City of Tacoma’s 2022 City Addendum to the

Combined Funders Application (Homeownership and Rental)

This Affordable Housing Development and Preservation City Addendum requests information from applicants about how the use of public funds made available through this NOFA will address local priorities and requirements. Responses to the questions in this addendum must be included with submission of the NOFA Application Materials that are delineated in Section IX. APPLICATION MATERIALS of the document titled “Tacoma 2022 Notice of Funding Availability (NOFA) for Affordable Housing Development and Preservation—Application Information and Instructions”. All application documents and submission instructions can be found in the [Funding Opportunities & Requests for Proposals page](https://www.cityoftacoma.org/government/city_departments/community_and_economic_development/housing_division/funding_opportunities_requests_for_proposals) of the City’s [Community and Economic Development Department webpages](https://www.cityoftacoma.org/government/city_departments/community_and_economic_development/housing_division.).

**NOFA Information**

Issue Date: Friday April 22, 2022

Application Deadline: Friday June 10, 2022

# Section 1: Project Summary

## Project Selection

*This Section requests similar information to Section 1 of the CFA Application, for reference here.*

1. Provide a brief description of the proposed project and/or program including:

* The kind of project or program
* The ownership model
* The type of activities planned (e.g., development, construction, rehabilitation)

1. Why was this project selected for this location?

# Section 2: Key Community Considerations

## Housing Disparities

1. Describe your ORGANIZATIONS’s policies, practices, services and systems that promote fairness and opportunity for all people, particularly people of color and communities that are disproportionately represented among those experiencing housing insecurity and homelessness.
2. Describe the work your ORGANIZATION has done to promote community voice, trust and dignity.
3. Describe how your ORGANIZATION engages communities in a manner that fosters trust among people across geographic, race, class and gender lines and supports communities’ (and individuals) efforts to develop solutions.
4. Describe the ways, if any, that your ORGANIZATION checks in with and includes groups representing, or led by people of color or other affected populations in the development of policies and practices.
5. Describe how your ORGANIZATION’s engagement and service delivery model assures access to underserved communities who are disproportionately impacted by housing insecurity and homelessness, including efforts related to service design, staffing, outreach and engagement approach, and language.

## Community Process

1. Describe any community outreach component of your project development process where you have heard from the community about how the project might fit into the neighborhood with regard to the following factors, or other factors of interest: 1) housing types; 2) neighborhood needs; 3) construction jobs, if applicable. How did the outreach take place?

## Displacement

1. Does your project address potential displacement of existing residents at the site and in the neighborhood? Does your project mitigate displacement that is already occurring?

## Coordinated Response to Homelessness

1. If your organization is a participating member of the Tacoma/Lakewood/Pierce County Continuum of Care, describe its participation here.

# Section 3: Conformance with City Plans and Objectives

## Alignment of Priorities

*Pursuant to Section 3 of the CFA Application, please address the City of Tacoma’s local plans below.*

1. Which of the goals identified in the [One Tacoma Plan](https://www.cityoftacoma.org/government/city_departments/planning_and_development_services/planning_services/one_tacoma__comprehensive_plan), the City’s Comprehensive Plan does this project address?
2. Which strategic objectives identified in the [Affordable Housing Action Strategy (AHAS)](https://cms.cityoftacoma.org/cedd/housing/affordablehousingactionstrategy.pdf) and [AHAS Planning Actions](https://www.cityoftacoma.org/cms/one.aspx?pageId=180033) does this project address?
3. Which priority needs and which goals identified in the [City of Tacoma’s Consolidated Plan](https://www.cityoftacoma.org/UserFiles/Servers/Server_6/File/CEDD/Consolidated%20Plan/1%20Tacoma%20Consolidated%20Plan.pdf) does this project address?
4. Which goals and strategies identified in the [Pierce County Comprehensive Plan to End Homelessness](https://www.piercecountywa.gov/DocumentCenter/View/109977/Comprehensive-Plan-to-End-Homelessness-with-Appendices-and-Shelter-Action-Plan) does this project address?

# Section 4: Project Budget

## Funding Allocation Considerations

1. Which funding source(s) are you requesting?

(check one or more)

- HB 1406

- HB 1590

- HOME funds

- CDBG funds

- Combination of sources (please describe need for multiple sources)

1. Is your project scalable?

- Yes

- No

Please describe.

# Section 5: Organizational Capacity

## Grant Reporting

1. Has your organization had any challenges in meeting grant reporting deadlines on time in the past three years? If yes, please explain.

## Cash Flow/Working Capital

1. Describe the organization’s current financial condition and outlook for sustainability. If the organization is facing financial challenges, describe what steps are being taken to strengthen the organization’s financial condition. Please provide bank statements for all of your accounts for the last three months.

## Management Financial Expertise

1. Describe the organization’s fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe the financial expertise and qualifications the Executive Director and/or Board of Supervisors/Directors have in order to manage the agency’s financial needs, including the ability to review financial statements and reports and to make sound financial and operational decisions.

# Section 6: History of Performance

## Previous Award

1. Has this project, or units within this project, previously been funded by the City of Tacoma or the TCRA?

- Yes

- No Continue to Question 2

1. If the project’s name has changed, provide the name the project was previously awarded under:
2. Previous award amount
3. Year award made:
4. State your reasoning for pursuing additional funds at this time:

## Other Projects

1. List the last three projects performed by the organization and provide project information. If the organization has not performed three projects, list the projects that it has performed.

##### Project 1

Project name

Project type

Number of affordable housing units created, rehabilitated or made available

Total project budget

Sources of funds and amounts

Were City of Tacoma or TCRA funds awarded to the project? If yes, when was the funding awarded?

Date of completion (if applicable)

Status of project (pre-development, development milestone, construction complete, occupancy, in compliance period)

Describe timeliness of drawdowns

##### Project 2

Project name

Project type

Number of affordable housing units created, rehabilitated or made available

Total project budget

Sources of funds and amounts

Were City of Tacoma or TCRA funds awarded to the project? If yes, when was the funding awarded?

Date of completion (if applicable)

Status of project (pre-development, development milestone, construction complete, occupancy, in compliance period)

Describe timeliness of drawdowns

##### Project 3

Project name

Project type

Number of affordable housing units created, rehabilitated or made available

Total project budget

Sources of funds and amounts

Were City of Tacoma or TCRA funds awarded to the project? If yes, when was the funding awarded?

Date of completion (if applicable)

Status of project (pre-development, development milestone, construction complete, occupancy, in compliance period)

Describe timeliness of drawdowns

## Project Compliance

1. Did the organization have any monitoring visits by grantors or funders in the last three years? If applicable, please submit a copy of the report(s).

- Yes

- No

# Section 7: Timeliness and Contingency Planning

1. What is the overall project timeline? At what point do you anticipate funds being drawn down?
2. What is the basis for the expectation that the project will use funds to acquire property within a 12 month timeframe, with the construction or rehabilitation of units to be completed within 24 months of an award?
3. Do you anticipate any factors that may cause delays in meeting the project schedule? What contingencies has the organization built into pre-development and development plans?
4. Has the organization identified contingencies if funding sources currently identified in the project budget are not made available?

# Section 8:

## Potential Funding Conflicts

1. Are the Applicant and/or Development Consultant aware of any potential areas of conflict among the funding sources included in this project’s financing?

- **Yes**

- **No**. **Continue to Question 2.**

1. If yes, describe:
2. Describe how the conflicts will be mitigated.
3. If another funder or funders have contributed HOME funds to the projects, provide the number of units being claimed, and the nature of the units (i.e. floating or fixed)

## Subsidy Layering

HUD regulations stipulate that no HOME unit should receive HOME funds in excess of what underwriting denotes to be actually needed.

The following are the limits on the amount of HOME funds PJs in Washington State may invest on a per-unit basis in HOME-assisted projects, per 92.250(a) of the HOME Program Final Rule, effective March 17, 2022.

|  |  |
| --- | --- |
| Configuration | Max per-Unit Subsidy |
| 0 Bedrooms (Studios, SROs) | $159,754 |
| 1 Bedroom | $183,132 |
| 2 Bedrooms | $222,694 |
| 3 Bedrooms | $288,094 |
| 4+ Bedrooms | $303,489 |

1. For projects seeking HOME funds, declare the HOME funds *per unit* that will be utilized in this project:

|  |  |
| --- | --- |
| Bedrooms | HOME funds |
| 0 Bedrooms (Studios, SROs) |  |
| 1 Bedroom |  |
| 2 Bedrooms |  |
| 3 Bedrooms |  |
| 4+ Bedrooms |  |

# Section 9:

## Calculation of Utility Allowances

1. Choose one of the provided options for determining annual utility allowance

Completed HUD Utility Schedule Model

Multifamily Housing Utility Analysis

Energy Consumption Model

# Section 10:

## Services – Permanent Supportive Housing

For the purposes of this application, the City uses the Washington State Legislature’s definition of Permanent Supportive Housing as being:

*…subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in chapter 59.18 RCW.*

[[RCW 36.70A.030](https://app.leg.wa.gov/rcw/default.aspx?cite=36.70A.030)(16)]

**The following questions are intended for projects providing Permanent Supportive Housing (PSH). If your project does not provide PSH, you may skip these questions.**

1. How many Permanent Supportive Housing (PSH) units does your project propose to create?
2. Describe how the proposed services/activities, including the project location, meet the needs of the target population(s) and fill any gaps in services.
3. Indicate the nature of the service delivery model to be used:

Accepted best practice

Innovation that substantially improves already-provided the services/activities

1. If **Accepted Best Practice**, provide detailed information to support that the project design is [evidence-based](https://www.hudexchange.info/resource/6131/covid19-homeless-system-response-evidencebased-service-delivery/)
2. If an **Innovation**, provide detail that explains how the project design substantially improves service provision. Refer to research, third-party program evaluations or other objective data that indicates the service delivery model will achieve the desired outcomes.
3. What form of applicant referral or tenant selection plan will be used when PSH units are filled?
4. Delineate which services will be provided on site and which will be provided off site, as appropriate.
5. For services which are to be provided off-site, describe how access to the services will be facilitated by the owner organization and/or service providing partner organization(s).

1. Outline the degree to which maintaining tenancy will be dependent on compliance with service program requirements, including participation in ongoing treatment.
2. What hours of availability will services be provided?

- **24 hours a day, 7 days a week (24/7)**

- **Other.**

1. If “Other,” outline the hours of availability:

# Section 11: Community Housing Development Organizations (CHDO)

## CHDO status

1. Is the sponsor organization seeking Community Housing Development Organization (CHDO) status for the purpose of this project?

- Yes – *Date, or projected date, of certification:* **Click or tap here to enter text.**

- No.

**Access to Referenced Materials**

This document contains active hyperlinks. Prospective applicants who are unable to access internet content may request copies of the materials referenced in these instructions and the application by contacting Heidi Burbidge at (253) 591-5221, or by sending an e-mail to [hburbidge@cityoftacoma.org](mailto:hburbidge@cityoftacoma.org).