



Homelessness and Affordable Housing Funds 2017 Request for Proposals Application Form

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

PROJECT INFORMATION

Project Title: 14-House Build Project

Project Site Name(s): Houses 18 - 32

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): \$2,415,000.00

Total Amount Requested (from Kittitas County Homeless Housing and Assistance or Affordable Housing funds): \$980,000.00

Time Frame for Utilization of Requested Funds: 6 years - 01/01/2018-12/31/2023

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: N/A

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.ottkchabitat.org

Project Contact Name: Sherri Ott

Title: Executive Director

Phone: 509-962-5058

Email Address: sherri.ott@kchabitat.org

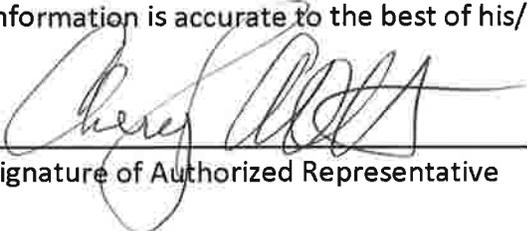
Fiscal Contact Name: Jennifer Caloia

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, a group of individuals from Ellensburg, Washington recognized a need for decent, affordable housing units for homeownership 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 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 repairs for homeowners.

Habitat for Humanity is committed to the development and enrichment of families, volunteers, and communities. Each of the Habitat homes has involved approximately 300-600 volunteers at the job-site and nearly 250 support volunteers who work in our Store or office. Community engagement is one of the main reasons that Habitat for Humanity has been successful in meeting affordable housing needs. As we are building homes for families, our homeowners are taking home-ownership courses to help ensure a successful home-ownership outcome. These courses include information on finances, home-ownership responsibilities, home maintenance, and being a good neighbor. KCHFH has been a past recipient of:

- Federal funding through HUD
- State funding through DSHS - SNAP and CHIPRA
- 2060 and 2163 funding through Kittitas County
- City funding through City of Ellensburg.

KCHFH also operates a second-hand store to provide a sustainable income stream for meeting affordable housing needs in Kittitas County.

- 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.)

Kittitas County Habitat for Humanity (KCHFH) creates homeownership opportunities by building affordable, new-construction housing for qualified low-income individuals and families in Kittitas County (KC) WA.

To increase capacity to build 2+ houses per year, KCHFH is requesting funding of \$980,000 over a six-year period (2018 -2023) to complete 14 new construction houses for home ownership. The funding request covers \$70,000/house for 14 houses. Funds will be used to purchase land, provide infrastructure development for donated land, and/or purchase construction materials, pay for subcontractors, regulatory fees, rental equipment costs and waste disposal. No administrative funds are requested. The faster KCHFH can generate funds, the faster we can help meet the Kittitas County affordable housing needs.

Each Habitat house generates revenue to KC through property tax rolls. Conservatively, a Habitat house will generate approximately \$1,900 +/-year in personal property taxes which will benefit the community. Over a 30-year period this equates to \$57,000 income to KC per house completed.

KCHFH recently began utilizing new loan products which are helping to sustain and grow our affordable housing program. We are using USDA 502 Rural Home Loans as well as 3rd party lending which makes it possible for KCHFH to build capacity at a faster rate by receiving funding through the 3rd party loan at the closing of the house. The KC funds, will supplement the revenue provided by the 3rd party loan, Store proceeds, donors, grants, and Habitat events. -See Other Support Section

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.

KCHFH is the only affordable homeownership non-profit new-construction housing provider in KC. For qualified individuals/families, KCHFH makes affordable housing a reality through affordable loans, assistance of hundreds of volunteers, the Habitat Store and financial support of grants, fundraisers and donations.

The 3rd Goal of KC HAHC Implementation Matrix-to increase community awareness, education and engagement around homelessness and housing issues in Kittitas County. KCHFH addresses this goal by annually engaging hundreds of volunteers on projects. Build days begin with a presentation about affordable housing issues and addresses how community can be a part of the solution.

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 new-construction housing provider in KC. For qualified individuals/families, KCHFH makes affordable housing a reality through affordable loans, assistance of hundreds of volunteers, the Habitat Store and financial support of grants, fundraisers and donations.

The 3rd Goal of KC HAHC Implementation Matrix-to increase community awareness, education and engagement around homelessness and housing issues in Kittitas County. KCHFH addresses this goal by annually engaging hundreds of volunteers on projects. Build days begin with a presentation about affordable housing issues and addresses how community can be a part of the solution.

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 potential future homeowners.
- **Possible City of Ellensburg** - Land for 17 houses for new home construction development at Water and Bender Streets. This request has not yet been confirmed, but is in process.
- **City of Ellensburg** - grant of \$2,000
- **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
- **Third party lending for mortgages** - USDA Rural Home Loans and local lending sources for mortgage lending (examples: Evergreen Mortgage, Advisory Lending Group)
- **Local Churches** - Donations and volunteer labor (Examples: Mercer Creek Church, Grace Episcopal Church)
- **Community At-Large** - Support Habitat builds through donations and and the efforts of 300 - 600 community volunteers per house

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 for new construction and repairs for homeowners in Kittitas County**. The homeownership gap is particularly meaningful when you consider some of the impacts of homeownership:

- Low-income people who recently became homeowners reported higher life satisfaction, self-esteem, and perceived control over their lives.
- Homeowners are more likely to believe that they can do things as well as anyone else, and they report higher self-ratings on their physical health.
- Homeowners are 2.5 percent more likely to have good health than renters.

National Association of Realtors - 'Social Benefits of Homeownership and Stable Housing.'¹

- Merrimack Valley Habitat for Humanity reports that when a child grows up in a home that is owned, they:
 - score 9% higher on math achievement tests and 7% higher on reading tests (versus a kid in a home that is rented).
 - are 25% more likely to graduate high school and 116% more likely to finish college.
 - Themselves are 59% more likely to be a homeowner in 10 years.
 - Have a 100% higher family income.
 - Are 40% less likely to have a teen pregnancy.
 - Are 50% less likely to grow up in a single parent household.
 - Are 50% less likely to be on welfare at age 20.
 - Will earn on average an income that is 100% higher than a child raised in a rented home.

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

Kittitas County Habitat for Humanity has been building homes in our community for 24 years.

We have a proven track record of constructing new affordable housing for individuals and families in need. We are currently working on House 18 and have also completed nine critical home repair projects. There are several things that contribute to Habitat for Humanity's success:

- We utilize volunteer labor by engaging 300 -600 community volunteers in service to build each Habitat house and work in our Store.
- Homeowners are provided with homeowner education courses which helps ensure a successful homeownership experience.
- Our homeowner mortgages and/or loan proceeds go into the "Revolving Fund for Humanity." Each Habitat house provides resources to build future Habitat homes.
- Habitat runs the Habitat Store to support the mission of Habitat. The Habitat Store is an integral part of our program because it provides sustainable revenue for creating homeownership opportunities for low-income individuals and families.
 - KCHFH is negotiating with the City of Ellensburg to partner in completing 17 affordable housing units for homeownership at Water and Bender Streets.
 - KCHFH has access to construction loans through Habitat for Humanity Washington State if needed.
 - 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
Strategy #1 (What will you do to achieve your goal?)	Create promotional materials to distribute to local partners advertising health insurance enrollment assistance.
Measurable Objectives:	<ul style="list-style-type: none"> • <i>Promote the service with at least 5 community partners each quarter through December 2017.</i> • <i>Distribute at least 100 flyers around the community by December 2017.</i>
Strategy #2 (What will you do to achieve your goal?)	Offer health insurance enrollment assistance at local community events.
Measurable Objectives:	<ul style="list-style-type: none"> • <i>Attend at least 2 community events per quarter in both Upper Kittitas County and Lower Kittitas County through December 2017.</i>
Strategy #3 (What will you do to achieve your goal?)	Offer health insurance enrollment assistance appointments in the office.
Measurable Objectives:	<ul style="list-style-type: none"> • <i>Schedule at least 40 hours per month of open walk-in assistance through December 2017.</i> • <i>Ensure staff availability for at least 25 scheduled appointments each month through December 2017.</i>

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
Strategy #1 (What will you do to achieve your goal?)	Establish public-private partnerships for funding trail construction and maintenance.
Measurable Objectives:	<ul style="list-style-type: none"> • <i>Create tailored presentation about project by March 2017.</i> • <i>Meet with at least 2 potential partners each quarter through June 2018.</i> • <i>Establish at least 2 primary public-private partnerships for trails by December 2018.</i>
Strategy #2 (What will you do to achieve your goal?)	Identify sites for new trail systems.
Measurable Objectives:	<ul style="list-style-type: none"> • <i>Conduct site visits with partners of potential new sites by March 2018.</i> • <i>Identify pros and cons of potential new sites by June 2018.</i> • <i>Solidify 2 new trail sites by December 2018.</i>
Strategy #3 (What will you do to achieve your goal?)	Build new trail systems.
Measurable Objectives:	<ul style="list-style-type: none"> • <i>Create plans for construction of new trail systems by March 2019.</i> • <i>Two new trail systems will be built by December 2019.</i>

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Increase number of affordable housing homeownership units by 14 between 01/01/2018 and 12/31/2023.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy Certificates issued for each house	Copy of Certificate of Occupancy
Homeowner's loan closes - Title transferred to homeowner	Closing documents - Title
Homeowner moves into house and begins making payments	Physical move and homeowner loan servicing documentation
Strategy #1: (What will you do to achieve your goal?)	Select 2 qualified individuals/families for Houses 19 and 20 by January, 1, 2018.
Measurable Objectives:	1) Hold family selection orientation by January 1, 2018; 2) Qualify applicants by need, ability to pay a mortgage and willingness to partner with KCHFH - to be completed within on month of orientation; 3) Board approval of applicants selected by the family selection committee.
Strategy #2: (What will you do to achieve your goal?)	Select 2 - 3 additional individuals/families each year between 2018 - 2023.
Measurable Objectives:	1) Hold family selection orientation by January 1, 2018; 2) Qualify applicants by need, ability to pay a mortgage and willingness to partner with KCHFH - to be completed within one month of orientation; 3) Board approval of applicants selected by the family selection committee.
Strategy #3: (What will you do to achieve your goal?)	Secure land for House 19 by 01/01/2018
Measurable Objectives:	1) Land acquisition committee finds acceptable lot and completes due diligence report for board; 2) Board approves lot; 3) Lot is purchased and transferred into Habitat for Humanity's name; 4) Continued work with City of Ellensburg to acquire 17 Water/Bender Street lots.
<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.

GOAL: Increase number of affordable housing homeownership units by 14 between January 1, 2018 and December 31, 2023.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy Certificates Issued for each house	Certificate of Occupancy
Homeowner's loan closes	Closing documents
Homeowner move's into house and begins making payments	Physical move and homeowner loan servicing documentation
Strategy #1: (What will you do to achieve your goal?)	4th Strategy - Work with architect to create plans and specifications for House 19.
Measurable Objectives:	House plans completed for House 19. Size is based on size of family according to Habitat for Humanity International's standards.
Strategy #2: (What will you do to achieve your goal?)	5th Strategy - continue work with architect to create plans and specifications for Houses 20 - 32 - ongoing throughout the period January 2018 - December 2023.
Measurable Objectives:	House plans completed for each house according to build schedule. Size is based on size of family according to Habitat for Humanity International's standards.
Strategy #3: (What will you do to achieve your goal?)	6th Strategy - Acquire building permits for House 19 by 01/01/2018.
Measurable Objectives:	Complete all steps required by local regulatory agencies to be cleared for construction so that construction can begin by January 1, 2018.
<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.

GOAL: Increase number of affordable housing homeownership units by 14 between January 1, 2018 and December 31, 2023.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy Certificates Issued for each house	Certificate of Occupancy
Homeowner's loan closes	Closing documents
Homeowner move's into house and begins making payments	Physical move and homeowner loan servicing documentation
Strategy #1: (What will you do to achieve your goal?)	7th Strategy - Continue work on House 18
Measurable Objectives:	On-going construction using volunteers until House 18 is completed - March 31, 2018.
Strategy #2: (What will you do to achieve your goal?)	8th Strategy - Secure land for Houses 19 - 32 - ongoing throughout the period January 2018 - December 2023.
Measurable Objectives:	1) Land acquisition committee finds acceptable lots and completes due diligence reports for board. 2) Board approves lot; 3) Lots are purchased and put in Habitat for Humanity's name; 4) Continued work with City of Ellensburg to acquire 17 Water and Bender Street lots
Strategy #3: (What will you do to achieve your goal?)	9th Strategy - Acquire building permits for House 19 - 32 according to the build schedule.
Measurable Objectives:	Complete all steps required by local regulatory agencies to be cleared for construction so that construction can be completed on the 14 homes by December 31, 2023.
<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.

GOAL:	
Increase number of affordable housing homeownership units by 14 between January 1, 2018 and December 31, 2023.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy Certificates Issued for each house	Certificate of Occupancy
Homeowner's loan closes	Closing documents
Homeowner move's into house and begins making payments	Physical move and homeowner loan servicing documentation
Strategy #1: (What will you do to achieve your goal?)	10th Strategy - Begin construction of House 19 by January 1, 2018.
Measurable Objectives:	1) Rally approximately 500 volunteers to complete the construction of House 19 by June 15, 2018. 2) Secure the certificate of occupancy by June 30, 2018. 3) Family loan closes; 4) Hold Family Dedication ceremony; 5) Title of house transferred to homeowner; 6) Partner family moves into house by July 2018.
Strategy #2: (What will you do to achieve your goal?)	11th Strategy - Construction completion Houses 20 - 32 at a rate of 2.33 houses per year..
Measurable Objectives:	1) Rally approximately 500 volunteers to complete the construction of House 20. 2) Secure the certificate of occupancy by December 31, 2018. 3) Family loan closes; 4) Hold Family Dedication ceremony; 5) Title of house transferred to homeowner; 6) Partner family moves into house by January 2019. 7) This process continues for each new house built until all houses are completed in 2023.
Strategy #3: (What will you do to achieve your goal?)	12th Strategy - Ongoing fundraising
Measurable Objectives:	1) Increase Store sales by enlarging Store sales space and adding new merchandise; 2) Increase in donation by adding 4 new major donors in 2018 - 2019 - ongoing through 2032; 3) Increase event giving by adding one major event - from two to three; 4) increase current event attendance by 10% each year; 5) add 10 recurring donors each year; 6) Increase in grant funding by \$15,000 or more per year.
<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.)

The requested funding will be used for partial construction costs for the 14 new-construction projects. This could include:

- Land, if land is not donated
- Infrastructure for land if needed
- Materials required for the project
- Subcontractor costs
- Rental equipment costs
- Regulatory fees
- Waste Disposal

No administrative costs will be paid using the Kittitas County 2060 funds.

With the momentum started by the County affordable housing funding and the use of third-party lending as a mortgage option, Habitat for Humanity will be able to move from building 1 -2 houses per year to 2 - 3+ houses per year.

The total estimated development costs per house averages \$172,500. This amount allows for variations in size of house, price increases for the materials over the 6-year period, and regulatory requirements. Fourteen houses are projected to be completed in a six-year period. Total project costs are estimated to be \$2,415,000. KCHFH is requesting \$980,000 from Kittitas County - 41% of the total project costs.

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.)

ESTIMATED TOTAL DEVELOPMENT COSTS 14 houses - 6 years \$2,415,000

Habitat for Humanity has been able to rely on funding from the following sources for previous Habitat houses built:

Donors -approximately \$5,000/house - reliable source	\$ 70,000
Habitat Store Net Profit - approximately \$3,500/house - reliable source	\$ 49,000
Grant (not including 2060) Funds - approx.\$13,000/house -reliable	\$182,000
In-Kind Donations - Approximately \$2,000/house - reliable source	\$ 28,000
Third-party lending - Approximately \$67,900/house -reliable source	\$ 950,600
Events - 6 years @ \$10,000/year - reliable source.	\$ 60,000
<i>Sub-Total of Reliable Revenue Sources for Construction</i>	
<i>(not including Kittitas County funding)</i>	\$1,339,600

If City of Ellensburg land is donated, this will provide the property, but development costs will off-set what would have spent to purchase the land. If Ellensburg land is not donated, we will have a land cost of about \$45,000+ per lot depending on location of land.

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, events, and additional grants sources.
\$ 95,400+

We request that KC fund this grant of \$70,000 per house for 14 houses to speed up the build process. We can only build as quickly as we can raise funds. The need for affordable homeownership is at a crisis level now. Grant request total \$ 980,000

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 in Kittitas County. Habitat for Humanity's housing programs will be sustained whether Homelessness Prevention and Affordable Housing funds are available or not. Habitat for Humanity can only build at the rate funding allows. With the affordable housing crisis going on in Kittitas County, every dollar coming in through Habitat's doors makes it possible for us to build that much more quickly. With the County funding, utilizing the new Habitat loan products, and increased Store revenue, Habitat for Humanity will move from building one house per year to 2-3 houses per year.

Using third party lending, the homeowner family's loan, upon closing, will fund a substantial portion of the cost of an additional house immediately, rather than the loan payments trickling into Habitat over a 30-year period. Internally, we are in the process of increasing the size of our Store and offering additional products to increase Store revenue. We are working with the City of Ellensburg to create a partnership to build additional homeowner options available to low income families and individuals. In the meantime, we are, as always cultivating donors and volunteers to be a part of the affordable housing solution. We are working to go beyond sustaining our affordable housing program. We are pushing to grow in capacity to serve more people faster.

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 build project would 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. The County funding allows for us to get the momentum rolling and to keep momentum building to increase capacity to address the affordable housing crisis in our community.

Kititas County
Homeless and Affordable Housing Funds
 Budget Template

Please fill in only grey shaded areas

Applicant Name: Kititas 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: \$980,000.00
 Total from Other Sources: \$1,435,000.00
 Total Project Budget: \$2,415,000.00

ANNUAL PROJECT BUDGET

Amount from County Request Amount from Other Sources Detail/Description/Justification

Year: Administrative Staff Costs	1	2	3	4	5	6	
Administrative Staff	3	3	3	3	3	3	
Benefits	3	3	3	3	3	3	
Non-Administrative Staff (Cost Total)	3	3	3	3	3	3	

Direct Client Services	1	2	3	4	5	6	
Rental Assistance	5	5	5	5	5	5	
Food/Basket costs	5	5	5	5	5	5	
Household costs	5	5	5	5	5	5	
Utility costs	5	5	5	5	5	5	
Maintenance/repair costs	5	5	5	5	5	5	
School supplies	5	5	5	5	5	5	
Transportation assistance	5	5	5	5	5	5	
Other	5	5	5	5	5	5	
Direct Client Services Total	3	3	3	3	3	3	

Direct Operational Costs	1	2	3	4	5	6	
Office space rental	5	5	5	5	5	5	
Utilities	5	5	5	5	5	5	
Supplies	5	5	5	5	5	5	
Equipment	5	5	5	5	5	5	
Telephone	5	5	5	5	5	5	
Printing	5	5	5	5	5	5	
Travel	5	5	5	5	5	5	
Insurance	5	5	5	5	5	5	
Other	5	5	5	5	5	5	
Operational Cost Total	3	3	3	3	3	3	

Construction Costs	1	2	3	4	5	6	
New building	5	5	5	5	5	5	
Building renovation/maintenance	5	5	5	5	5	5	
Other	5	5	5	5	5	5	
Construction Cost Total	3	3	3	3	3	3	

Administrative Costs (Cost to exceed 13% of the total non-administrative budget)	1	2	3	4	5	6	
Administrative Staff Services and Fees	4	4	4	4	4	4	
Administrative Staff Benefits	4	4	4	4	4	4	
Office Supplies & Equipment	4	4	4	4	4	4	
Travel	4	4	4	4	4	4	
Printing	4	4	4	4	4	4	
Phone Expenses	4	4	4	4	4	4	
Household Expenses	4	4	4	4	4	4	
Utilities	4	4	4	4	4	4	
Food/Basket Expenses	4	4	4	4	4	4	
Other	4	4	4	4	4	4	
Maintenance and Repairs	4	4	4	4	4	4	
Other	4	4	4	4	4	4	
TOTAL ADMINISTRATIVE COSTS	3	3	3	3	3	3	

ANNUAL TOTALS \$ 163,333.33 \$ 239,166.67 \$ 402,500.00



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 · 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**