

# 2023 Housing Trust Fund Addendum for MULTIFAMILY / RENTAL HOUSING PROJECTS

# [NOFA #MHU-2023-02]

This document comprises the Department of Commerce (Commerce) Housing Trust Fund (HTF) Addendum to the Combined Funders Application (CFA) for Multifamily Rental housing projects. It contains supplemental questions to several Sections of the CFA. The questions pertain to specific requirements placed on the HTF by the Washington State Legislature, and requirements of the Department of Commerce and its programs.

**All applicants** requesting funding from the HTF for Multifamily Rental housing projects must complete and submit this Addendum.

For questions relating to the application requirements and guidelines, please consult the 2023 HTF Multifamily Rental Notice of Funding Availability (NOFA #MHU-2023-02) and the [HTF Handbook](https://deptofcommerce.app.box.com/file/164360899109).

**IMPORTANT NOTICE:**

Requirements listed in the NOFA will frequently supplement or supersede the information provided in the HTF Handbook. In any and every instance where there is a conflict between the Handbook and the NOFA, the NOFA will supersede the Handbook as it applies to this round (i.e. NOFA #MHU-2023-02). The applicant is responsible for obtaining HTF staff guidance, prior to the questions and clarifications deadline identified in the NOFA, in any instance where such a conflict could affect their application.

# Section 2-A

## Methamphetamine Testing (Rehab Only)

1. Testing completed (date):
2. Contamination Discovered? (note, this includes any contamination recorded *below* the threshold level for cleanup)

[ ]  Yes.

[ ]  No.

1. Discuss results of the testing.
2. Provide an estimate of cleanup costs (should be reflected in Environmental Abatement – Building line item of Form 6A).

## Statutory Preferences

### **Early Learning Facilities**

[RCW 43.185.070](https://app.leg.wa.gov/RCW/default.aspx?cite=43.185.070)(6)(q) directs Commerce to give preference in its funding decisions to

*Projects that include a licensed early learning facility*

1. Does this project include an early learning facility onsite (defined in NOFA)?

[ ]  - Yes.

[ ]  - No. **Skip to Resident Empowerment**.

1. Describe how the project has been designed with an integrated early learning facility.
2. Will the early learning facility serve the project residents exclusively?

[ ]  - Yes.

[ ]  - No.

* 1. If NO, describe the admissions policy:

### **Project-related Responsibility Opportunities**

[RCW 43.185.070](https://app.leg.wa.gov/RCW/default.aspx?cite=43.185.070)(6)(e) directs Commerce to give preference in its funding decisions to

*Projects that encourage ownership, management, and other project-related responsibility opportunities*

1. Describe any efforts planned to engage the residents of this project in its management.

## Evergreen Sustainable Development Standard (ESDS)

1. If you consider any Mandatory ESDS criteria to be Not Applicable to your project (*e.g*. they do not apply to your project type, or they apply to systems not included in your *Rehab* project’s scope), list them and provide the reasoning for your determination.

End of Section

# Section 3-A

## Population Targets

[RCW 43.185.070](https://app.leg.wa.gov/RCW/default.aspx?cite=43.185.070)(5)(n) directs Commerce to give preference in its funding decisions to

*Projects involving collaborative partnerships between local school districts and either public housing authorities or nonprofit housing providers, that help children of low-income families succeed in school.*

The RCW goes on to specify that in order to receive this preference, “the local school district must provide an opportunity for community members to offer input on the proposed project at the first scheduled school board meeting following submission of [an application for funding] to the department.”

1. Will your project serve households with school-age children in any capacity?

[ ]  - Yes.

[ ]  - No – Skip to Section 6-A.

1. Describe any ways in which your project comprises an element of a collaborative effort between your organization and the local school district(s) to support the stability of households with children.
2. Has your project, and its part in the effort described above, been discussed in at least one school board meeting?

[ ]  - Yes.

[ ]  - No.

If not, have arrangements been made to have such a discussion? Be sure to provide any relevant dates (e.g. scheduled school board meetings) as part of your answer.

End of Section

# Section 6-A

## Youth Development

[RCW 43.185.070](https://app.leg.wa.gov/RCW/default.aspx?cite=43.185.070)(6)(l) directs Commerce to give preference in its funding decisions to

*Projects that provide employment and training opportunities for disadvantaged youth under a youthbuild or youthbuild-type program as defined in RCW 50.72.020*

1. Will a program that provides opportunities for employment, education, leadership development, entrepreneurial skills development, and training (e.g. [YouthBuild](https://youthbuild.org/) or similar programs) be involved in this project’s construction and/or rehab activities?

[ ]  - Yes – Continue to Question 2.

[ ]  - No – Skip to Question 3.

[ ]  - Not Applicable– project involves no construction activities. **Skip to Section 7-A.**

1. Describe the arrangement, making sure to provide detail on specific elements of the project utilizing such a program.
2. Explain why a YouthBuild or similar program will not be involved in the project’s construction and/or rehab activities.

End of Section

# Section 7-A

## Previous Commerce Award

1. Has this project, or units within this project, previously been funded by the Department of Commerce?

[ ]  - Yes.

[ ]  - No. **Skip to Section 9-A**.

* 1. If the project’s name has changed, provide the name the project was previously awarded under:
	2. Previous award amount:
	3. Awarding Program (e.g. BCF):
	4. Year award made:
	5. State your reasoning for pursuing additional HTF funds at this time:

End of Section

# Section 9-A

## Organizational Engagement and Cultural Competency

1. Describe your ORGANIZATION’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 the homeless population.
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. Explain how your ORGANIZATION will make services available to populations disproportionately represented among the homeless population, including racial and ethnic minorities, immigrants and refugees, individuals with disabilities, LGBTQ youth and adults and people with limited English proficiency.
	* Identify any issues or limitations you anticipate encountering, and describe how you will modify services to meet the needs of these specific populations.
6. Describe how your ORGANIZATION conducts self-assessment of its fair and just practices and cultural competency, including both internal and external input. Give examples, if possible, of instances in which such input caused changes in policy, agency administration, or service delivery.

End of Section

# Section 10-A

## Chronic Mental Illness

1. If the project is intended to serve people diagnosed with a Chronic Mental Illness, provide a summary of your organization’s long-term plan to provide the necessary services for the period indicated. Include details about partnering entities (if any).

## Homeless Youth/Young Adults

The following questions are intended for projects serving unaccompanied homeless youth and/or homeless young adults (ages 18-24). If your project serves neither of these populations, you may stop here.

1. What trainings does your organization or service provider provide to its staff to prepare them for working with and meeting the developmental needs of homeless youth, and how often are the trainings provided?
2. What sort of outreach and engagement efforts will your organization or service provider participate in to attract youth to agency services?
3. What other public systems (i.e. Child Welfare, Juvenile Justice, Behavioral Health, Education) does your organization or service provider collaborate with to meet the needs of homeless youth?
4. Provide a brief description of the nature of the partnerships or collaborations listed.
5. How will your organization work with families to achieve family reunification? If family reunification is not safe or appropriate, how will your organization work to find safe and stable housing for youth?

End of Section

# Transit Oriented Development (TOD)

Eligible projects must meet the following criteria:

* + Must be within a rapid transit corridor – within ½ mile of light rail or commuter rail, or ¼ mile from bus rapid transit.
	+ Produce at least 100 units.
	+ Require at least 10% of housing units to serve <60% AMI and 10% to serve <80% AMI households.
1. Does your project qualify for Transit Oriented Development (TOD)?

[ ]  - Yes.

[ ]  - No.

End of Section

# End of Addendum