



**APPLICATION TIMELINE**  
**CLALLAM COUNTY 2025 AFFORDABLE AND SUPPORTIVE HOUSING**  
**FUNDING**

<b>Date</b>	<b>Activity</b>
<b>10<sup>th</sup> of every month</b>	Applications due
<b>3<sup>rd</sup> week of every month</b>	Selection Committee will review and make recommendation
<b>1<sup>st</sup> Friday of every month</b>	Housing Solution Committee will review projects on Agenda for Approval
<b>First Available</b>	Housing and Grant Resource Director will present approved projects BOCC Work Session for Commissioners consideration

**Funding Available**

Note – funding levels are subject to change with allocations, **please contact Housing and Grant Resource Director for updates in available funding levels.**

**Please send an electronic pdf application to:  
Housing and Grant Resource Director at  
[Timothy.dalton@clallamcountywa.gov](mailto:Timothy.dalton@clallamcountywa.gov)**

For additional information contact  
Timothy Dalton  
Phone: 360.417.2478  
Email: [timothy.dalton@clallamcountywa.gov](mailto:timothy.dalton@clallamcountywa.gov).

**2025 CLALLAM COUNTY  
AFFORDABLE AND SUPPORTIVE PERMITTED USES  
FOR HOUSING FUNDING REQUEST**

**Permitted Uses of Funding under RCW 82.14.530 (1590):**

A minimum of sixty percent of the moneys collected under this section must be used for the following purposes:

1. Constructing or acquiring affordable housing, which may include emergency, transitional, and supportive housing, and new units of affordable housing within an existing structure, and facilities providing housing-related services, or acquiring land for these purposes; or
2. Constructing or acquiring behavioral health-related facilities, or acquiring land for these purposes; or
3. Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.

The affordable housing and facilities providing housing-related programs in (a)(i) of this subsection may only be provided to persons within any of the following population groups whose income is at or below sixty percent of the median income of the county imposing the tax:

1. Persons with behavioral health disabilities.
2. Veterans.
3. Senior citizens.
4. Persons who are homeless or at-risk of being homeless, including families with children.
5. Unaccompanied homeless youth or young adults.
6. Persons with disabilities.
7. Domestic violence survivors.

The remainder of the money collected under this section must be used for the operation, delivery, or evaluation of behavioral health treatment programs and services or housing-related services.

**Permitted Uses of Funding under RCW 82.14.540(1406 Funding)**

The moneys collected or bonds issued under this section may only be used for the following purposes:

1. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW [71.24.385](#) (Behavioral health administrative services and managed care organizations—Mental health and substance use disorder treatment programs—Development and design requirements).
2. Funding the operations and maintenance costs of new units of affordable or supportive housing; or
3. For providing rental assistance to tenants.
4. The housing and services provided pursuant to subsection (6) of this section may only be provided to persons whose income is at or below sixty percent of the median income of the county or city imposing the tax.

**2025 CLALLAM COUNTY  
AFFORDABLE AND SUPPORTIVE NARRATIVE FOR GRANT PROPOSALS  
HOUSING FUNDING REQUEST  
Limited Narrative to five (5) pages**

Project Name:

Amount requested: \$

**Funding Sources**

**1406 Funding** \_\_\_\_

**1590 Funding** \_\_\_\_

**1. Project Description**

A. Describe your project. Include what housing you will provide, and where housing will be delivered. Provide a timeline for implementation. Discuss how the goals of this project will affect housing in Clallam County.

**2. Threshold Requirement**

A. What is the target population you intend to serve, and what is that populations' unmet need or gap in housing you propose to address? How many people in Clallam County need the housing you propose, and what method did you use to estimate that number? How many individuals within this target population will you house during the grant period?

B. Is your project on the Housing Solutions Committee's Housing Registry?

C. Is the project ready to use the funding now or are there actions to be taken before the project can begin? If so, what are those actions?

D. Is the project located in the city limits of Port Angeles? If so, have you applied for or been awarded Affordable Housing Sales and Use Tax funding from the City of Port Angeles?

E. Could the project be split into phases if it cannot be fully funded?

F. Is this funding being used to leverage additional funding and when will those funds be applied for and/or receive notice of award? Identify the sources for those requests and the status of the requests.

### 3. Impact of Funds

- A. Provide a **Budget Narrative** that is as comprehensive as possible outlining all proposed expenditures including labor and materials
  
- B. Does the project’s budget incorporate all relevant Prevailing Wage requirements? Discuss how the applicability of state or federal prevailing wage rates were determined be explicit about what assumptions were made when determining wage rates.
  
- C. If the Washington State Department of Labor & Industries provided a determination of wage rates for this project, include documentation of the determination as an attachment.
  
- D. Describe the process used to solicit bids and select construction contractors (general and subcontractors), consultants, and other professional services to secure competitive fees.  
*Be sure that this process complies with the bidding and selection requirements of the project’s proposed funding sources.*

### 4. Organizational Capacity

- A. Provide a brief description of your internal governance and leadership structure.
  
- B. Provide a description of your basic managerial and fiscal structure including housing management, accounting, and internal controls. Summarize the results of your Agency's (or your unit of financial independence) most recent audit and/or administrative inspection. Include description of any disallowed costs, questioned costs and administrative findings. Explain your plan or response to any findings.

Applicants must submit one **copy of their most recent audit report**, including any “Management Letter” and/or all other correspondence referred to in the audit report, along with the applicant’s response to the audit and corrective action plan, if any. If an applicant has not been audited within the last two (2) years, a certified “Current Financial Statement” must be submitted in lieu of an audit report.

- C. Provide evidence and examples of similar projects implemented and managed which demonstrates the ability of the organization to successfully implement and manage publicly funded projects in a timely manner, within budget, and consistent with funding requirements.

- D. Provide a complete list of staff positions for the project, including the project manager and other key personnel, showing the role of each and their level of effort and qualifications.
  
- E. If this is a collaborative project, identify the other partners involved, their role, and your role. If you are partnering with another agency/agencies, *attach their letter of commitment.*

## Selection Criteria

We will rank all, responses according to the criteria and weights described below:

<b>Evaluation</b>	<b>Max Points</b>
A. Approach – Completeness of Proposal and Readiness	<b>5</b>
B. Impact	<b>10</b>
C. Budget – Feasible Financial Plan	<b>5</b>
<b>TOTAL</b>	<b>20</b>

## Submission Requirements

All proposals must include the following elements. We reserve the right to disqualify any incomplete proposals.

### A. Approach – Completeness of Proposal and Readiness (5 Points)

Your application should describe how you will approach this assignment and complete the purpose of the proposal.

The proposal will be evaluated based on the clarity of proposal, completeness of the submission including required certifications and documentation and readiness to begin the Program or Project if funding is awarded.

The proposal should describe:

- The timeline for the project and immediacy of the need for the funds.
- The components still require to be secured before the project is shovel ready.
- The plan for any unfunded components.
- If funds are awarded, the construction start date.
- Whether the Project could be scaled (include the per unit cost of the Project).

### B. Impact (10 Points)

- Is this project in the Housing Solutions Committee’s current Project Pipeline, if not how does it contribute to positive movement in County’s Housing Continuum.

- What other funds, donors, or community support are involved with the project? Will these funds be used to leverage other funds? Identify other sources of funds that would be leveraged.
- How many new units will be brought online. How many existing units will be preserved?
- How many individuals will be served by these funds?

Will these funds serve any special populations such as seniors or domestic violence survivors?

#### C. Budget - A Feasible Financial Plan (5 Points)

Please provide the following if applicable:

- Program or Project Budget which includes a complete breakdown of all funding sources already received or committed for this project.
- Current operating budget for the organization requesting funding.
  - Operating Pro Forma for ten years.

---

## Operating Pro Forma Details

**Project Name**

---

### ***Operating Expense Estimates***

#### ***Operating Expenses- Yearly Estimates***

Management - On-site	
Management - Off-site	
Accounting	
Legal Services	
Insurance	
Real Estate Taxes	
Marketing	
Security	
Maintenance and janitorial	
Decorating/Turnover	
Contract Repairs	
Landscaping	
Pest Control	
Fire Safety	
Elevator	
Water & Sewer	
Garbage Removal	
Electric	
Oil/Gas/Other	
Telephone	
Other (identify and include cost estimate for each)	

***Reserves-***

**Replacement Reserve**

**Operating Reserve**

--
