



## Homelessness and Affordable Housing Funds 2017 Request for Proposals Application Form

**\*\*Fields outlined in red are required\*\***

### PROJECT INFORMATION

**Project Title:** 14-Critical Home Repair Projects

**Project Site Name(s):** To be determined

**Project Site Address(s):** To be determined

**Which fund source is this proposal for? (select one, see Section 1 of the RFP for details)**

- Affordable Housing Funds  
 Homeless and Housing Assistance Funds

**Total Project Costs (including other funding and resources):** \$140,000.00

**Total Amount Requested (from Kittitas County Homeless Housing and Assistance or Affordable Housing funds):** \$60,000.00

**Time Frame for Utilization of Requested Funds:** 2018-2023

**City, Town or Unincorporated Area to be served:** Kittitas County, Washington

### APPLICANT INFORMATION

**Name of Applicant Organization:** Kittitas County Habitat for Humanity

**Mailing Address:** P.O. Box 873

**City, State, Zip:** Ellensburg, WA 98926

**Phone:** 509-962-5058

**Fax:** 509-962-5066

**Email Address:** sherri.ott@kchabitat.org

**Website:** www.kchabitat.org

**Federal Tax Identification Number:** 91-1595008

**Type of Organization:**

- Government
- Non-Profit
- For-Profit
- Local housing authority
- Tribe

**PROJECT CONTACTS**

**Name of Organization Director:** Sherri Ott

**Phone:** 509-962-5058

**Email:** sherri.ott@kchabitat.org

**Project Contact Name:** Sherri Ott

**Title:** Executive Director

**Phone:** 509-962-5058

**Email Address:** sherri.ott@kchabitat.org

**Fiscal Contact Name:** Jennifer Caloia

**Phone:** 509-962-5058

**Email Address:** jennifer.caloia@kchabitat.org

**AUTHORIZATION**

Acceptance of this application may be subject to subsequent compliance reviews, including a review of the latest audit of financial statement. Preparation of an application does not guarantee that applicants will receive funds. By signing this grant application form the undersigned certifies that all information is accurate to the best of his/her knowledge.

  
\_\_\_\_\_  
Signature of Authorized Representative

8/8/2017  
Date

## PROPOSAL DETAILS

1. **Applicant Profile and Qualifications:** Tell us about your organization including the purpose of your work, your goals, any history, and experience working in homeless and/or affordable housing services, experience managing public funds, and anything else that describes the organization's qualifications. (250 words max.)

In 1993, group of individuals from Ellensburg, Washington recognized a need for decent, affordable housing within Kittitas County. Kittitas County Habitat for Humanity (KCHFH) was then established as an official affiliate of Habitat for Humanity International (HFHI). Since 1993, Habitat has built 17 new homes and repaired 9 homes as it seeks to provide affordable, energy-efficient, safe houses in decent communities for people whose income falls between 30 and 60% of the area median income. Our current programs include: new construction and home repair for low-income homeowners. We are currently building 1 new house and completing 1-2 repair projects for low income homeowners per year. KCHFH has effectively utilized volunteer labor to meet our housing and community engagement goals. In assessing community needs, it is evident that critical home repair is desperately needed for low-income households and is not currently being provided for homeowners in Kittitas County (KC) by a community based organization. KCHFH has successfully completed 9 repair projects since 2011.

KCHFH has been a past recipient of:

- Federal funding via HUD and Habitat for Humanity International
- Washington State funding via DSHS; SNAP and CHIPRA
- Kittitas County funding via 2060 and 2163 funds
- City of Ellensburg funding through a City Council grant process
- CDBG funding through City of Ellensburg.

KCHFH also operates a second-hand store to provide a sustainable income stream for the mission of providing decent, affordable shelter.

2. **Project Description Summary:** Provide a brief summary the project being proposed and a general description of how it will address homelessness or affordable housing in Kittitas County. Be sure and indicate whether the proposal is intended to provide direct client services or construction, maintenance, or improvement of housing facilities. (250 words max.)

KCHF's repair program serves low-income homeowners affected by age, disability or family circumstances and who struggle to maintain the integrity of their homes. Habitat's repair program addresses the health and safety of the individual residences in neighborhoods, strengthens connections within the community and helps preserve affordable housing stock. Issues such as no water, holes in the roof or floor, mold growing inside, and no heat are not uncommon. KC does not presently have a community based organization which addresses critical home repair issues for low-income homeowners. This population, whose homes are in dire need of repair, are sometimes forced to choose between making a house payment or using their limited income to repair their home. Not making mortgage payment puts them in jeopardy of losing their home, but to continue to live in an unhealthy and/or unsafe environment puts their families at a physical risk. KCHF provides a no-interest loan for qualified homeowners who are selected as "partner families". The loan payment the homeowner makes is no greater than 30% of their total housing costs per month and is based on their income and their current mortgage. All loan payments made by the homeowner are used to fund future Habitat repair projects. KCHF is requesting an average of \$4,285.71 per house for 14 houses over a 6-year period (2018-2023). Repair costs, including materials and subcontractors fees average \$10,000/project. If projects cost less than \$10,000, KCHF will cover 57% of the project costs with the 2060 funds covering 43% of the cost.

3. **County Priorities:** Indicate which of the following priorities are being addressed by the proposed project. (Select all that apply and give a brief 100 word description for each selected.)

Increase capacity and sustainability for homeless sheltering.

Connect shelter clients to services to reduce homelessness.

Increase site-based rental vouchers for people who are homeless with wrap-around case management through current partnerships.

New affordable housing development.

Increased access to rental vouchers.

Promotion of private landlord usage of Section 8 rental vouchers.

Programs which increase access to affordable home ownership.

KCHFH is the only affordable homeownership non-profit housing organization providing repair services in Kittitas County. We are able to provide affordable home repairs for qualified homeowners using zero-interest loans, the assistance of volunteers, our Habitat Store and the financial support of grants and donations. Without the repairs, these homeowners will be living in unsafe, unhealthy environments which could jeopardize their health by putting their families at physical risk. For those families who own their homes, repair costs are often cost-prohibitive. For some homeowners living on fixed incomes, there is no hope of repair without this program.

4. **Partnerships:** List your key community partnerships for the proposed project and what their role will be. (250 words max.)

- **Housing and Homeless Network of Kittitas County** -During the family selection process, agencies working with HHNKC make referrals for homeowners in need of repairs.
- **City of Ellensburg** - use of Hal Holmes Community Center to hold family selection orientations
- **HopeSource** - resources for homeowner education and volunteer labor
- **NeighborWorks** - homeowner education courses
- **Habitat Store** - provides a revenue stream to sustain Habitat's mission
- **Central Washington University** - volunteer labor and fundraising
- **Local Businesses** - Donations and volunteer labor (examples: Suncadia, Calaway Trading, Puget Sound Energy)
- **Local Organizations** - Donations and volunteer labor (Examples: Lion's Club, Rotary Clubs, Washington State Association for Justice, HopeSource)
- **Local Foundations** - Grant income (examples: US Bank, Umpqua Bank, Wells Fargo, Thrivent Financial)
- **Habitat for Humanity Washington State** - access to construction loan funding as needed
- **Local Churches** - Donations and volunteer labor (Examples: Mercer Creek Church, Grace Episcopal Church)
- **Community At-Large** - Support Habitat builds through donations and volunteer labor

5. **Gaps and Duplication in Services:** Describe how your proposed project fills a gap in homeless and/or affordable housing services in Kittitas County. Include a description of how the project is or isn't a duplication of current services. (250 words max.)

Presently, Kittitas County Habitat for Humanity is the **only** affordable homeownership non-profit housing provider (new builds and repairs) in Kittitas County. There is no duplication of services with Habitat for Humanity's housing programs. People have the option of having repairs made themselves through local contractors, however, this solution of cost-prohibitive to the people we serve. With the use of zero-interest loans, the assistance of volunteers and ensuring that our homeowners are able to repay the loan, we are able to make repairs a reality for qualified individuals/families.

6. **Sustainability:** Describe your ability, experience, and resources to implement and sustain the project during the term of the project. (250 words max.)

KCHFH has been building homes in our community for 24 years and repairing homes for 6 years. We are currently working on House 18 and have also completed nine critical home repair projects to date. There are several things that contribute to Habitat for Humanity's sustainability:

- We utilize volunteer labor by annually engaging 300 -600 community volunteers in service to build and repair houses and work in our Store.
- Homeowners are provided with homeowner education courses.
- Habitat for Humanity's brand has integrity which helps with fundraising and volunteer turn-out.
- Our homeowner mortgages and/or loan proceeds and repair loan payments go into the "Revolving Fund for Humanity." Each Habitat house build or repair provides resources to build or repair future homes.
- Habitat runs the Habitat Store to support the mission of Habitat. The Habitat Store provides sustainable revenue for creating homeownership opportunities and making home repairs for low-income individuals and families. The Habitat Store benefits the community by:
  - Providing a place for the public to donate used and new items for which they can receive a tax receipt.
  - Helping to protect the environment by keeping tons of refuse out of the landfills (147 tons of refuse was diverted from the landfill in 2016.)
  - Recycling and selling donated items to the public at thrift store prices which provides an affordable place for the public to shop.
  - Providing needed merchandise to individuals and families who are referred by other service agencies in Kittitas County.
- KCHFH is constantly fundraising.

7. **Goals & Objectives:** Use the Goals and Objectives Form below to fill in the following table with your project's goals, measures, strategies, and objectives. See the examples below for guidance and use as many forms as necessary.

Example #1:

GOAL: Increase number of people enrolled in health insurance by 25% by December 31, 2017.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Number of new enrollees in health insurance	Internal tracking sheet
<b>Strategy #1 (What will you do to achieve your goal?)</b>	<b>Create promotional materials to distribute to local partners advertising health insurance enrollment assistance.</b>
Measurable Objectives:	<ul style="list-style-type: none"> <li>Promote the service with at least 5 community partners each quarter through December 2017.</li> <li>Distribute at least 100 flyers around the community by December 2017.</li> </ul>
<b>Strategy #2 (What will you do to achieve your goal?)</b>	<b>Offer health insurance enrollment assistance at local community events.</b>
Measurable Objectives:	<ul style="list-style-type: none"> <li>Attend at least 2 community events per quarter in both Upper Kittitas County and Lower Kittitas County through December 2017.</li> </ul>
<b>Strategy #3 (What will you do to achieve your goal?)</b>	<b>Offer health insurance enrollment assistance appointments in the office.</b>
Measurable Objectives:	<ul style="list-style-type: none"> <li>Schedule at least 40 hours per month of open walk-in assistance through December 2017.</li> <li>Ensure staff availability for at least 25 scheduled appointments each month through December 2017.</li> </ul>

Example #2:

GOAL: Increase the number of trail systems available to the general public within the City of Ellensburg from 5 to 7 by December 2019.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Number of trail systems open to the public and clearly labeled	Trails report
<b>Strategy #1 (What will you do to achieve your goal?)</b>	<b>Establish public-private partnerships for funding trail construction and maintenance.</b>
Measurable Objectives:	<ul style="list-style-type: none"> <li>Create tailored presentation about project by March 2017.</li> <li>Meet with at least 2 potential partners each quarter through June 2018.</li> <li>Establish at least 2 primary public-private partnerships for trails by December 2018.</li> </ul>
<b>Strategy #2 (What will you do to achieve your goal?)</b>	<b>Identify sites for new trail systems.</b>
Measurable Objectives:	<ul style="list-style-type: none"> <li>Conduct site visits with partners of potential new sites by March 2018.</li> <li>Identify pros and cons of potential new sites by June 2018.</li> <li>Solidify 2 new trail sites by December 2018.</li> </ul>
<b>Strategy #3 (What will you do to achieve your goal?)</b>	<b>Build new trail systems.</b>
Measurable Objectives:	<ul style="list-style-type: none"> <li>Create plans for construction of new trail systems by March 2019.</li> <li>Two new trail systems will be built by December 2019.</li> </ul>

**GOALS AND OBJECTIVES FORM**

*Fill out white sections only.*

<b>GOAL: /</b>	
Increase the number of affordable home repairs by 14 or more over a six year period which will preserve affordable housing stock in Kittitas County. Repairs will be provided to qualified low-income homeowners.	
<b>Measures (How will you know you are making progress toward your goal?)</b>	
<b>Data Source</b>	
Home Repair Orientation held	Interested applicants attend orientation
Partner Selection	Board member vote on qualified applicants
Work completed on home	Partner signs completion of project form and begins making loan payments
<b>Strategy #1: (What will you do to achieve your goal?)</b>	Reach out to the community to reach qualified individuals and families in need.
Measurable Objectives:	1) Number of community based organizations contacted; 2) Number of media avenues contacted; 3) Number of direct contacts 4) Number of churches contacted; 5) Number of speaking engagements attended.
<b>Strategy #2: (What will you do to achieve your goal?)</b>	Hold orientation meeting with applicants and take applications
Measurable Objectives:	1) Application process in place with guidelines based on Habitat for Humanity International regulations; 2) Qualify families/individuals in need who can repay an affordable loan for the repairs; 3) Partner selection process completed; 4) Board votes on recommendations of Partner Selection Committee
<b>Strategy #3: (What will you do to achieve your goal?)</b>	Make needed repairs on homeowner's home
Measurable Objectives:	1) Rally volunteers to assist with home repairs. This program allows for greater opportunities to engage more people in helping to solve the affordable housing issues in our community; 2) Engage the homeowner in sweat equity hours to help with the project; 3) Home repair project is completed and homeowner signs certificate of completion and begins making affordable payments.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

**GOALS AND OBJECTIVES FORM**

*Fill out white sections only.*

<b>GOAL: 2</b> Provide affordable means for qualified families in need to access affordable home repair services.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Homeowners pay no more than 30% of their gross income for housing expenses	Check stubs and loan documents
Serve increased number of individuals and families in Kittitas County with affordable housing needs.	Number of Partners (homeowner families) served. Database
<b>Strategy #1:</b> <b>(What will you do to achieve your goal?)</b>	Use payment options which are affordable and fit with the income of qualified partners.
<b>Measurable Objectives:</b>	1) Number of no-interest loans held by KCHF; 2) Number of USDA 504 loans used for qualified partners. 3) Loans spread out over years to ensure that partner is not cost-burdened. 4) All partners paying no more than 30% for housing expenses.
<b>Strategy #2:</b> <b>(What will you do to achieve your goal?)</b>	Utilize volunteer labor when possible to keep costs lower for the partner homeowner.
<b>Measurable Objectives:</b>	1) Cost of projects; 2) Number of volunteers taking part; 3) Savings to homeowner as a result of volunteer labor
<b>Strategy #3:</b> <b>(What will you do to achieve your goal?)</b>	
<b>Measurable Objectives:</b>	
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

## BUDGET NARRATIVE

- 1. Funding Utilization:** Describe how the funds will be used to support the proposed project. For example, will the funds be used for staff time, supplies, consultants, contractors, construction costs, direct customer services, etc.? (250 words max.)

KCHFH is requesting \$60,000 over a 6 - year period to be used to provide home repair services for 14 repair projects for qualified low-income homeowners.

Estimated Total Repair Costs:

\$10,000 project - 14 projects	\$140,000
Grant Funding Requested from County	\$ 60,000
Amount to be raised by KCHFH	\$ 80,000

The request breaks down to KC providing approximately \$4,285.71 in repair costs per home for the next 14 Home Repair projects. The Repair Program includes work that extends the life of the house and increases safety, accessibility or quality of life for the homeowner. The requested funding will supplement Habitat's fundraising efforts. To qualify for repairs, a family must be a low-income homeowner, demonstrate need, be willing to volunteer hours to the project and be able to make a small monthly payment for the repair loan, which is financed by Habitat for Humanity at zero percent interest. The homeowner's loan payment plus current mortgage payment will not exceed 30% of their gross monthly income.

Habitat for Humanity will provide 57% of the funding for each repair project with the KC affordable housing grant funds providing 43% of the funding for each project (materials, subcontractor's fees, waste disposal, permits, etc.) If some repairs require less than \$10,000 per repair, we will use the County funding to repair additional homes using the same breakdown in funding - KCHFH - 57% of the costs of the repair and the KC 2060 grant - 43%.

**2. Other Support:** Describe any monetary, in-kind, donations, grants, or other types of support that will be used for the project. Include both guaranteed support and support that may still be uncertain. (250 words max.)

Support will vary from house-to-house. KCHFH has been able to count on funding from the following sources:

- Donors - estimated approximately \$750 per house - reliable source \$ 10,500
  
- Habitat Store Net Profit - estimated approximately \$750 per house  
Guaranteed \$ 10,500
  
- Grant Funding: Approximately \$2,500 per house  
(outside of the 2060 funding) -can reliably be counted on \$ 35,000
  
- Events - approximately \$750 per house - reliable source. \$ 10,500

**Sub-Total of Reliable Revenue Sources for Home Repair Program**  
**Not including Kittitas County Support** **\$66,500**

**Kittitas County Support**  
**Homeless Prevention and Affordable Housing funding** **\$ 60,000**

**Additional Fundraising Efforts Required by Habitat over 6-year period**  
Funding that has not yet been committed now will be raised through various resources such as additional donors, increased Store revenue, additional events, and additional grants sources. **\$ 13,500+**

**TOTAL REPAIR COSTS - 14 Houses** **\$140,000**

3. **Sustainability:** Describe how this project would or wouldn't be sustained if these Homelessness Prevention and Affordable Housing funds were not available either currently or in the future. (250 words max.)

Kittitas County Habitat for Humanity has a proven track record of successfully building new-construction affordable housing units and making repairs for low-income homeowners. Habitat for Humanity's housing programs will be sustained whether Homelessness Prevention and Affordable Housing funds are available or not. Habitat for Humanity will continue to build and make repairs at the rate funding allows. The Kittitas County funding will allow our affiliate to increase the number of home repairs completed over a six-year period which will help keep low-income homeowners in their homes in a healthy and safe environment. Some of the key sustainability features of the repair program are:

- Habitat's repair services are sold to low-income partner families, not given away. The services are to be a blessing to the family and not an additional burden. Therefore, affordability is an equally vital component.
- We utilize volunteer labor by engaging community volunteers in service to build and repair houses and work in our Store.
- Habitat for Humanity's brand has integrity which helps with fundraising and volunteer turn-out.
- Our homeowner mortgages and/or loan proceeds and repair loan payments go into the "Revolving Fund for Humanity." Each Habitat house built or repaired provides resources to build or repair future homes.
- Habitat runs the Habitat Store to support the mission of Habitat. The Habitat Store provides sustainable revenue for creating homeownership opportunities and making home repairs for qualified low-income homeowners.

4. **Partial Funding:** If this project were to receive only partial funding from this source, how would the project be impacted? How would the proposal be adjusted for less than the requested amount of funds? (250 words max.)

If partial funding were provided by Kittitas County, the 14 - House Repair Project could slow down, but would not cease. The time-frame for completion of the 14 houses may need to be extended in the event of partial funding. Kittitas County Habitat for Humanity will continue to raise funding to off-set any adjustment for less than the requested amount of funds.

**Kitritas County**  
**Homeless and Affordable Housing Funds**  
 Budget Template

\*\*\*Please fill in only gray shaded areas.\*\*\*

Applicant Name: Kitritas County Habitat for Humanity  
 Funding Start Date: January 1, 2018  
 Funding End Date: December 31, 2023  
 Project Start Date: January 1, 2018  
 Project End Date: December 31, 2023

Number of Funding Years: 6

Total County Request: \$60,000.00  
 Total from Other Sources: \$80,000.00  
 Total Project Budget: \$140,000.00

**ANNUAL PROJECT BUDGET**  
 TOTAL

	Amount from County Request	Amount from Other Sources	
<b>Non-Administrative Staff Costs</b>			
Salaries and Wages			
Benefits			
<b>Non-Administrative Staff Cost Totals</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Direct Client Services</b>			
Rental Assistance			
Meal/Motel costs			
Move-in costs			
Utility costs			
Minorance/multicultural costs			
Elder supplies			
Transportation assistance			
Other			
<b>Direct Client Services Totals</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Direct Operational Costs</b>			
Office space rental			
Utilities			
Supplies			
Equipment			
Telephone			
Internet			
Training			
Travel			
Insurance			
Other			
<b>Operational Cost Totals</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Construction Costs</b>			
New Building			
Building improvements/maintenance			
Other			
<b>Construction Cost Totals</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL NON-ADMINISTRATIVE COSTS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Administrative Costs (not to exceed 15% of the total non-administrative budget)</b>			
Administrative Staff Salaries and Wages			
Administrative Staff Benefits			
Office Supplies & Equipment			
Insurance			
Audit			
Board Expenses			
Membership fees and dues			
Rent			
Depreciation			
Maintenance and Material			
Other			
<b>TOTAL ADMINISTRATIVE COSTS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>ANNUAL TOTALS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**ANNUAL TOTALS** | \$ 10,000.00 | \$ 13,333.33 | \$ 23,333.33



*Help build it!*

March 3, 2017

Kittitas County HFH  
PO Box 873  
Ellensburg, WA 98926-0873

**RE: 501(c)(3) Letter for Kittitas County HFH, Partner ID# 1465-2299**

Dear Affiliate Leader:

This letter will confirm that Kittitas County HFH, with employer identification number 91-1595008, is considered a subordinate under the group tax exemption umbrella of Habitat for Humanity International, Inc. ("HFHI") under Section 501(c)(3) of the Internal Revenue Code.

The group exemption number assigned to HFHI by the IRS is 8545. This number may be provided to prospective donors, foundations and other grant organizations as they request it and is required on certain IRS forms.

Enclosed is a copy of the determination letter dated February 7, 2017, provided by the IRS as evidence of HFHI's tax exempt status as well as its group exemption. The determination letter, together with this letter, confirms Kittitas County HFH's subordinate status and provides evidence of its tax exempt status under Section 501(c)(3) of the Code.

In partnership,

**Beverly Huffman**

Director, US/Canadian Support Services Center

Habitat for Humanity International 877-434-4435

[USSupportCenter@habitat.org](mailto:USSupportCenter@habitat.org) · [habitat.org](http://habitat.org) | Habitat. We build.

Enclosure

**Internal Revenue Service  
P. O. Box 2508  
Cincinnati, OH 45201**

**Department of the Treasury**

**Date:** February 7, 2017

**Person to Contact:**

K. Gleason #0203083

**Toll Free Telephone Number:**

877-829-5500

**Employer Identification Number:**

91-1914868

**Group Exemption Number:**

8545

**HABITAT FOR HUMANITY INTERNATIONAL INC  
HABITAT FOR HUMANITY INTRNL PARENT  
% LEGAL DEPARTMENT  
270 PEACHTREE ST NW STE 1300  
ATLANTA GA 30303**

**Dear Sir or Madam:**

This is in response to your January 10, 2017, request for information about your tax-exempt status

Our records indicate that you were issued a determination letter in January 1987, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Because your subordinate organizations are organizations described in section 170 (c) of the Code, donors may deduct contributions made to them.

If you have any questions, please call us at the telephone number shown in the heading of this letter

Sincerely,



**Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements**