out with funders. ORFH will not have an ongoing role during operation of the Odd Fellows Lodge 20 Housing Project. However, ORFH is helping the Odd Fellows

Lodge 20 Housing Project develop a strong, capable, mission driven Board of Directors and operating plan for the project to ensure the project's long-term success.

4. Do you plan to hire a property manager or self-manage?

We will hire a property manager or partner with another non-profit housing provider to operate the facility.

5. City sales tax funds are subject to prevailing wage requirements for applicable work. Is this reflected in your planning and budget?

Prevailing wages are also required for HTF and are reflected in our planning and budget. The cost estimate provided by our general contractor assumed prevailing wage.

6. Do you have a sense of veteran demand for housing units from your work with supportive services for veteran families (SSVF)?

David Sturgell, Present of Odd Fellows Lodge 20 Housing Project (OFLHP), has more than 12 years of experience providing veteran services in Ellensburg and Kittitas County and was previously the county lead on the veteran assistance program administered through the Auditor's office. He and other OFLHP have a long and close relationship working with the Supportive Services for Veteran Families (SSVF), the VA's housing assistance program. SSVF is locally administered by community action agency HopeSource, and together we have determined that the need for veteran housing will easily fill the 12 units for veterans in this project. In 2024, SSVF coordinator Desi Theisen said "we could fill 50 units tomorrow with veterans if the units existed".

7. Are the veteran set-asides based on planned SSVF vouchers? What is the status of your discussions with Yakima Housing Authority about availability of these vouchers? Can this project pencil without vouchers or are they an essential part of your funding strategy?

SSVF Vouchers are our first priority for these units. We continue to work with the Yakima Housing Authority to plan for availability. Additionally, the Washington State Department of Veteran Affairs (WDVA) is assisting us in coordinating with the nearest VA HUD-VASH office in Spokane to see if they can provide vouchers as well. Acknowledging our first priority is to obtain building vouchers, we are committed to

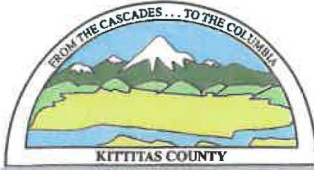
housing veterans at 50% AMI and if vouchers are not initially available, we will still proceed with the project, rent to the veterans, and continue to work with state and federal legislators and agencies to obtain SSVF HUD-VASH vouchers.

8. How much private lender outreach have you done? How much funding do you expect to raise?

We included a construction loan in our development budget which will be switched to a permanent loan after placed in service in the amount of \$650,000. We have a letter of interest from Yakima Federal Savings and Loan and are considering them to provide this financing.

9. What do you see as the greatest risks to this project and how do you plan to mitigate them?

The greatest risk to the project is the lack of availability of state affordable housing funding and the risk of withdrawal of federal pass-through funds due to partisan politics in Washington DC. OFLHP scored at the top threshold of unfunded projects in the 2024 HTF round, so we are optimistic that with the changes we made to the project, that our project will receive an HTF award this round. Mitigation actions we are taking against these risks are continuing to seek funding through direct legislative appropriation, further research to demonstrate the severe housing shortage in Ellensburg, and flexibility in our ability to react to change. This land has been in our possession since 1881, our Lodge has fifteen decades of experience as a viable organization, and we are planning for the next 145 years of life in the Kittitas Valley.



KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

CDS@CO.KITTTITAS.WA.US

Office (509) 962-7506

"Building Partnerships – Building Communities"

David Sturgell
Odd Fellows Lodge 20 Housing Project
PO Box 154
Ellensburg, WA 98926
housing@ellensburgoddfellows.org

Dear David:

Your proposal to build a 24-unit affordable housing development for veterans, individuals and families is very exciting and we strongly support your efforts. There is no question that additional quality-built, affordable housing is greatly needed in Ellensburg, WA. During these difficult economic times, the comfort and stability of a place to call home is of great importance.

This letter is to confirm that the proposed housing project is consistent with the Kittitas County Homeless and Affordable Housing Plan's goal of increasing available affordable housing. The gap between income and the cost of available housing is one of the causes of homelessness, particularly in Kittitas County where housing prices have risen faster than incomes. There is an extreme need for affordable housing in Ellensburg and this project although exceeding the 5 million dollar project limit would be a great step in addressing that need.

In addition, this proposed development supports the Kittitas County Comprehensive Plan Housing Element. (Chapter 3). Some of the goals in the plan which are supported are the following:

- GPO 3.13 Provide for housing to be developed which is affordable to all economic groups
- GPO 3.15 Provide for a range of housing types within Kittitas County.
- GPO 3.17 Provide a sufficient number of housing units for future populations while maintaining the rural character of Kittitas County.
- GPO 3.18 Provide sufficient housing units while maintaining environmental quality.

Kittitas County looks forward to this opportunity to work with the Odd Fellows Lodge 20 on helping to alleviate our county's housing crisis. We wish you success in this new endeavor and lend you our full support. If I can be of further assistance, please let me know.

Sincerely,



Jamey Ayling

Kittitas County Planning Manager



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926

Land Use Permitting (509) 962-7231
comdev@ci.ellensburg.wa.us

Construction Permitting (509) 962-7239
permits@ci.ellensburg.wa.us

August 14, 2025

David Sturgell
Odd Fellows Lodge 20 Housing Project
PO Box 154
Ellensburg, WA 98926
housing@ellensburgoddfellows.org

RE: IOOF Brick Road Housing Project
Consistency with local housing needs - City of Ellensburg

Dear Mr. Sturgell:

Your proposal to build a 24-unit affordable housing development for veterans, individuals and families is very exciting and we strongly support your efforts. Additional quality-built, affordable housing is greatly needed in the City of Ellensburg.

This letter is to confirm that the proposed housing project is consistent with the City of Ellensburg's Strategic Vision 2024-2029, which includes the strategic priority of Affordable Housing and Living with the goal of closing the gap between available units and projected need. Based on Washington State Office of Financial Management estimates and Kittitas County allocations, Ellensburg will need approximately 2,133 new units of 0-50% AMI housing (in addition permanent supportive housing needs) by 2046. The City of Ellensburg, the largest City in the County, currently has less than 900 total income-restricted affordable units.

The proposed project also supports the three goals of the City of Ellensburg's Housing Action Plan:

1. Produce more housing—More housing stock is needed to meet the needs of current and future residents in Ellensburg.
2. Add variety to the housing stock—Ellensburg lacks missing middle housing types, such as townhouses, cottage housing, 2-3-4-plexes, ADU/DADUs, and condominiums.
3. Preserve and create income-restricted affordable housing units—Housing affordability is a challenge for many residents in Ellensburg, where more than 40% of the population is cost burdened.

And finally, the proposed project is consistent with the City of Ellensburg's Comprehensive Plan, Chapter 2 Housing, Goal H-2:

- Allow and encourage and accommodate a variety of housing types and densities to meet housing needs of all economic segments of the community.

The City of Ellensburg looks forward to this opportunity to work with the Odd Fellows Lodge 20 on helping to alleviate our city's housing crisis. We wish you success in this new endeavor and lend you our full support. If I can be of further assistance, please let me know.

Sincerely,



Dan Carlson
Community Development Direct



Letter of Support for the Odd Fellows Lodge 20 Housing Project

October 12, 2025

To Whom It May Concern,

On behalf of the National Association of Students With A Purpose (NASWAP), I am writing to express our enthusiastic support for the Odd Fellows Lodge 20 Housing Project (OFLHP).

NASWAP is a nonprofit organization dedicated to empowering interdisciplinary college students to become socially conscious leaders and entrepreneurs. We provide mentorship, research opportunities, networking, and support for student-led service projects that address real-world community needs. This housing initiative is a deeply aligned opportunity to advance our shared values of equity, opportunity, and community impact.

Community Value & Strategic Fit

We believe the Odd Fellows Lodge 20 Housing Project offers tremendous value to the community in several essential ways:

- 1. Stabilizing housing for students and workforce residents.**
Access to secure, affordable housing is foundational to individual success and community stability. This project addresses a pressing need by offering 30 units of housing to veterans and workforce families, populations that include many students and early career professionals facing housing insecurity.
- 2. Supporting educational access and success.**
NASWAP works with students across Washington and beyond who struggle with housing instability. Stable housing enables focus, persistence, and educational attainment. Projects like this directly support the academic and professional futures of the populations we serve.
- 3. Contributing to long-term community resilience.**
Affordable housing is a cornerstone of sustainable economic and social development. This project strengthens the region's capacity to retain talent, support families, and promote inclusive growth.



NASWAP's Commitments to the Project

NASWAP is committed to supporting the Odd Fellows Lodge 20 Housing Project in the following ways:

Area	Contribution
Outreach & Engagement	We will engage our student chapters and networks to support community outreach, helping ensure that the housing reaches those who most need it.
Research & Impact Evaluation	NASWAP's student research fellows will assist in designing impact measurement tools to evaluate housing stability, education outcomes, and community well-being.
Advocacy & Visibility	We will advocate for this project through our policy and outreach channels, framing housing as a student success and equity issue across Washington State.
Capacity Building Support	Our organization is available to offer grant writing assistance, impact storytelling, and student support for administrative and community engagement efforts during the development process.

These are not symbolic gestures, but we view this as a real partnership that reflects our long-standing commitment to equity-driven community development.

In conclusion, NASWAP strongly supports the funding of the Odd Fellows Lodge 20 Housing Project. We believe this initiative will make a lasting difference in the lives of veterans, students, and working families in Ellensburg and serve as a scalable model for equitable housing development across rural communities.

We welcome any further conversation or collaboration to ensure its success.

Sincerely,

Jamie Gilbert
Chief Executive Officer
National Association of Students With A Purpose (NASWAP)
jamie@studentswithapurpose.org 509-856-8574

CHICAGO TITLE INSURANCE COMPANY

Policy No. 72156-48087083

GUARANTEE

CHICAGO TITLE INSURANCE COMPANY, a Florida corporation, herein called the Company, guarantees the Assured against actual loss not exceeding the liability amount stated in Schedule A which the Assured shall sustain by reason of any incorrectness in the assurances set forth in Schedule A.

1. No guarantee is given nor liability assumed with respect to the identity of any party named or referred to in Schedule A or with respect to the validity, legal effect or priority of any matter shown therein.
2. The Company's liability hereunder shall be limited to the amount of actual loss sustained by the Assured because of reliance upon the assurance herein set forth, but in no event shall the Company's liability exceed the liability amount set forth in Schedule A.

PLEASE NOTE CAREFULLY THE LIABILITY EXCLUSIONS AND LIMITATIONS AND THE SPECIFIC ASSURANCES AFFORDED BY THIS GUARANTEE. IF YOU WISH ADDITIONAL LIABILITY, OR ASSURANCES OTHER THAN AS CONTAINED HEREIN, PLEASE CONTACT THE COMPANY FOR FURTHER INFORMATION AS TO THE AVAILABILITY AND COST.

Dated: July 28, 2022

Issued by:

AmeriTitle, LLC

101 W Fifth Ave.

Ellensburg, WA 98926

(509)925-1477

Hannah Hall

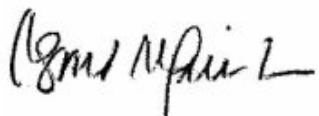

Authorized Signer

Note: This endorsement shall not be valid or binding until countersigned by an authorized signatory.

Subdivision Guarantee Policy Number: 72156-48087083

CHICAGO TITLE INSURANCE COMPANY



By: 
ATTEST 
President Secretary

SUBDIVISION GUARANTEE

Order No.: 556108AM
Guarantee No.: 72156-48087083
Dated: July 28, 2022

Liability: \$1,000.00
Fee: \$800.00
Tax: \$67.20

Assured: IOOF Cemetery

The assurances referred to on the face page are:

That, according to those public records with, under the recording laws, impart constructive notice of matters relative to the following described real property:

Tract 1:

Lots 1, 2, 3 and 4 of that certain Survey as recorded May 15, 2018, in Book 41 of Surveys, page 134, under Auditor's File No. 201805150007, records of Kittitas County, Washington; being a portion of the State Addition and part of the Northeast Quarter of Section 36, Township 18 North, Range 18 East, W.M., in the County of Kittitas, State of Washington.

Tract 2:

That portion of Tracts 76 and 77, STATE ADDITION TO THE CITY OF ELLENSBURG NO. 1, as per plat thereof recorded in Book 2, page 48, records of Kittitas County, and more particularly being described as that portion of the Southeast Quarter of the Northeast Quarter of Section 36, Township 18 North, Range 18 East, W.M., County of Kittitas, State of Washington, as shown and described on the Record of Survey drawing prepared by Western Pacific Engineering, Inc., dated December 1983, described as follows:

Commencing at a found railroad spike monument marking the Southeast corner of the Northeast Quarter of said Section; thence North 00°25'17" West on the Easterly boundary line of the Northeast Quarter of said Section a distance of 331.98 feet to the Southeast corner of the North Half of the Southeast Quarter of the Southeast Quarter of the Northeast Quarter of said Section, said point bears South 00°25'17" East on the Easterly boundary line of the Northeast Quarter of said Section a distance of 2,323.85 feet from a found brass cap monument marking the Northeast corner of the Northeast Quarter of said Section; thence South 89°23'39" West on the Southerly boundary line of the North Half of the South Half of the Southeast Quarter of the Northeast Quarter of said Section and the Southerly boundary line of Tracts 96 and 77 of said Addition a distance of 847.63 feet to the true point of beginning, said point bears North 89°23'39" East on the Southerly boundary line of the North Half of the South Half of the Southeast Quarter of the Northeast Quarter of said Section a distance of 474.52 feet from the Southeast corner of the North Half of the South Half of the Southeast Quarter of the Northeast Quarter of said Section and North 89°23'39" East on the Southerly boundary line of Tract 77 of said Addition a distance of 414.52 feet from the Southwest corner of Tract 77 of said Addition; thence continuing South 89°23'39" West on the Southerly boundary line of the North Half of the South Half of the Southeast Quarter of the Northeast Quarter of said Section and the Southerly boundary line of Tract 77 of said Addition a distance of 30.00 feet; thence North 00°27'41" West a distance of 623.50 feet; thence North 87°26'27" East a distance

Subdivision Guarantee Policy Number: 72156-48087083

of 30.02 feet; thence South 00°27'41" East a distance of 624.52 feet to the Southerly boundary line of the North Half of the South Half of the Southeast Quarter of the Northeast Quarter of said Section and to the Southerly boundary of Tract 77 of said Addition and to the true point of beginning.

Title to said real property is vested in:

I.O.O.F. Lodge No. 20, a Washington corporation, Ellensburg Lodge No. 20 Independent Order of Odd Fellows, and Ellensburg Lodge No. 20, I.O.O.F., each as to an indeterminate portion of Tract 1;

and Ellensburg Lodge No. 20 Independent Order of Odd Fellows, as to Tract 2

END OF SCHEDULE A

(SCHEDULE B)

Order No: 556108AM
Policy No: 72156-48087083

Subject to the matters shown below under Exceptions, which Exceptions are not necessarily shown in the order of their priority.

EXCEPTIONS:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records.
2. Unpatented mining claims; reservations or exceptions in the United States Patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
3. Title to any property beyond the lines of the real property expressly described herein, or title to streets, roads, avenues, lanes, ways or waterways on which such real property abuts, or the right to maintain therein vaults, tunnels, ramps, or any other structure or improvement; or any rights or easements therein unless such property, rights or easements are expressly and specifically set forth in said description.
4. Any lien for service, installation, connection, maintenance, tap, capacity or construction or similar charges for sewer, water, electricity, natural gas or other utilities, or for garbage collection and disposal not shown by the Public Records
5. Indian tribal codes or regulations, Indian treaty or aboriginal rights, including easements or equitable servitudes.
6. General Taxes and Assessments – total due may include fire patrol assessment, weed levy assessment and/or irrigation assessment, if any. Taxes noted below do not include any interest or penalties which may be due after delinquency.

Note: Tax year runs January through December with the first half becoming delinquent May 1st and second half delinquent November 1st if not paid. For most current tax information or tax printouts visit: <http://taxsifter.co.kittitas.wa.us> or call their office at (509) 962-7535.

Tax Year: 2022
Tax Type: County
Total Annual Tax: \$5.36
Tax ID #: 503634 (Affects: Parcel 1)
Taxing Entity: Kittitas County Treasurer
First Installment: \$5.36
First Installment Status: Paid
First Installment Due/Paid Date: April 30, 2022
Second Installment: \$0.00
Second Installment Status: Paid
Second Installment Due/Paid Date: October 31, 2022

7. Tax Year: 2022
Tax Type: Irrigation

Subdivision Guarantee Policy Number: 72156-48087083

Total Annual Tax: \$410.44
Tax ID #: 503634 (Affects: Parcel 1)
Taxing Entity: Kittitas County Treasurer
First Installment: \$205.22
First Installment Status: Paid
First Installment Due/Paid Date: April 30, 2022
Second Installment: \$205.22
Second Installment Status: Paid
Second Installment Due/Paid Date: October 31, 2022

8. Tax Year: 2022
Tax Type: County
Total Annual Tax: \$7.22
Tax ID #: 513634 (Affects: Parcel 2)
Taxing Entity: Kittitas County Treasurer
First Installment: \$7.22
First Installment Status: Paid
First Installment Due/Paid Date: April 30, 2022
Second Installment: \$0.00
Second Installment Status: Paid
Second Installment Due/Paid Date: October 31, 2022

9. Tax Year: 2022
Tax Type: Irrigation
Total Annual Tax: \$693.16
Tax ID #: 513634 (Affects: Parcel 2)
Taxing Entity: Kittitas County Treasurer
First Installment: \$346.58
First Installment Status: Paid
First Installment Due/Paid Date: April 30, 2022
Second Installment: \$346.58
Second Installment Status: Paid
Second Installment Due/Paid Date: October 31, 2022

10. Tax Year: 2022
Tax Type: County
Total Annual Tax: \$1,711.65
Tax ID #: 474134 (Affects: Parcel 3)
Taxing Entity: Kittitas County Treasurer
First Installment: \$855.83
First Installment Status: Paid
First Installment Due/Paid Date: April 30, 2022
Second Installment: \$855.82
Second Installment Status: Paid
Second Installment Due/Paid Date: October 31, 2022

11. Tax Year: 2022
Tax Type: Irrigation
Total Annual Tax: \$371.38
Tax ID #: 474134 (Affects: Parcel 3)
Taxing Entity: Kittitas County Treasurer
Subdivision Guarantee Policy Number: 72156-48087083

First Installment: \$185.69
First Installment Status: Paid
First Installment Due/Paid Date: April 30, 2022
Second Installment: \$185.69
Second Installment Status: Paid
Second Installment Due/Paid Date: October 31, 2022

12. Tax Year: 2022
Tax Type: County
Total Annual Tax: \$1,690.65
Tax ID #: 744134 (Affects: Parcel 4)
Taxing Entity: Kittitas County Treasurer
First Installment: \$845.33
First Installment Status: Paid
First Installment Due/Paid Date: April 30, 2022
Second Installment: \$845.32
Second Installment Status: Paid
Second Installment Due/Paid Date: October 31, 2022
13. Tax Year: 2022
Tax Type: Irrigation
Total Annual Tax: \$872.96
Tax ID #: 744134 (Affects: Parcel 4)
Taxing Entity: Kittitas County Treasurer
First Installment: \$436.48
First Installment Status: Paid
First Installment Due/Paid Date: April 30, 2022
Second Installment: \$436.48
Second Installment Status: Paid
Second Installment Due/Paid Date: October 31, 2022
14. Tax Year: 2022
Tax Type: County
Total Annual Tax: \$27.94
Tax ID #: 775536 (Affects: Tract 2)
Taxing Entity: Kittitas County Treasurer
First Installment: \$27.94
First Installment Status: Paid
First Installment Due/Paid Date: April 30, 2022
Second Installment: \$0.00
Second Installment Status: Paid
Second Installment Due/Paid Date: October 31, 2022
15. Taxes, interest and penalties, if any, which may result from the loss of the tax exemption for which this property has qualified.

Taxes as shown herein include the following exemption(s): Recreational - Other Recreational
Affects: Portion of said premises

16. Notice of possible (present and future) tap or connection charges levied, or to be levied, by the City of Ellensburg, notice of which is given by instrument recorded February 3, 1978, under Kittitas County Auditor's File No. [420037](#).
Affects: Tract 2
17. The provisions contained in Deed from Carl A. Sander and Olive Sander to Capital Hill Water Works Company, a corporation
Recorded: August 28, 1889,
[Book J of Deeds, Page 450](#)

Subdivision Guarantee Policy Number: 72156-48087083

As follows: "For the lower ditch supplying the reservoirs of said corporation grantee, commencing at junction of the Tail race from Sander's Mill and Wilson Creek near North line of Northeast Quarter of Northeast Quarter of Section 36, Township 18 North, Range 18 East, W.M., Southerly across said land."

18. The provisions contained in Deed from Carl A. Sanders and Olive Sanders, his wife, to Capital Hill Water Works Company, a corporation,
Recorded: August 28, 1889,
[Book J of Deeds, Page 451](#)
As follows: "Commencing at Sander's Mill pond on the Southwest Quarter of Section 30, Township 18 North, Range 19 East, W.M., thence Southerly crossing Northeast Quarter of Northeast Quarter of Section 36, Township 18 North, Range 18 East, W.M."
19. An easement including the terms and provisions thereof for the purposes stated therein and rights incidental thereto as set forth in deed from Carl A. Sander and Olive Sander:
Granted To: Ellensburg Water Supply Company, a corporation
Dated: December 29, 1892
[Book P of Deeds, Page 535](#)
20. The provisions contained in Agreement,
Granted To: Ellensburg Water Supply Company, a corporation
Date: June 6, 1911,
[Book 23 of Deeds, Page 217](#)
Auditor's File No.: 30446
As follows: "Right of way for, and right to construct, install, operate, renew and forever maintain a pipe line for the conveyance of water over and across Sections 25 and 36, Township 18 North, Range 18 East, W.M., together with right of ingress to and egress from said premises for said purpose."
21. The provisions contained in Deed from the State of Washington to Ellensburg Lodge No. 20, I.O.O.F.,
Dated: September 8, 1927,
Book 45 of Deeds, Page 565
Auditor's File No.: [87743](#)
22. The provisions contained in Deed from the State of Washington to Mabel Hutter,
Instrument No.: [148544](#).
23. An easement including the terms and provisions thereof for the purpose shown below and rights incidental thereto as set forth in instrument:
Granted To: Goodwin Chase, Jr.
Purpose: Irrigation ditch and pipeline
Recorded: January 14, 1947
Instrument No.: [192760](#)
Affects: A strip of land two feet in width across a portion of Lot 76
24. Right of Way Easement, including the terms and provisions thereof for the purpose shown below and rights incidental thereto as set forth in instrument:
Granted To: City of Ellensburg, Washington, a municipal corporation
Purpose: Underground electrical distribution and service lines, including vaults and associated equipment, as well as the rights of ingress and egress
Recorded: February 15, 1985
Instrument No.: [485851](#)
Volume 220, Page 536
Affects: A portion of said premises

25. Any rights, interests, or claims which may exist or arise by reason of the following matters(s) disclosed by survey,
Recorded: May 15, 2018
Book: 41 of Surveys Page: 134
Instrument No.: [201805150007](#)
Matters shown:
a) Fencelines in relation to boundaries
b) Notes thereon
26. An easement including the terms and provisions thereof for the purpose shown below and rights incidental thereto as set forth in instrument:
Granted To: State of Washington
Purpose: Cemetery
Recorded: May 16, 2019
Instrument No.: [201905160016](#)
Affects: A portion of said premises

END OF EXCEPTIONS

Notes:

- a. Any map or sketch enclosed as an attachment herewith is furnished for information purposes only to assist in property location with reference to streets and other parcels. No representation is made as to accuracy and the company assumes no liability for any loss occurring by reason of reliance thereon.
- b. All documents recorded in Washington State must include an abbreviated legal description and tax parcel number on the first page of the document. The abbreviated description for this property is: Lots 1, 2, 3 and 4, Book 41 of Surveys, page 134, ptn of the State Addition and part of the NE Quarter of Section 36, Township 18 N, Range 18 E, W.M., and ptn of Tracts 76 and 77, STATE ADDITION TO THE CITY OF ELLENSBURG NO. 1, Book 2, page 48, ptn of the SE Quarter of the NE Quarter of Section 36, Township 18 N, Range 18 E, W.M.

NOTE: In the event any contracts, liens, mortgages, judgments, etc. which may be set forth herein are not paid off and released in full, prior to or immediately following the recording of the forthcoming plat (short plat), this Company will require any parties holding the beneficial interest in any such matters to join in on the platting and dedication provisions of the said plat (short plat) to guarantee the insurability of any lots or parcels created thereon. We are unwilling to assume the risk involved created by the possibility that any matters dedicated to the public, or the plat (short plat) in its entirety, could be rendered void by a foreclosure action of any such underlying matter if said beneficial party has not joined in on the plat (short plat).

END OF GUARANTEE

SCORING MATRIX: AFFORDABLE HOUSING FUNDS – HOUSING DEVELOPMENT

RECOMMENDATION (circle one)	
YES	NO

APPLICANT PROJECT TITLE REQUEST AMOUNT

REVIEWER DATE

Evaluation Criteria <input type="checkbox"/> <i>Line items represent factors for consideration in evaluating the headline criteria</i>	Evaluation	Considerations / Notes
Identified housing needs and investment priorities <input type="checkbox"/> Senior households (age 62 or over) <input type="checkbox"/> Homeless or at risk of being homeless, including families with children and homeless youth <input type="checkbox"/> People with special needs (disabilities, including mental/behavioral health) <input type="checkbox"/> Veterans <input type="checkbox"/> Domestic violence survivors <input type="checkbox"/> Serves extremely low income (<30% AMI) or very low income (30-50% AMI) populations <input type="checkbox"/> Project addresses identified housing needs in current Housing Needs Assessment data <input type="checkbox"/> Serves populations inadequately addressed by existing affordable housing	<input type="checkbox"/> Recommended <input type="checkbox"/> With reservations <input type="checkbox"/> Not recommended	
Retention of affordability <input type="checkbox"/> Length of time committed to affordability in relation to assistance request (minimum affordability retention period 40 years for property contribution, 25 years for sales tax funding) <input type="checkbox"/> Immediate vs. long term impact <input type="checkbox"/> Annual affordability reporting requirements	<input type="checkbox"/> Recommended <input type="checkbox"/> With reservations <input type="checkbox"/> Not recommended	
Leverage and collaboration/financial assessment <input type="checkbox"/> Other funds committed/expected <input type="checkbox"/> In-kind contributions <input type="checkbox"/> Letters of support <input type="checkbox"/> Public/private partnerships <input type="checkbox"/> Confirmation of funding <input type="checkbox"/> Building cost (total cost, cost/unit, cost/square foot) <input type="checkbox"/> Cost effectiveness (city subsidy/unit, other sources/unit, city subsidy v. total cost, other subsidy v. total cost)	<input type="checkbox"/> Recommended <input type="checkbox"/> With reservations <input type="checkbox"/> Not recommended	
Staff evaluation – readiness to proceed/feasibility <input type="checkbox"/> Site control (assumed site control on city-owned property) <input type="checkbox"/> Scope of work <input type="checkbox"/> Expected planning and/or zoning approval <input type="checkbox"/> Construction start date	<input type="checkbox"/> Recommended <input type="checkbox"/> With reservations <input type="checkbox"/> Not recommended	

Evaluation Criteria <input type="checkbox"/> <i>Line items represent factors for consideration in evaluating the headline criteria</i>	Evaluation	Considerations / Notes
<i>Staff evaluation – readiness to proceed/feasibility (continued – evaluate on page 1)</i> <input type="checkbox"/> Expected project completion date <input type="checkbox"/> Project timeline		
Community impact <input type="checkbox"/> Housing type (i.e. studio, 1, and 2 bedroom units) <input type="checkbox"/> Number of units/use of available space <input type="checkbox"/> Access to services/amenities (transit, employment opportunities, shopping, etc.) <input type="checkbox"/> Opportunities for beneficiaries to build financial stability <input type="checkbox"/> Location relative to existing affordable developments <input type="checkbox"/> Project promotes sense of place and community	<input type="checkbox"/> Recommended <input type="checkbox"/> With reservations <input type="checkbox"/> Not recommended	
Property Management and Development Capacity <input type="checkbox"/> Demonstrated experience on project/programs of similar size and scope <input type="checkbox"/> Demonstrate property management plan <input type="checkbox"/> Capacity to manage program (applicant screening, reporting capability) <input type="checkbox"/> Property maintenance plan <input type="checkbox"/> Qualified staff	<input type="checkbox"/> Recommended <input type="checkbox"/> With reservations <input type="checkbox"/> Not recommended	



Meeting Date: January 7, 2026
City of Ellensburg

Affordable Housing Commission Agenda Report

Agenda Subject: Consider Habitat for Humanity application for funding for Willow Street project.

Submitted by:
Department: Community Development

Suggested Motion/Action:
Recommend Habitat Willow Street proposal to City Council for full, partial or no funding.

Background/Summary:
The City of Ellensburg has had an open process for review of affordable housing project applications since 2020. In March 2025, the City issued a Notice of Funding Availability (NOFA) summarizing resources available for capital projects and housing services in 2025. On November 18, 2025, Habitat for Humanity Seattle - King and Kittitas Counties (SKKC) submitted an application for funding in the amount of \$1,100,000 to construct three new dwelling units on a currently vacant lot at 510 S Willow Street. Staff is requesting the Affordable Housing Commission evaluate the request and provide a recommendation to Council in accordance with ECC 1.86.050. The commission may recommend to award the full amount, to award a partial amount, or to deny the request.

Previous Council Action:
None on this proposal.

Analysis:
Habitat Willow Street new homeownership project details:

Total project budget	\$1,775,300
Total units planned	3 units (all two-bedroom)
City funds requested	\$1,100,000
City funds/unit	\$366,667
Approximate total cost/unit	\$591,767
Approximate total cost/square foot	\$627
Target completion date	August 2027

Identified housing needs and investment priorities:
The project would house households with incomes up to 60% of area median income (AMI), or up to \$45,240 for a one-person household or \$58,200 for a three-person household, with a focus on veterans. Proposed mortgage payments would be about 39 percent of income for a three-person household at 60% AMI. Other target population groups may be served by the development depending on buyer interest.

Retention of affordability:

The units would remain limited to affordable in perpetuity for original homeowners or their descendants and would be resold at affordable rates to income-qualified buyers.

Leverage and collaboration/financial assessment:

If the City were to fully fund this project, the only additional funding would come from homeowner mortgages, representing limited leverage of City funds.

Staff evaluation - readiness to proceed:

Habitat for Humanity SKKC has purchased the property and is in the design phase. The building and site design would be subject to administrative review by city departments similar to another principal unit with accessory dwelling units. The property is located in the residential-suburban (R-S) zone. The proposed timeline for completion is about 20 months.

Community impact:

Homeownership projects often target potential owners with higher incomes (e.g. up to 80% AMI), so this project would provide additional housing stability for homeowners who are not currently able to access market-rate homes. The proposed project offers two-bedroom homes, which are limitedly available in Ellensburg's current housing stock. The lot is conveniently located near schools and parks. It also offers opportunities for homeowners and community members to jointly build homes.

Property management and development capacity:

Habitat would manage the homes through a ground lease-land trust model with a homeowners' association, similar to the Stuart Meadows development. They have demonstrated the ability to deliver housing in Ellensburg, screen potential homeowners for income qualification and manage reporting needs. Delivery was delayed due to groundwater challenges and the volunteer model at Stuart Meadows.

Financial Impact:

Funding this project would reduce the affordable housing sales tax fund balance by \$1,200,000 when fully reimbursed. As of the end of November 2025, the available fund balance was about \$2,800,000. The estimated annual sales tax revenue is about \$805,000.

This proposal falls under the constructing or acquiring of affordable housing and/or operations and maintenance cost of the revenue allocation framework, for which 60+% of funds are reserved.

Budget Adjustment: Yes

Attachments:

1. HFHSC - City of Ellensburg Application for Willow Street Affordable Homes - November 2025 v.1
2. HFHSC - Willow St_application responses
3. 251028_HAB_Willow Street Drawings
4. Site Description
5. Ellensburg Sharp MFP_20250829_131226
6. AH Development Project scoring matrix - 2025



AFFORDABLE HOUSING APPLICATION

FOR CITY SALES TAX FUNDING OR PROPERTY CONTRIBUTION

APPLICATION COVER SHEET

Application Instructions

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

1. Documentation of site control (i.e. fee simple title, valid lease agreement, contract for the purchase and sale of property), not necessary if your application is limited to one of the city-owned properties
2. Completed City of Ellensburg [Pre-Funding Submittal Meeting Application](#)
3. Documentation to support collaboration
4. Project site/development plan

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.

<input type="text"/>	<input type="text" value="11/18/2025"/>
Signature of Authorized Applicant Representative	Date
<input type="text" value="Patrick Sullivan"/>	<input type="text" value="COO"/>
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. Project Location

Primary Street Address:

City, State, Zip:

Tax Parcel ID#:

C. Project Activity (check all that apply)

Acquisition Demolition/Redevelopment New Construction

Adaptive Reuse Rehabilitation Other

If you checked Other above, please explain:

D. Type of organization or company

Nonprofit organization 501(c)(3) Public organization

For profit organization Other:

E. Has this organization/developer previously received funding from the City of Ellensburg?

Yes No If yes, please indicate funding source

F. City Assistance Request. Please indicate City sales tax funding request and/or property contribution parcel number. *If you are not applying for sales tax funding or property contribution, please indicate N/A.*

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

City property contribution:
(Parcel Number)

G. 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)

Habitat for Humanity Seattle-King and Kittitas Counties (HFHSKCC) plans to construct three (3) two-bedroom homes at 510 S Willow St. Each home will be 944 square feet and have one parking spot. Homes are located within a convenient distance to schools, grocery stores, and employers, accessible by public transportation or by foot/wheelchair.

These homes are intended for households living in the City of Ellensburg who have an income at or below 60% of the Area Median Income (AMI). We plan to affirmatively market the units to veterans through our existing relationship with Kittitas County Veterans Services and the relationship we have established with Veterans of Foreign Wars Post 683. This population will be our primary focus. However, we will also seek homebuyers who fall into other categories, including individuals and families at risk of becoming homeless, seniors, people with disabilities, people with behavioral health disabilities, and/or survivors of domestic violence.

Rent increases have impacted households earning below 80% AMI across Kittitas County, with vulnerable populations facing the greatest impacts. A 2022 report published by the Kittitas County Public Health Department revealed that 19% of all households in Kittitas County face severe cost burden (Community Health Assessment). Since 2020, rent in Kittitas County has risen by 50% (Rentdata.org, Kittitas County Fair Market Rent, 2020 and 2025). Meanwhile, the state minimum wage has only increased 24% (Washington State Department of Labor and Industries, History of Washington State’s Minimum Wage). The consequences of these increases are overcrowding, cost burden, and even homelessness. HFHSKCC’s solution is to provide permanently affordable homes to income-qualified homebuyers. These two-bedroom homes will accommodate households of 3+ members, offsetting the displacement of roughly nine people and freeing up rental space for overcrowded, cost-burdened, and housing insecure households in the City of Ellensburg.

H. Populations to be served. Please select the primary target population and household income for each unit or group of units requested to be funded by City sales tax and/or to be developed on a City-owned property. If a unit has the potential to be targeted to more than one population group listed, please select “multiple population groups” and describe in the notes field provided below.

PLEASE NOTE: Development proposals that serve households earning greater than 60% of AMI and no identified population group are only eligible for City assistance in the form of city-owned property contributions.

% of Area Median Income	Population group	Qty.	Unit type	Tenant monthly rent/mortgage
60%	Multiple population groups	3	2 Bedroom	
80% Above 80%	None identified		3 Bedroom 4+ Bedroom	
80% Above 80%	None identified		3 Bedroom 4+ Bedroom	
80% Above 80%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
80% Above 80%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
80% Above 80%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
80% Above 80%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
80% Above 80%	Persons with behavioral health disabilities Homeless, at risk of being homeless		3 Bedroom 4+ Bedroom	
Total				

If applicable, multiple population group notes

We will affirmatively market these units to veterans, families at risk of becoming homeless, seniors, people with disabilities, people with behavioral health disabilities, and/or survivors of domestic violence. We estimate the monthly housing cost for home buyers to be roughly \$1885, with \$1445 going toward principle/interest and the additional \$400 covering taxes, insurance, and HOA dues.

I. Summary of all housing units. Please include ALL housing units in the project. Projects proposed for City-owned property may be eligible for households earning 80% or below Area Median Income. Projects proposed for City funding must serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

If applicant is applying for City funding for a mixed-income development the funding request must be proportional to the number of units that will serve households earning 60% or less of Area Median Income and meet one or more of the identified population groups in Section H.

Area Median Income	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom	Total Units
At or below 30%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
40%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
50%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
60%	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
70%*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
80%*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Above 80%**	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of ADA Compliant Units	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average Square feet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Not eligible for City funding.

**Not eligible for City-owned property contribution or City funding.

2. COMMUNITY IMPACT

A. Community impacts. The following targets have been identified as having a tangible benefit for intended residents. Please check all that apply to the proposed project location.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Within ½ mile of public transit stop | <input type="checkbox"/> Within ½ mile of senior center |
| <input checked="" type="checkbox"/> Within ½ mile of park or recreation area | <input type="checkbox"/> Within ½ mile of grocery store with fresh food |
| <input checked="" type="checkbox"/> Within ½ mile of public school | <input checked="" type="checkbox"/> Within ½ mile of medical services |
| <input type="checkbox"/> Other _____ | |

B. 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)

According to the Kittitas County Comprehensive Plan, it is estimated that the county will need to construct close to 10,000 new homes in the next 20 years to keep up with demand. To achieve this housing goal, roughly 430 housing units will need to be developed each year. Further, with a poverty rate of 11%, exceeding that of both King County and Washington State, a large percentage of the housing units needed must be affordable housing (US Census).

The cost of housing is the most significant barrier in Kittitas meeting their housing production goal. According to Zillow’s Home Values Index, the median price of a home in Ellensburg is \$450,885. Homes near this price point are entirely out of reach for most households. To meet the housing needs of those excluded from traditional homeownership, HFHKKC has been intensifying our homebuilding efforts. The homes we build provide households with predictable payments, which is a profound gain for community members that have witnessed skyrocketing rent over the years. The stabilization of housing costs allows families to build savings, contribute to community resilience, and – most importantly – plan for their futures with confidence.

C. 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. (100 words or less)

Homeowners invest in their homes and communities in a way that renters cannot. Knowing that they will not be compelled to relocate due to unforeseen cost increases allows homeowners to recognize themselves as part of the community. Consequently, they devote more time and resources to community improvement and connect more with neighbors. These connections become networks, which improve community resilience.

At HFHKKC we start the community-building process early. Since we rely on volunteer support, HFHKKC homes are the manifestation of neighborly collaboration. These homes bring together people of all ages and backgrounds for a shared purpose: service to their community.

D. Other community impacts. Please describe other tangible benefits the project will have for the intended beneficiaries as well as the greater Ellensburg community. (200 words or less)

Benefits from our Willow St development extend to:

1. The Ellensburg economy: Stable residency allows residents to remain at their job and enjoy a greater capacity for their work. They are also more likely to have expendable income and to spend it in the local economy. These spending habits will support small businesses, allowing them to retain their full staff year-round.
2. Health outcomes. Eliminating the stress from rent fluctuations and regular moves improves physical and mental health outcomes, which in turn improves the function and wellbeing of the wider community. A healthier community equates to less criminal activity, greater rates of graduation, and improved cohesion
3. Housing availability: By providing permanently affordable housing, HFHKKC homes, including our Willow St development, will free up affordable and market rate rentals, thereby reducing demand and lowering rates. While affordable rentals may remain so for 25 – 50 years, our Willow St homes will remain affordable indefinitely. These homes will bring the City of Ellensburg a few steps closer to the 333 new units needed each year (Katauskas, 2022, Association of Washington Cities).

3. RETENTION OF AFFORDABILITY

A. Please indicate how this project will help to retain affordable housing units in the community. Please note a *minimum* 25-year period of affordability will be required for any housing projects receiving City funding or *minimum* 40-year period of affordability for property contribution. (200 words or less)

HFHSSKCC units remain affordable indefinitely. The initial sales price is set at the total development cost less public subsidies. The availability of public subsidies varies based on the specific location of the development, with some subsidies covering over half the total development cost. These homes are sold to community members with household incomes at or below 80% AMI (though purchase of our Willow St units will be limited to households earning at or below 60% AMI).

When purchasing a HFHSSKCC unit, homebuyers must sign a restrictive covenant or land lease. This contract ensures affordability by bequeathing the unit to the homebuyer while retaining for HFHSSKCC the land on which the unit is located; guaranteeing HFHSSKCC the right of first repurchase upon resale by the homebuyer; capping the appreciation of the home at 1.5%, compounded annually; and limiting any and all resales to income qualifying households. These contracts are active for 99 years after which they may be renewed by homebuyers or their descendants. Additionally, for both original purchases and resales, HFHSSKCC partners with organizations that provide down payment assistance, further reducing the cost of buying a home.

B. Describe how you plan to monitor and report on affordability requirements. (200 words or less)

To assess whether households meet the 60% AMI limit, HFHSSKCC determines the total number of household members who would be living in the home and the income of all household members 18 years of age or older. Further, we take into consideration debt and assets as well as whether the applicants are first time homebuyers.

When homebuyers purchase the home, we monitor compliance with our primary residency requirement, restrictions on the use of the unit as a business, and their involvement with the HOA/COA in the following ways:

- We distribute an annual primary residency form that homeowners sign and return to us to ensure owner-occupancy. If we do not receive a form, we follow up to confirm in alternative ways, such as confirming if the tax bill goes to the homeowner.
- Partnering banks alert us of any address changes, which would indicate a violation of residency requirements. We are also alerted if homeowners are behind on payments, behind on their escrow account, or have lapsed insurance.
- We maintain constant communication with the Property Managers, who alert us to any suspicious activity. They alert us of residency use, mailing address changes, and if homeowners are late in paying their HOA/COA dues.

4. PROPERTY MANAGEMENT AND DEVELOPMENT

A. Architect (if known)

Firm Name	<input type="text" value="Marc Brown Architecture & Design"/>
Contact Person and Title	<input type="text" value="Marc Brown, Principal Architect"/>
Phone	<input type="text" value="(206) 240-4580"/>
Email	<input type="text" value="marc@mapd.co"/>

B. General Contractor (if known)

Firm Name	<input type="text" value="Habitat for Humanity Seattle-King and Kittitas Counties"/>
Contact Person and Title	<input type="text" value="John Gillilan"/>
Phone	<input type="text" value="(206) 855-5083"/>
Email	<input type="text" value="john.gillilan@habitatsko.org"/>

C. Property Management Firm (as applicable)

Firm Name	<input type="text" value="N/A"/>
Contact Person and Title	<input type="text" value="N/A"/>
Phone	<input type="text" value="N/A"/>
Email	<input type="text" value="N/A"/>

5. PROPERTY MANAGEMENT AND DEVELOPMENT TEAM EXPERIENCE

A. Project Applicant/Developer Experience. For completed projects, list only projects completed in the last five years. For pipeline projects, list projects for which you plan to seek funding in the next 12 months or have received at least one funding commitment.

Projects Completed							
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date development activities began	Placed in service date	Type of financing
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	17	7/10/23	5/14/25	Grants, Loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Ellensburg	12	8/24/25	9/1/25	Grants, Loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	3	4/29/24	3/6/25	Grants, Loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	1	8/6/24	4/25/25	Grants, Loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	12	5/17/21	7/31/24	Grants, Loans

Project Pipeline						
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date development activities began	Type of financing
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	30	9/15/25	Grants, Construction loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Seattle, WA	22	11/18/25	Grants, Construction loans
Multifamily Single family	New construction Rehabilitation Acquisition	Developer	Cle Elum	13	3/31/26	Grants, Construction loans

B. Project Property Management Firm Experience. Please list up to 10 similar projects that your organization, or your selected Property Management firm, has managed or currently manages.

Project	City and State	# Units	Population Served	Effective date of management contract	End date (current if still managing)

6. LEVERAGE AND COLLABORATION

A. Financing Sources. Please complete all information applicable to your project. Include all financing term assumptions even if they are funder’s standard terms. Include funds contributed by applicant through initial start-up capital or expected applicant contribution.

Name	Type	Proposed Amount	Committed Amount	Date Applied	(Projected) award date	Grant/loan	Term	Payment structure
City of Ellensburg	Bank City funds City property County	\$1,100,000	N/A	11/18/2025	TBD	Grant	25	
Mortgage Revenue	Applicant Bank City funds City property	\$675,300	N/A	N/A	At time of sales	N/A	N/A	N/A
	Applicant Bank City funds City property			N/A				
	State Federal Fannie/Freddy/Salle Private investor							
TOTAL		1,775,300						
CITY FUNDS REQUESTED		1,775,300						

B. 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?

We are applying for a sizable contribution from the City of Ellensburg. We purchased this property in Summer 2025 as part of our ongoing commitment to expanding our footprint in Kittitas County. The City of Ellensburg has the opportunity to be our lead contributor, allowing this project to get underway as soon as July 2026, with homes completing August 2027. If the City of Ellensburg chooses to support the project below \$1.1MM, we will pursue additional funding options. Due to award cycles and fund availability, this will delay project start by at least an additional 12-18 months. For reference, at our Stuart Meadows project, also in Ellensburg, we leveraged USDA, SHOP and Housing Trust Fund dollars (in addition to City Funding). We no longer have access to USDA funding, SHOP funding would not exceed \$75,000, and HTF would not be awarded until January 2027, thereby delaying our ability to start this project in the near future.

C. 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.

HFHSKCC’s Willow St project will be a volunteer build. This means that we will host groups of volunteers who come from the Ellensburg community, specific groups, or corporations. These volunteers work under the direction of HFHSKCC site staff and contractors to complete basic construction tasks, such as painting, siding and flooring installation, and other volunteer-friendly tasks.

We will partner with Kittitas County Veterans Services and Veterans of Foreign Wars Post 683 as well as other Kittitas-based organizations, such as HopeSource. Area partners affirmatively market our units to underserved populations, such as veterans. In turn, we offer our homebuyers the opportunity to complete volunteer hours with a partnering organization if they do not feel comfortable or able to volunteer on a construction site.

For our Stuart Meadows development, we have received generous donations from the community and corporations. Donations include laptops, books, coffee, and handmade quilts. These donations are evidence of community support and provide homeowners with a touching inauguration into the neighborhood.

7. PROJECT SCHEDULE AND BUDGET

A. Project Schedule. Provide date completed and status information for the following project tasks. If a task does not apply to your project, enter N/A. To add additional tasks, insert additional lines as needed. For each new task you enter in this form, also enter the appropriate category in the “Category” column. For tasks that require additional details, please enter the details only in the “Notes/Status” Column.

Category	Tasks	Date completed or expected completion	Notes/Status
Site Control	Purchase and Sale Agreement/Option	Summer 2025	Complete
Site Control	Closing	08/29/2025	Complete
Feasibility/Due Diligence	SEPA	N/A	N/A
Financing	Appraisal	7/11/25	Complete
Financing	Financial underwriting	TBD	In Progress
Financing	Application(s) for other funding source(s)	TBD	As needed - will secure bank financing 03/2026
Design/Permitting	Preliminary drawings completed	2/27/26	
Design/Permitting	Site plan approval	3/31/26	
Design/Permitting	Building/civil permit submitted	4/1/26	
Design/Permitting	Building/civil permits issued	5/4/26	
Design/Permitting	Other agency permits issued	N/A	
Construction	Selection of general contractor	N/A	
Construction	Begin construction	7/1/26	
Construction	Issued certificate of occupancy	8/31/27	
Occupancy	Selection of management firm	N/A	
Occupancy	Begin leasing	N/A	

B. Project Budget. Amounts in the total project cost must be accounted for in full by assigning them to funding sources as appropriate. Do not combine funding sources in a column. All residential development costs should be included in this budget.

	\$ amount	% of total project cost	City funds	Applicant funds	Bank funds	Other funds
Cost Category						
Acquisition Costs (existing structures, land, closing costs, etc.)	\$190,000	11%				
Construction Costs (demo, new, rehab, overhead/profit, site work, infrastructure costs, etc.)	\$1,350,300	76%				
Soft Costs (appraisal, legal, tech. experts, enviro. studies, project management, other consultant)	\$145,000	8%				
Other Development Costs (permits, utility hook-ups, etc.)	\$75,000	4%				
Financing Costs (loans, legal fees, etc.)	\$15,000	1%				
Operational or Reserve Costs	0	0				
Total Project Cost	\$1,775,300	99.99%				

C. Budget Narrative. As necessary, include budget narrative to support and/or supplement the information included in the budget tables above (100 words or less)

Total construction costs for Willow Street will be \$1,775,300. With City of Ellensburg's support, we will be able to begin construction as soon as July 2026, with approximately a one-year construction period.

8. ATTACHMENTS TO APPLICATION

- Documentation of site control (not necessary if project proposal is limited to city-owned property)
- Completed City of Ellensburg [Pre-Funding Submittal Meeting Application](#)
- Documentation to support collaboration
- Project site/development plan



**Habitat
for Humanity®**

Seattle–King & Kittitas Counties

we build **strength, stability** and **self-reliance through shelter**

Willow Street Application | Application Follow-Up Responses

- 1. If the project were fully funded, what factors could delay the completion beyond the proposed schedule?**

If the project were fully funded, we do not anticipate any additional factors that would materially delay the proposed schedule.

- 2. If the project were partially funded, when would you expect to establish the completion date and when are the earliest and latest potential completion dates?**

If the City of Ellensburg is unable to fully fund the project, we would need to pursue alternative financing sources to complete the capital stack. The most viable supplemental sources include the Housing Trust Fund (HTF) and the CHIP program; however, both require waiting until the Fall 2026 application cycle, with awards anticipated between December 2026 and January 2027.

Because we do not initiate construction until full project funding is secured, the start of construction would be deferred until additional funds are awarded. Moreover, due to the seasonal limitations associated with civil work during Ellensburg's winter months, construction commencement would likely be delayed until Spring 2027. As a result, the overall project timeline would be extended by a minimum of 12 months from our current projection.

- 3. How did you estimate the overall costs per unit and what factors drive the cost per unit?**

We estimated the total development cost for our Willow St units based on the total development cost of Stuart Meadows, which we calculated based on the cost of materials, soft costs, salaries, and then added inflation. We then divided this total by three to determine the per-unit cost.

At Stuart Meadows, the average development cost for Phases 1 and 2 was approximately **\$609,000** per unit. Applying updated cost assumptions and current market conditions, we estimate that the Willow Street units will cost approximately **\$591,000 per unit** to construct.

- 4. Do you plan to apply for any additional funding fee waivers/exemptions for this project? (e.g. traffic impact fee exemption, CHIP grant, water and sewer connection fee waivers?)**

We intend to pursue the traffic impact fee exemption and water and sewer connection fee waivers. If not fully funded by the City of Ellensburg, we plan to pursue a CHIP grant. However, doing so could extend the project timeline and may delay construction until Spring 2027 due to seasonal weather constraints.



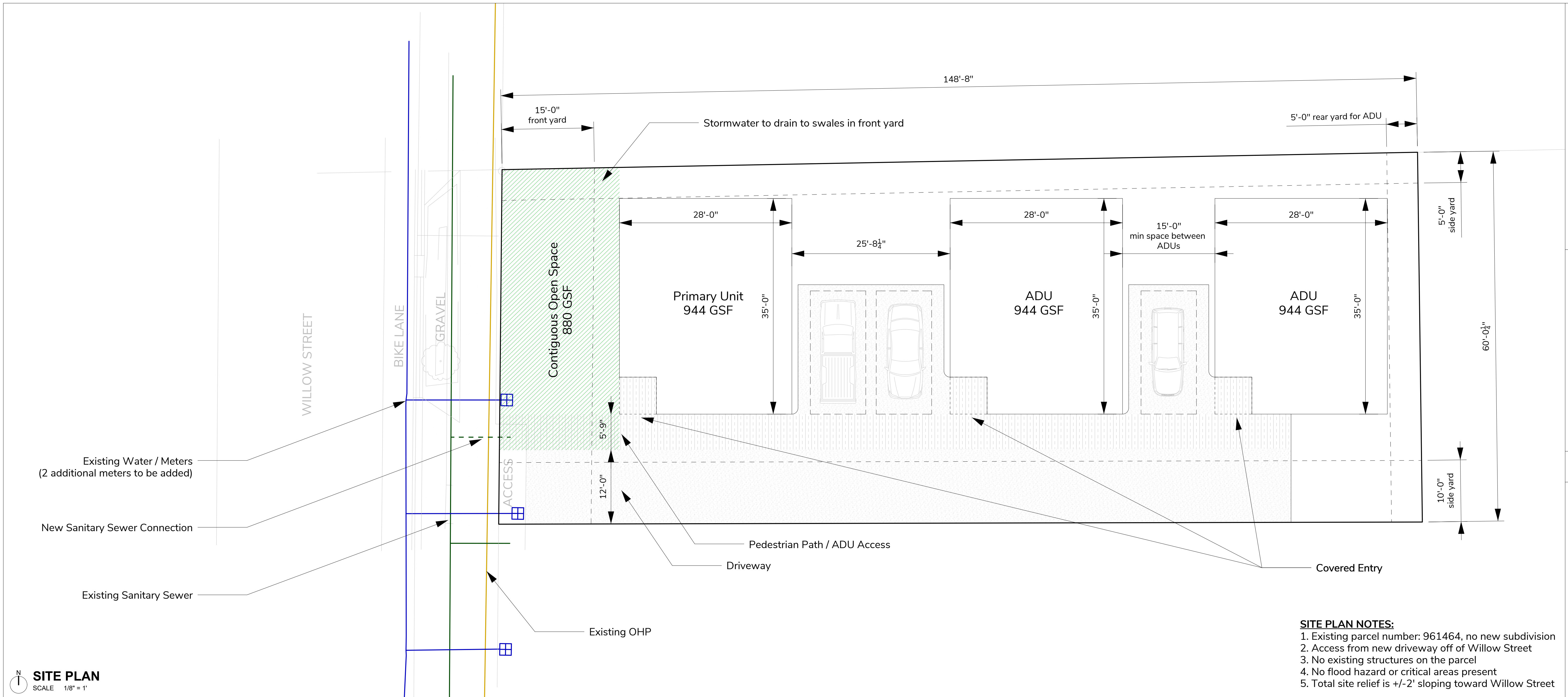
Habitat
for Humanity[®]

Seattle–King & Kittitas Counties

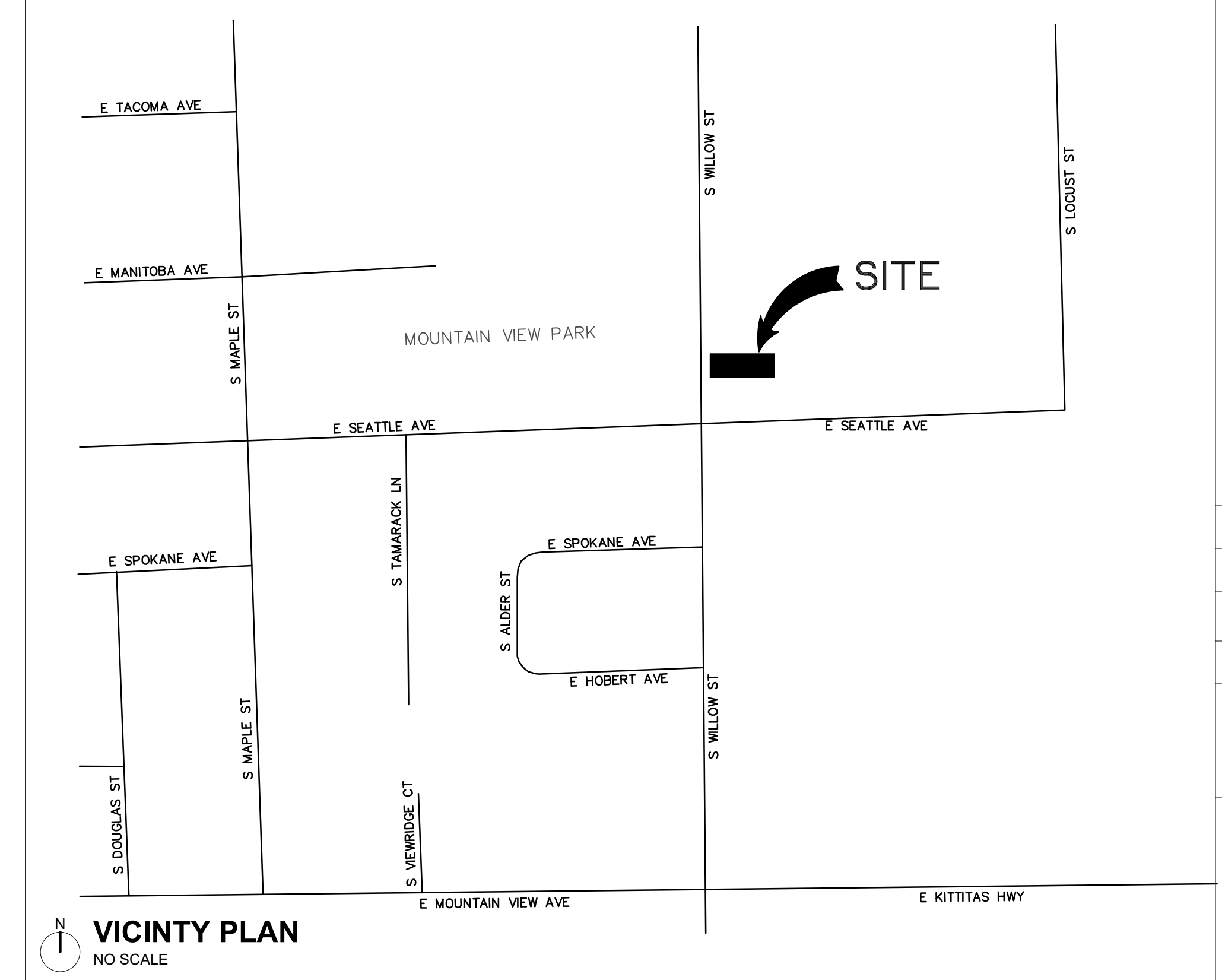
we build **strength, stability** and **self-reliance** *through shelter*

5. What factors led you to propose three-bedroom units for this development?

Following an additional round of design review with our architectural team, we have refined the unit mix and transitioned from the original three-bedroom concept to a two-bedroom configuration. This revision provides more appropriately sized and functional bedrooms while maintaining the overall project budget. The updated unit design better aligns with space efficiency goals and anticipated resident needs.



- SITE PLAN NOTES:**
- Existing parcel number: 961464, no new subdivision
 - Access from new driveway off of Willow Street
 - No existing structures on the parcel
 - No flood hazard or critical areas present
 - Total site relief is +/-2' sloping toward Willow Street



SITE DESCRIPTION:

The Subject Site is located within the City of Ellensburg in Kittitas County, Washington. It is located in the Southwest ¼ of the Southeast ¼ of Section 1, Township 17 North, Range 18 East.

The Site is composed of Kittitas County tax parcel 961464, totaling approximately 0.2-acres. The Site is associated with the address of 510 South Willow Street. The parcel was created in 2020 and is undeveloped. The subject property is zoned Residential Suburban (R-S) however historic aerial imagery does not indicate previous structures on the property.

The Subject Site is located east of South Willow Street and generally northeast of the intersection of South Willow Street and East Seattle Avenue. Residential properties adjoin the Site to the north, east, and south. Mountain View Park is present west of the Site, across South Willow Street.

The area is easily traversable by foot or wheelchair, with sidewalks along Willow and most of the surrounding streets. Ellensburg High School is located .4 miles to the north. Valley View Elementary School is located .8 miles to the northwest. Morgan Middle School is located 1 mile to the northeast. Kittitas Valley Healthcare is .5 miles east. The bus stop for bus 14 is located 140 feet to the south. From this bus stop, residents can get to Central Washington University in 19 minutes, Safeway in 14 minutes, and Kittitas Valley Family Medicine in 9 minutes.

The NRCS soil mapping indicates that the upper 10 feet of soil are composed primarily of fine-grained alluvial deposits typical of the Kittitas Valley floodplain. The surface layer consists of a dark silty loam topsoil, approximately 6 inches thick, underlain by grayish-brown silt loam extending to about 2 feet, both of which are strongly to very strongly alkaline. Below this, from approximately 2 to 5 feet, lies a clay loam to silty clay loam stratum, representing a developed B horizon with moderate blocky structure, lower permeability, and visible carbonate accumulations. This is the principal clay-rich layer of interest. Beneath the clay, the profile transitions into stratified silts, sands, and minor gravel typical of deeper alluvial deposition. This soil sequence reflects long-term floodplain processes and has implications for drainage, foundation design, and subsurface infiltration performance.

On-site stormwater runoff management in Central Washington is typically designed to retain and infiltrate all runoff generated by the 24-hour, 25-year rainfall event. The City of Ellensburg may allow discharge of stormwater runoff, at the pre-developed flow rate, to the municipal stormwater system if present. Discharge to the municipal stormwater system is

approved on a project-by-project basis and only if there is sufficient available capacity. On-site stormwater retention or partial discharge is project specific design. A storm sewer is present under Willow Street; however, efforts will be made to design for on-site stormwater retention.

No wetlands or streams are present on the site. Historical records indicate that the Subject Site has been undeveloped since at least 1956 and appears to have been a pasture or field crop. Present vegetation consists of uncultivated field grasses and common weeds.



Real Estate Excise Tax
Exempt

Kittitas County Treasurer

By JV

Affidavit No. 2025-1494

Date: 8/29/2025

When recorded return to:

Habitat for Humanity Seattle-King County, a Washington public benefit corporation
500 Naches Ave SW Suite 200
Renton, WA 98057

Order No.: 634661AM

STATUTORY WARRANTY DEED

THE GRANTOR(S) **Andrew Facchini and Brittanie Facchini, husband and wife**
for and in consideration of Ten and no/100 Dollars (\$10.00) and other valuable
consideration

in hand paid, conveys, and warrants to **Habitat for Humanity Seattle-King County, a
Washington public benefit corporation**

the following described real estate, situated in the County of Kittitas, State of
Washington:

Lot 1 of DALE MEADOR SHORT PLAT, Kittitas County Short Plat No. P-20-018, as recorded July 1, 2020 in
Book "L" of Short Plats, Pages 196 and 197, under Auditor's File No. 202007010055, records of Kittitas
County, Washington; being a portion of the Southwest Quarter of the Southeast Quarter of Section 1,
Township 17 North, Range 18 East, W.M., Kittitas County, Washington, lying Northerly of the following
described line:

Beginning at the Northwest corner of said Lot 1;
Thence South 0°19'18" East along the West line of Lot 1, 57.55 feet to the true point of beginning of the
herein described line;
Thence North 88°59'58" East, 149.99 feet to the west line of the East 1 foot of said Lot 1 and the
terminus point of the herein described line;

EXCEPT the East 1 foot of said Lot 1.

Tax Parcel Number(s): 961464

Subject to: Current Year Taxes, conditions, covenants, restrictions, reservations,
easements, rights and rights of way, apparent or of record.

Dated: Aug 26th 2025

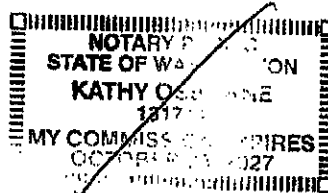
[Signature]
Andrew Facchini

[Signature]
Brittanie Facchini

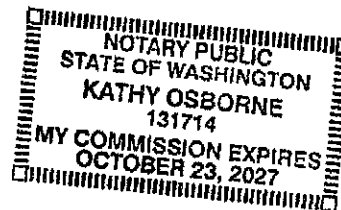
State of Washington } ss
County of Kittitas }

On this 26 day of August, 2025, before me, the undersigned a Notary Public in and for said state, personally appeared Andrew Facchini and Brittanie Facchini, known or identified to me to be the person(s) whose name(s) is/are subscribed to the within Instrument and acknowledged to me that he/she/they executed same. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

[Signature]
Notary Public for the State of Washington
Residing at: Ellensburg
Commission Expires: 10-23-27



KO



SCORING MATRIX: AFFORDABLE HOUSING FUNDS – HOUSING DEVELOPMENT

RECOMMENDATION (circle one)	
YES	NO

APPLICANT	PROJECT TITLE	REQUEST AMOUNT
REVIEWER	DATE	

Evaluation Criteria	Evaluation	Considerations / Notes
<input type="checkbox"/> <i>Line items represent factors for consideration in evaluating the headline criteria</i>		
Identified housing needs and investment priorities <ul style="list-style-type: none"> <input type="checkbox"/> Senior households (age 62 or over) <input type="checkbox"/> Homeless or at risk of being homeless, including families with children and homeless youth <input type="checkbox"/> People with special needs (disabilities, including mental/behavioral health) <input type="checkbox"/> Veterans <input type="checkbox"/> Domestic violence survivors <input type="checkbox"/> Serves extremely low income (<30% AMI) or very low income (30-50% AMI) populations <input type="checkbox"/> Project addresses identified housing needs in current Housing Needs Assessment data <input type="checkbox"/> Serves populations inadequately addressed by existing affordable housing 	<input type="checkbox"/> Recommended <input type="checkbox"/> With reservations <input type="checkbox"/> Not recommended	
Retention of affordability <ul style="list-style-type: none"> <input type="checkbox"/> Length of time committed to affordability in relation to assistance request (minimum affordability retention period 40 years for property contribution, 25 years for sales tax funding) <input type="checkbox"/> Immediate vs. long term impact <input type="checkbox"/> Annual affordability reporting requirements 	<input type="checkbox"/> Recommended <input type="checkbox"/> With reservations <input type="checkbox"/> Not recommended	
Leverage and collaboration/financial assessment <ul style="list-style-type: none"> <input type="checkbox"/> Other funds committed/expected <input type="checkbox"/> In-kind contributions <input type="checkbox"/> Letters of support <input type="checkbox"/> Public/private partnerships <input type="checkbox"/> Confirmation of funding <input type="checkbox"/> Building cost (total cost, cost/unit, cost/square foot) <input type="checkbox"/> Cost effectiveness (city subsidy/unit, other sources/unit, city subsidy v. total cost, other subsidy v. total cost) 	<input type="checkbox"/> Recommended <input type="checkbox"/> With reservations <input type="checkbox"/> Not recommended	
Staff evaluation – readiness to proceed/feasibility <ul style="list-style-type: none"> <input type="checkbox"/> Site control (assumed site control on city-owned property) <input type="checkbox"/> Scope of work <input type="checkbox"/> Expected planning and/or zoning approval <input type="checkbox"/> Construction start date 	<input type="checkbox"/> Recommended <input type="checkbox"/> With reservations <input type="checkbox"/> Not recommended	

Evaluation Criteria <input type="checkbox"/> <i>Line items represent factors for consideration in evaluating the headline criteria</i>	Evaluation	Considerations / Notes
<i>Staff evaluation – readiness to proceed/feasibility (continued – evaluate on page 1)</i> <input type="checkbox"/> Expected project completion date <input type="checkbox"/> Project timeline		
Community impact <input type="checkbox"/> Housing type (i.e. studio, 1, and 2 bedroom units) <input type="checkbox"/> Number of units/use of available space <input type="checkbox"/> Access to services/amenities (transit, employment opportunities, shopping, etc.) <input type="checkbox"/> Opportunities for beneficiaries to build financial stability <input type="checkbox"/> Location relative to existing affordable developments <input type="checkbox"/> Project promotes sense of place and community	<input type="checkbox"/> Recommended <input type="checkbox"/> With reservations <input type="checkbox"/> Not recommended	
Property Management and Development Capacity <input type="checkbox"/> Demonstrated experience on project/programs of similar size and scope <input type="checkbox"/> Demonstrate property management plan <input type="checkbox"/> Capacity to manage program (applicant screening, reporting capability) <input type="checkbox"/> Property maintenance plan <input type="checkbox"/> Qualified staff	<input type="checkbox"/> Recommended <input type="checkbox"/> With reservations <input type="checkbox"/> Not recommended	

Affordable Housing Commission Work Program January - June 2026 (subject to change)

January

- January 7**
 - IOOF funding application
 - Habitat Willow Street funding application
- January 8 (5:45 PM)**
Joint session with Planning Commission
 - Land Capacity Analysis and comp plan update
- January 21**
 - No meeting

February

- February 4**
 - Catherine Property design
 - Annual review
 - 2026 notice of funding availability
- Feb 18**
 - No meeting

March

- March 4**
 - Cold Weather Shelter update & homeless housing discussion
 - Quorum discussion
 - ADU event planning
- March 18**
 - No meeting

April

- April 1**
 - Comp plan policy discussion
 - Ongoing project updates
- April 15 (6-8PM)**
 - Possible ADU event (or another date in late April)

May

- May 6**
 - Community Land Trust continued discussion
- May 20**
 - No meeting

June

- June 3**
 - Comp plan housing element review
- June 17**
 - No meeting