

AGENDA

AFFORDABLE HOUSING COMMISSION

June 3, 2026

Hybrid Meeting In-person and via Zoom



https://us02web.zoom.us/webinar/register/WN_zmcrwxxOSsaoaClcGWAL2g

Accessibility

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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, June 3, 2026
4:30 PM - Regular Meeting**

- 1. Call to Order and Roll Call**
- 2. Approval of Agenda** (No Public Comment)
- 3. Approval of Minutes**
 - 3.A May 6, 2026 regular meeting minutes
- 4. Public Comment**
- 5. New Business**
 - 5.A Robert's Rules of Order review and city procedures with Chris Horner, City Attorney
- 6. Unfinished Business**
 - 6.A Review draft 2026 housing services notice of funding availability (NOFA)
 - 6.B Review Comprehensive Plan housing survey results (Public Comment Opportunity)
- 7. Staff Update/Discussion Items**
 - 7.A Draft July-Dec 2026 work program
 - 7.B Updated Kittitas County AMI figures
- 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

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Affordable Housing Commission Meeting

May 6, 2026

4:30 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Present: Dan Witkowski, Courtney Garzone, Delano Palmer, Sarah Syverson, and John Perrie

Not present: Kim Funtson

Also present: Heidi Behrends Cerniwey, City Manager; Kelle Vandenberg, Arts & Economic Development Manager; Dan Carlson, Community Development Director; Lily Frey, Housing Program Manager; Denise Tlatelpa, Planning Technician; and one member of the public.

Chair Garzone called the meeting to order at 4:30 p.m. Councilmember Palmer moved to excuse Commissioner Funtson's absence. Motion passed 5-0.

2. Approval of Agenda

Councilmember Palmer moved to approve the agenda as presented. Motion passed 5-0.

3. Approval of Minutes

3.A. April 15th, 2026 Regular Meeting minutes

Councilmember Palmer moved to approve the meeting minutes as presented. Motion passed 5-0.

4. Public Comments

None.

5. New Business

5.A. Discuss 2026 notice of funding availability (NOFA) options

Frey presented options for 2026 and 2027 notice of funding availability. As of March 2026, the unallocated fund balance was about \$637,000, with about \$800,000 in revenue budgeted annually. A housing development/capital expenditure NOFA will not be re-issued until 2027.

Commissioners discussed tradeoffs of annual or open-ended funding cycles seeking to maximize opportunities to support priority projects and suggested investment opportunities to support the fund balance (current practice). Commissioners requested more information on the state/federal funding cycles for project development to align a potential City funding cycle.

Commissioners also discussed housing services funding in 2026 considering providing flexible support for housing services projects versus building a larger fund balance capital projects. Commissioners suggested preparing a NOFA with a \$150,000 limit for housing services in 2026, which will be reviewed at a future meeting.

6. Unfinished Business

6.A. Review housing element feedback and proposed edits (Public Comment Opportunity)

Frey summarized in process revisions to the housing element based on feedback from the Planning Commission and Affordable Housing Commission. Based on AHC feedback, staff have added language on data limitations and margins of error to the Racially Disparate Impact (RDI) memo draft.

Based on Planning Commission feedback, staff have reworded housing element goals and policies around collaboration opportunities with Central Washington University (CWU), added a workforce housing policy and program, and have some general feedback items to incorporate to ensure topics is covered in one element if removed from another and policies are clear and actionable. Frey also discussed several program feedback ideas from the Planning Commission. Affordable Housing Commissioners agreed with pursuing edits based on Planning Commission feedback.

Kelle Vandenberg made public comment noting current City technical assistance through partnerships, such as the possibilities tour of development opportunities in the downtown area.

Frey also provided a brief overview of the housing survey data analyzed to date that may be incorporated in the housing element.

7. Staff Update/ Discussion Items

7.A. Planning for the second comprehensive plan open house – July 22, 2026

Frey noted the planned date and asked about known conflicts on that date with other events. Commissioners Palmer, Garzone, and Witkowski volunteered to participate in the event.

7.B. Housing project updates

Frey announced that the Willow Street Project agreement documents and the Catherine Cottages design will be presented to City Council on May 18. Additionally, the Odd Fellows Lodge Project has received State funding.

8. Commission Representative Update

Commissioner Garzone announced that Kittitas County Health Network and partners are hosting a public Community Connect event on June 24, 2026 that includes housing and other services.

9. Adjournment

Chair Garzone adjourned the meeting at 5:24 p.m.



NOTICE OF FUNDING AVAILABILITY (NOFA)

Affordable Housing Sales Tax Funds:

Housing Services

2026

Issued **Month XX, 2026**

Applications reviewed on a rolling basis. For funding consideration in 2026, applications must be received no later than October 31, 2026.

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

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

1. INTRODUCTION & HOUSING NEEDS

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

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

Cost-burdened households

One of the best indicators of affordable housing needs is the number of cost-burdened households. A household is considered cost-burdened if they spend more than 30% of their income on housing and basic utility costs. Cost-burdened households have limited resources left over to pay for other necessities such as food, clothing, medical care, transportation, and education, and are also at higher risk of displacement when housing costs rise or life circumstances change. Based on the most recent available Comprehensive Housing Affordability Strategy data (calculated for 2022), there were an estimated 2,870 renter households and 589 homeowner households that were cost-burdened in Ellensburg, about 39% of all households and 54% of renter households. About half of older adults who live alone were cost-burdened. Cost burdens are highest among populations with lower incomes; for example 90% of households with incomes below 30% of Area Median Income (AMI)(in 2026 about \$26,000 annually for a household of two people or \$32,000 for a household for four people) were cost-burdened.

Displacement risk

Based on Washington State Department of Commerce mapping data that incorporates home price and rent changes, as well as demographic changes and renter percentage of the population, most of Ellensburg's census tracts indicate a heightened displacement risk. In addition, in a 2026 survey, 45% of renters respondents and 40% homeowner respondents expressed concerns about displacement due to rent and utility costs or home maintenance costs and/or property tax increases.

Homelessness

Annual point in time (PIT) counts identified 26 people in in 2025 and a preliminary results for 2026 identified 45 people experiencing homelessness in Kittitas County, many of whom live in Ellensburg. During the 2025-2026 season, an average of 11 people per night used the Cold Weather Shelter.

2. 2026 AVAILABLE FUNDS

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

Uses	Estimated funds	Source	Types of funding
Must support housing-related services for target populations (see section 7A for examples and details)	Up to \$150,000 per calendar year	0.1% city sales tax	Grants

3. CONSIDERATIONS

A service contract will be developed requiring prevailing wage where applicable and applicants will be required to assess applicability and, if applicable, show compliance in requests for reimbursement.

4. SUBMISSION DETAILS

All applicants must submit an electronic copy of the [full application for housing services](#). Electronic applications may be emailed to freyl@ellensburgwa.gov. Emailed applications must be clearly labeled as *Proposal: City of Ellensburg 2026 Housing Services Application*.

If the applicant has a federally approved indirect cost rate method, applicants may request use of the established rate by providing documentation of the rate basis. Applicants who do not use an established federally approved indirect cost rate may budget up to 15% of proposed direct costs. Indirect costs are limited to overhead expenses incurred for common or joint purposes and in support of all programs. Costs coded to individual programs are considered direct costs, and should be billed as line items, not included in indirect costs.

5. ELIGIBILITY AND PROPOSAL REQUIREMENTS

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

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

A. ELIGIBILITY REQUIREMENTS

Eligible households – city sales tax funds	Serves incomes up to 60% of Area Median Income (see description in subsection B below) and within any of the following population groups: <ul style="list-style-type: none"> • Persons with behavioral health disabilities • Veterans • Senior citizens • Homeless or at risk of being homeless, including families with children • Persons with disabilities • Domestic violence survivors
Eligible applicants	<ul style="list-style-type: none"> • 501(c)(3) non-profit organization • Private developer/builder • Public Housing Authority
Types of projects/activities	Housing services must assist eligible city households to access housing or remain housed. Projects/activities may include but are not limited to: <ul style="list-style-type: none"> • Rapid rehousing assistance • Homelessness prevention • Onsite services associated with permanent supportive housing

Compliance with city regulations and consistency with comprehensive plan	<ul style="list-style-type: none"> • Ellensburg City Code – Land Development Code, Public Works Standards, etc. • Goals and policies of Ellensburg Comprehensive Plan
Compliance with previous financial awards	Compliance with previous funding agreements and affordability covenants, including timely reporting.
Retention of affordability	Minimum affordability retention of 25 years required for City funding contributions for applicable projects.
Fund amount	Financial award amounts vary and are proportional to the number of affordable units, retention of affordability, and level of affordability.
Site control	Where applicable, show owner of real property owns it free and clear of encumbrances, or although the owner does not own clear title, it is nevertheless within the power of the owner to convey clear title.
Location	Projects or assisted households must be located within the Ellensburg City limits.

B. ELIGIBLE HOUSEHOLDS

All City of Ellensburg supported housing developments must serve households deemed eligible by state statutes. The Kittitas County AMI in 2026 was \$107,400 per year for a household of four people. As defined by RCW 82.14.530, City sales tax funds must serve households that earn no more than 60% of AMI.

The United States Department of Housing and Urban Development (HUD) provides annual median income calculations adjusted by household size. Housing is considered affordable if a household is paying no more than 30% of their income on housing costs, including basic utilities. 2016 income limits adjusted by household size and rent limits (including basic utilities) for housing type are shown below for 60% of AMI in Kittitas County based on Washington State Housing Finance Commission’s use of HUD data. This data is intended to guide applicants; an agreement with the City will establish the income monitoring process for the accepted program based on the current AMI thresholds.

Table 1. 2026 Household Income Adjusted by Household Size*

Household income	Household Size							
	1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
60% AMI	45,120	\$51,600	\$58,020	\$64,440	\$69,600	\$74,760	\$79,920	\$85,080

*Income limits are 2026 estimates based on Washington State Housing Finance Commission program based on HUD limits for Kittitas County effective 2026 and will be revised in May 2027. Numbers represent gross annual income.

Table 2. 2026 Gross Rent Limits by Housing Type and Income Level**

Household income	Housing type - number of bedrooms					
	Studio	1-bedroom	2-bedroom	3-bedroom	4-bedroom	5-bedroom
60% AMI	\$1,128	\$1,209	\$1,450	\$1,675	\$1,869	\$2,062

**Rent limits are 2026 estimates based on Washington State Housing Finance Commission program calculations of 30% of family size-adjusted household income at the tier of County AMI.

Note that monthly rent limits are inclusive of all costs to tenant including any taxes or fees and utilities. Utility allowance information for tenant-paid utilities can be found on the [Yakima Housing Authority 2026 utility allowances page](#).

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

6. EVALUATION CRITERIA

The Affordable Housing Commission and Community Development staff will evaluate proposals using the following criteria.

[Housing-related services evaluation matrix](#)

7. APPLICATION REVIEW AND SELECTION PROCESS

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

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

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

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

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

8. TENTATIVE APPLICATION SCHEDULE

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

ACTIVITY	TENTATIVE TIMELINE
Prior to application submittal	
NOFA posted on city website and email notification sent to partners. <i>Please contact staff to be added to the funding notice distribution list.</i>	
Pre-funding application meeting - applicant schedules meeting with City staff	Recommended meeting held prior to submitting funding application to ensure proposed project is appropriate for funding
Application review	
Application submitted	Week 0
Staff verifies eligibility and completeness of applications.	Weeks 1-2
Staff analysis of feasibility and readiness to proceed (includes review with other city departments)	Weeks 3-4
Applications deemed eligible are posted on city's website and forwarded to Affordable Housing Commission.	Following determination of eligibility
Staff analysis submitted to Affordable Housing Commission.	Week 5
Affordable Housing Commission meeting - applicant presentations, deliberation and recommendation. This stage may be extended in the event applications are received	Week 6-7
Recommendation submitted to City Council.	Week 8-9
Following City Council decision	
Award letter sent to applicant	Week 1 following City Council decision
Meeting with funding recipient and review of financial information	Week 2-3
Funding documents (agreement, covenant, promissory note, as applicable) drafted by city staff and shared with applicant for review.	Dependent on project details and applicant action
Contract signed by applicant and returned to city.	Dependent on applicant action
City Council approval of contract	Dependent on applicant and city contract negotiations
City executes agreement	Dependent on applicant and city contract negotiations

9. FUND AVAILABILITY

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

10. EXTENSIONS AND WAIVERS

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

11. DISCLAIMERS AND DISCLOSURE

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

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

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

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

12. DEFINITIONS AND ABBREVIATIONS

Area Median Income (AMI)

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

HUD - United States Department of Housing and Urban Development

NOFA – Notice of funding availability

Revised Code of Washington (RCW)

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

Affordable Housing Commission Work Program

July - December 2026 (subject to change)

