

Document Recording Fee Revenue  
Report & Recommendation

Accepted by:

Grays Harbor County Board of County Commissioners

September 13, 2004

"Healthy communities don't just happen, they're created by the people who live there." Alan Artibise



## **A Special Thanks**

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The Draft Document Recording Fee Revenue Report and Recommendation would not have been possible without the generous contributions of many people, agencies, and organizations.

The direction for this Report is the work of the Document Recording Fee Housing Task Force. Special thanks go out to the following participants:

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On January 28, 2004, the Housing Task Force completed this draft report for submittal and consideration by the Grays Harbor Board of County Commissioners. The Housing Task Force respectfully submits this report to the Board of County Commissioners of Grays Harbor.

Lee Napier  
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Document Recording Fee Revenue Report and Recommendations  
Table of Contents

Preamble.....	1
Funding Opportunities .....	2
Eligible Activities .....	2
Ineligible Activities .....	2
Interlocal Agreement .....	3
Eligible Applicants.....	3
Definitions.....	3
Document Recording Fee Recommendations .....	3
Program Design.....	4
Review Criteria .....	5
Program Maintenance and Operation .....	5
Appendix A Issues Identification and Analysis .....	6
Appendix B- Application Format.....	10
Appendix C-September 9, 2003 Work Session Summary .....	12
Appendix D-November 7, 2003 Work Session Summary.....	22
Appendix E-January 28, 2004 Work Session Summary .....	30
Appendix F-SHB 2060 Highlights .....	32



# Report and Recommendation on the Document Recording Fee

Presented to the  
Grays Harbor Board of County Commissioners  
By the  
Grays Harbor Housing Task Force

## **Preamble**<sup>1</sup>

While housing in its simplest form is shelter, it is a reflection of the essence of our human environment. It is one of the most important elements of our lives and communities – physically, socially, and economically.

Our homes, inside and out, mirror the physical well being of not only the occupant, but the neighborhood and the greater community as well. A home's condition is a nurturing environment that speaks to others of the quality of life we live.

Homes are also an important point of contact between people. Home is where we bring our friends and family together; it gives us a sense of status and a feeling of belonging. It is a common source of pride for the resident and the community.

However, for many citizens, their homes offer none of these things. Their homes are not safe, affordable places they choose to live in. Their homes can be financially crippling, unsafe, or inadequate to meet their living needs. For some, the problem leads to having no home at all.

The people in our county most likely to face these critical housing problems are of very low and extremely low-income. These are the households who earn 50% or less of the county's median income. In addition, some of these households have other "special needs" that challenge their living arrangements – mental illness, developmental disabilities, mobility-related impairments, HIV/AIDS, or victims of domestic violence. Low and very low-income people are most susceptible to housing problems because they often lack the resources necessary for addressing them. What makes this problem a compelling concern is that nearly a majority of all households countywide fall into this category.

When poor housing conditions become endemic to a community, the impacts extend to everyone, regardless of income or tenure. Here in Grays Harbor County, everyone carries the burden that flows from the many dilapidated homes and rundown neighborhoods. It affects our tax base, our public services, our economic development efforts, the social fabric of our community, and worse of all, our self-esteem. People in Grays Harbor County do not have to accept this fate – with concerted, well-thought out action we can change the status quo.

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<sup>1</sup> *Creating Safe and Affordable Housing of Choice for the Low- and Moderate- Income People of Grays Harbor County, December 2002*  
[http://www.co.grays-harbor.wa.us/info/pub\\_svcs/Housing/Index.html](http://www.co.grays-harbor.wa.us/info/pub_svcs/Housing/Index.html)

## **Funding Opportunities**

Current economic conditions, federal housing policies and declining resources at the federal, state and local levels adversely affect the ability of very low and extremely low-income persons to obtain safe, decent and affordable housing. It is in the public interest to establish a housing program to assist low and very low-income citizens in meeting their basic housing needs. Funds from the Document Recording Fee<sup>2</sup> will be used to provide financial assistance to projects that will provide housing for low-income households. This may include loans or grants for projects that will provide housing for persons and families with incomes at or below 50% of the median household income for Grays Harbor County.

All monies collected for the Document Recording Fee housing program by the county auditor's office or other sources should be retained in an interest-bearing account, unless legislative or statutory authority prohibits such methods of generating additional program dollars. The Washington State Department of Community Development has advised that use of an interest-bearing account is appropriate.

## **Eligible Activities**

- Acquisition, construction, or rehabilitation of housing developments or individual units;
- Operation and maintenance costs of housing built with housing trust funds that require a supplement to the rental income to cover ongoing operating expenses;
- Rental assistance vouchers for housing units administered by a public housing authority operating an existing rental assistance voucher program; and,
- Operating costs for emergency shelters and licensed overnight youth shelters.

Examples of eligible project types include: emergency shelters (including shelters for survivors of domestic violence), group homes, homes/loans for first-time homebuyers, multi-family rental housing, seasonal and year-round housing for farm workers, transitional housing, assisted living facilities, boarding homes, and community land trusts.

## **Ineligible Activities**

Funds may not be used for construction of new housing if at any time the vacancy rate for available low-income housing within the county rises above 10%. (The vacancy rate for each county will be developed using a standard developed by the Washington State University Center for Real Estate Research.)

Funds shall be used for projects where very low and extremely low-income housing is the primary focus or need, not treatment or nursing care. Examples of ineligible project types include: alcohol treatment facilities, chemical dependency treatment facilities, correctional facilities, facilities providing continual or frequent

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<sup>2</sup> \*Substitute House Bill 2060 created funding for low-income housing through the Document Recording Fee. This bill amended RCW 36.18.010, 18.85.540, and 43.185.050; added a chapter at RCW 36.22, and a new section to chapter to 43.330 RCW.

nursing/medical/psychiatric services, medical treatment facilities, nursing homes, private foster care facilities, and student housing.

### **Interlocal Agreement**

Document Recording Fee funds will be allocated according to an Interlocal Agreement between the county and the participating cities. The Interlocal Agreement will describe the funding distribution process and will highlight the priorities for use of the funds. The County's role in administering the fund will be specified in the Agreement.

### **Eligible Applicants**

Any organization or entity that is eligible for Washington Housing Trust Funds is considered an eligible applicant for purposes of Document Recording Fee revenues. Examples of these non-profit housing providers include: local governments, local housing authorities, regional support networks, nonprofit community or neighborhood-based organizations, federally recognized Indian tribes in the State of Washington, and regional or state-wide nonprofit housing assistance organizations.

### **Definitions**

Unless specified otherwise, the following definitions apply throughout this document and to the local program.

- **Affordability** – Rent payments, including tenant-paid utilities, may not exceed 30 percent of the maximum monthly income level established for each assisted housing unit. Rents are based on the income of the target population rather than the individual household income and are based upon the most current HUD AMI rent schedule, less the applicable utility allowance. This requirement does not apply to homeownership projects.
- **Low-to-Moderate Income Household** – A single person, family or unrelated persons living together whose adjusted income is between 51% to 80% of the median family income, adjusted for household size, for Grays Harbor County.
- **Very Low-Income Household** – A single person, family or unrelated persons living together whose adjusted income is between 31% and 50% of the median family income, adjusted for household size, for Grays Harbor County.
- **Extremely Low-Income Household** – A single person, family or unrelated persons living together whose adjusted income is 30% or less of the median family income, adjusted for household size, for Grays Harbor County.

### **Document Recording Fee Recommendations**

Based upon the examination of needs, issues and possible alternatives, the following strategy is recommended by the Grays Harbor County Housing Task Force for implementation of a housing program utilizing the Document Recording Fee:

## **Program Design**

- Develop and conduct a competitive, countywide process to solicit and select proposals for use of Document Recording Fee revenues. Funds will be awarded based on a competitive process (similar to .08 sales tax revenue/WA-CERT process) at regularly scheduled intervals. Do not earmark any funds for fixed set-asides that could significantly reduce the total amount of available funds due to allocation formulas.
- Establish biennial opportunities for submittal. If possible establish a timeline to complement other funding programs cycles to precede state and/or federal funding cycles for HOME, CDBG, Housing Trust Fund, etc. Due to the limited funds available through the local share of the Document Recording Fee, it is anticipated that most--if not all--applicants will be utilizing multiple funding sources to achieve a significant impact on local needs.
- Minimize the burdens of the application process by accepting proposal formats utilized by other funding sources, such as CDBG, HOME, or HTF applications or by developing streamlined application materials and processes (Appendix B). To the greatest extent feasible, review processes of other funding agencies will be utilized to evaluate project feasibility, except for determination of the extent to which local needs are addressed by the project proposal.
- Designate an advisory committee to evaluate proposals and make recommendations for the use of Document Recording Fee revenue. A broad-based group should be formed that includes representatives of each jurisdiction that is party to the Interlocal Agreement, as well as representatives from the real estate, financial institutes, and building construction industries, among others. To the extent feasible, potential conflicts of interest will be avoided by excluding representatives who are housing providers, and therefore, potential project applicants.
- Keep the program flexible enough to address housing needs by maintaining the statutory threshold of serving households earning 50% or less of median area income; however, priority should be given to projects aimed at meeting the housing needs of households earning 30% or less of area median income (extremely low-income households).
- Assign priority to projects to the extent that the project is consistent with housing needs as outlined in the current *Creating Safe and Affordable Housing of Choice for the Low-and Moderate- Income People of Grays Harbor County*, December 2002, current Census data or any other needs assessment that addresses applicable areas of Grays Harbor County. The funds will serve as supplemental funding for high priority projects such as housing programs designed to meet transitional and permanent housing needs, together with supportive services.
- Give consideration to the extent to which these identified needs are currently being met through other funding sources, such as Housing Trust Fund, HOME, CDBG, or other sources.
- All programs must be justified and supported through a local documented process to establish common community priorities.

### **Review Criteria**

The review committee will apply project evaluation criteria. At a minimum, this effort should consider the following criteria:

- The extent to which the project addresses housing needs of very low and extremely low-income households, and housing needs of special populations, such as the disabled.
- Preference for projects that assist the county in establishing a full “continuum of housing” over a multi-year period. Projects that will define this continuum may range from emergency shelter and homeless prevention activities to transitional housing, tenant-based rental assistance, permanent affordable rental housing, permanent supportive housing, first-time homebuyer’s programs, and housing rehabilitation programs for both rental housing and owner occupants. The limited amount of funds available will necessitate an approach that will evaluate and fund selected/remaining gaps in the continuum over a period of several years.
- The degree to which the project leverages other funding sources and maximizes local dollars. A minimum desired matching ratio should be established; however, smaller projects meeting an important need--but not highly leveraged--would not be penalized.
- Criteria to address geographical distribution of funds over a multiple-year period among participating jurisdictions.
- Project readiness to proceed.
- Degree of commitment to provide necessary habilitation and support services for projects focusing on special needs or target populations.
- Organizational capacity of the applicant to implement the project.

### **Program Maintenance and Operation**

- Place funds in an interest-bearing account, with all interest/repayment/recapture proceeds dedicated solely for additional eligible activities under this program and program operations/staff support.
- Provide staffing and technical assistance for the proposal review and selection process through Grays Harbor County.
- Present these findings and recommendations to the Grays Harbor Board of County Commissioners for their consideration and for submittal to the cities.
- Present findings and recommendations to the Grays Harbor County Board of Commissioners and to the City Councils of each jurisdiction to provide information about the possible uses of the Document Recording Fee and to determine the extent of desired participation by each jurisdiction.

## **Appendix A Issues Identification and Analysis**

Developed by the Grays Harbor Housing Task Force

The Grays Harbor Housing Task Force, an ad hoc committee, met on September 9 and November 7, 2003, and January 28, 2004 to consider and develop a recommendation to the Board of County Commissioners regarding use of the Document Recording Fee Revenue. Summaries of the group's work are located in Appendices B and C.

The following summarizes the issues, analysis, and conclusions of the Housing Task Force.

### ***Possible Funding for both long and short term unmet needs and services.***

- Currently a large population of the community is unable to access adequate housing and supportive services, which may result from limited resources or lack of knowledge regarding availability and accessibility to the resources/supportive services.
- Quality low-cost affordable housing should be available for everyone. This would focus primarily on the needs of renters since current programs provided appear to address the issue of homeownership.
- Family shelters that are open to everyone in need. A family would not be discriminated against due to a unique family structure, age, or sex.
- Encourage and provide housing for homeless teens. Adequate housing for homeless teens will provide security and incentive to complete their education.
- Immediate access to emergency short-term (6 months to a year) housing. In some situations, an individual cannot pass the screening criteria for subsidized housing because they do not fit the typical scenario. Housing needs to accommodate that population to insure their safety.
- Youth shelters are non-existent in this community.

Conclusions- Resist the urge to split the modest amount of funding into even smaller portions. The list of eligible uses and the local unmet needs are quite extensive. This fund should provide a funding opportunity that fills the needs that normally "fall through the crack." This would apply to projects that are making full use of the established services or it would apply to projects that are subject to rigid criteria that disqualifies an exceptional or unpredicted situation. The group supports projects that lead to long-term solutions for the target population(s).

### ***Possible funding for transitional housing with supportive services***

- Transitional housing (tenure between 1 and 5 years) with support services.
- Subsidies for operating expenses supply and expand living space for everyone in need.
- Provide housing specific to teen parents. Some teen parents may want independent living accommodations; however, most teens are not eligible to enter into rental contracts.
- Affordable housing for single people. Currently the housing stock is dedicated to serving families. There are cases where single individuals require emergency or transitional housing.
- Increase opportunities to teach life skills and provide more widespread and uninterrupted support services.
- This category provides the services beyond the “emergency” shelter and should focus on preventative measures that allow individuals to emerge with the capacity to become self-sufficient.
- Develop a voucher system to cover rental-associated costs such as deposits and utilities.

**Conclusions-** The ongoing support and lack of supply for transitional housing and supportive services are either at risk or non-existent, due to reductions in financial resources. Stakeholders acknowledge the importance of the services as well as the need for operating subsidies and sources of revenue to establish new facilities and services. If supportive services are adequately provided, or expanded, many of the barriers to housing would be reduced.

### ***Possible funding to assure that very low- extremely low-income people can remain safely in their homes***

- Too frequently low-income people are unable to pay for utilities. This may be attributed to poor financial planning or an income level that does not cover basic needs. The rising cost of electricity is really exacerbating the situation and forcing people to choose between basic necessities of life. Can this fund be used to pay utilities? The law is silent.
- Help low-income, elderly and disabled, people maintain their homes when they lack the capacity either in the form of labor or financial assistance. This could encompass improving accessibility inside the residence and other features necessary for independent living. Portions of this are met through programs such as Rebuilding Together; however, the group wanted to insure that maintaining, not maintenance, of a home received consideration, and if necessary, funding.
- Develop alternatives to screening barriers. Too often the system develops a one-size fits all protocol to determine who is eligible to rent. The system needs to encompass some level of empathy for past mistakes. This issue explores the question, “Should everyone be denied assistance due to eviction or other past mistakes?”

**Conclusions:** Some of the issues mentioned in this category are addressed in the transitional section. If the resources leveraged by this fund are directed towards the transitional category, the barriers to housing should be reduced. The fund is too small to include this as an individual category of need?

### ***Possible funding criteria***

- Minimize the application burden by simplifying the local process and accepting proposal formats from other funding sources. This would include the use of a local form that summarizes the information, as it would relate to the Document Recording Fee local process.
- Maximize resources by using the Document Recording Fees as leverage (match) to access other funding sources. The projected annual revenue for this fund is approximately \$135,000. Due to slow growth of this fund the feasibility of larger projects is limited, unless other dollars are added or the fund is allowed to accumulate.
- Proposals shall include either a cash or in-kind match.
- To the extent possible the fund should serve all of Grays Harbor County.
- The funding should focus on projects that serve the very low and extremely low-income. Projects focusing on the extremely low population will receive additional points during project review.
- Develop a methodology to measure successful use of the fund and the respective projects.
- Projects must be included in currently established priorities. This would include documents or assessment that identified local projects in need of action.
- Project must include plans for supportive services that are funded through a separate established source. The group felt that if a project addressed an unmet need it must also be able to sustain that effort through secured staff funding and agency agreements. Leveraging fee revenue with other project funds that include administrative overhead should be adequate for project administration.
- Fund projects that address a full continuum of housing needs.
- Offer the funding opportunity every two years.
- The 2060 fund is not a dedicated source. All phased, or projects with a funding need beyond the two-year cycle, must reapply each cycle.
- Projects must demonstrate a readiness to proceed. The project applicant should, to the best of their ability, use the money within 2-years of award. In some cases, the applicant may request an extension. All applicants will report the status of their projects before the solicitation begins for the next cycle. Any outstanding money/project balances will be rolled back into the pool.

**Conclusion:** Identify other funds coming into the county (or potentially available), which can be leveraged with the document recording fee revenues. These may include USDA housing programs, Community Development Block Grant funds, Housing Trust Fund, and other state and federal programs.

Whenever possible use existing mechanisms to allocate money. This significantly reduces the burden placed upon an applicant seeking funding from a variety of sources and helps to keep the investment in project development to a minimum.

### ***General comments from the Group***

- Purely local decisions would be made about how the funds are used.
- This very low-income group has some of the greatest need and is the most difficult to serve. Programs targeted to homeowners are not feasible unless geared towards income thresholds at 45% (or higher) of area median income.
- Help low-income residents maintain their homes.
- Create housing opportunities without stigmatizing that population.
- Homeownership helps to establish a sense of pride and better self-esteem. The ultimate goal should be homeownership for everyone. Until that time, this fund needs to provide housing that provides a safe environment.
- Educate the community and service providers regarding available opportunities in the county.
- Should this source of money be available for operating costs?
- The same types of projects continue to get funding. We need to provide a continuum of care.
- This fund should be used on an issue or project that makes a significant difference in the community.
- Both United Way, CCAP, and Salvation Army have program funds to cover utility payments. This is available to people in need one time a year.

**Conclusion:** Limiting the program locally to those at 30% or less of median income would effectively preclude addressing brick and mortar projects, including programs geared towards homeownership or owner-occupied housing rehabilitation. This approach would not address housing needs of the working poor--further complicated by the fact that childcare, medical and utility costs are not typically considered in programs serving those at 50% of median, though they are normally accounted for in programs serving those at 30% of median income. Forty percent of local funds will be transferred to the state to address needs of households earning 30% or less than the area median income. Keeping the threshold at 50% would not prohibit projects or programs geared toward the 30% of median -income group.

## **Appendix B- Application Format**

### **1. PRIMARY CONTACT AND ORGANIZATION INFORMATION**

- A. Organization(s) Name
- B. Contact's name and title
- C. Mailing Address
- D. Phone Number
- E. Fax Number
- F. Email
- G. Organization Mission or Purpose

### **2. PROGRAM DESCRIPTION**

- A. What is the name of the program for which you are seeking funding?
- B. Please describe your program proposal. (What methods or activities do you intend to use to achieve the program objectives?)
- C. What age group(s) and geographical region do you intend to serve with the program?
- D. How many children and/or families/households will your program help?
- E. Describe your organization's experience with this type(s) of activity?
- F. Describe the supportive services currently in place to serve the targeted population.

### **3. PROGRAM OBJECTIVES**

- A. Which of the program objectives will your program be addressing?
- B. What other objectives do you have for the project? (What are you hoping to change, make a difference in, or improve?)

### **4. PROGRAM EVALUATION AND MEASURING SUCCESS**

- A. What is your evaluation plan for this project? How will you demonstrate impact upon the objective(s) you selected above? Describe in detail.
- B. What will make this project a success from your perspective?

### **5. PROGRAM BUDGET**

- A. How much funding are you applying for from the Document Recording Fee?
- B. How would you use any funding provided by Document Recording Fee program?
- C. Have you received or are you expecting to receive funding from any other source to conduct the activities proposed in this application? If yes, how much funding do you have or expect to have available and what will it be used for?
- D. Please list the source of any in-kind matching funds provided for this project.
- E. Describe the long-term plan for continued operation and the associated costs.
- F. Attach the proposed budget to this application.



## **Appendix C-September 9, 2003 Work Session Summary**

The Grays Harbor Housing Task Force, an ad hoc committee whose purpose is to further develop a funding opportunity for low income housing through the Document Recording Fee revenue source first met on September 9, 2003, in a workshop setting. During this workshop, the group collaborated to identify issues that are important to their respective organization(s) and the populations they serve, and they began to develop recommendations related to the use of the Document Recording Fee through issue identification and analysis process.

During introductions, the participants introduced themselves, their organization and shared why attendance at this meeting was important. For a complete list of attendees see Attachment 1.

The list of reasons why this meeting was important included the following themes:

- Interested in helping the Board of County Commissioners develop a local process to distribute the Document Recording Fee.
- Work on the development of SHB 2060 and interested in the implementation of that legislation.
- Decent affordable housing is a barrier to women who need to leave a violent relationship.
- Represent many community service organizations (local government, Rebuilding Together, United Way, etc.) and would like to share information or provide a resource to access other funding.
- Peers around the state already have programs in place.
- Need to secure other funding to supplement lost funding due to reductions in programs (i.e., Emergency Shelter funding, HUD, etc.).
- Consumers are all low-income persons.
- Need to identify sources for long-term emergency and special needs housing.
- Currently an affordable housing provider.
- Need more transitional housing.
- A recipient of grant funds through the McKinney-Vento Homeless Assistance Act. This Act attempts to provide funding to ensure that homeless children and youth have access to the same free, appropriate public education as provided to other children and youth.
- A resource for local demographics related to homeless youth.
- Reducing barriers to education by providing housing.

During the development of the project funding parameters and recommendations the group was asked to consider goals and objectives that result in a process to distribute funds to priority projects. One of the objectives of this discussion was to establish some local criteria and a local process for consideration by the Board of County Commissioners.

Once a process is established, then the cities will be invited to consider a local intergovernmental agreement with the county. Then a local process can be finalized and requests for proposals can begin with funding to follow. It is estimated that the first distribution process could begin in the spring of 2004.

The group began their work by revisiting the vision for creating safe and affordable housing of choice for LMI people of Grays Harbor County. The Housing Task Force that contributed to the development of the *Creating Safe and Affordable Housing of Choice for the Low- and Moderate- Income People of Grays Harbor County*, December 2002 developed this vision.

### Our Dream

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Low- and moderate-income people of Grays Harbor County will have a continuum of safe and affordable housing of choice.

They will have the chance to earn their own opportunities by having access to the supportive services and life skills they need.

Throughout Grays Harbor County, our work towards creating safe and affordable housing of choice for everyone will create communities of interdependent neighborhoods.

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After reviewing this vision, the group agreed that making "Our Dream" a reality would involve accomplishing some broad goals. The group committed to work on one of the goals-enhancement of housing opportunities, utilizing a facilitated workshop method.

The group brainstormed independently and then worked in smaller groups regarding the question- What is important to your organization that may be funded through a local revenue source such as the DRF Fund? Each group presented their five most innovative and important issues.

The group then organized the issues presented on index cards by pairing issues that intuitively belonged together. After reviewing the clusters of cards, the group reflected on the intent of the cluster and assigned a name. The results can be found in Attachment 2.

The following summarizes the issues and analysis discussed by the ad hoc Housing Task Force.

***Possible Funding for both long and short term unmet needs and services.***

**Issues and Analysis**

- Currently a large population of the community is unable to access adequate housing and supportive services, which may result from limited resources or lack of knowledge regarding availability and accessibility to the resources/supportive services.
- Quality low-cost affordable housing should be available for everyone. This would focus primarily on the needs of renters since current programs provided appear to address the issue of homeownership.
- Family shelters that are open to everyone in need. A family would not be discriminated against due to a unique family structure, age, or sex.
- Encourage and provide housing for homeless teens. Adequate housing for homeless teens will provide security and incentive to complete their education.
- Immediate access to emergency short-term (6 months to a year) housing. In some situations, an individual cannot pass the screening criteria for subsidized housing because they do not fit the typical scenario. Housing needs to accommodate that population to insure their safety.
- Youth shelters are non-existent in this community.

Conclusions- Resist the urge to split the modest amount of funding into small pieces. The list of eligible uses and the local unmet needs are quite extensive. The group supports projects that lead to long-term solutions for the target population(s).

***Possible funding for transitional housing with supportive services***

**Issues and Analysis**

- Transitional housing (tenure between 1 and 5 years) with support services. Support services that are not widely available could include vouchers for RSVP medical transportation.
- Subsidies for operating expenses supply and expand living space for everyone in need. Need clarification from source.
- Provide housing specific to teen parents. Some teen parents may want independent living accommodations; however, most teens are not eligible to enter into rental contracts.
- Affordable housing for single people. Currently the housing stock is dedicated to serving families. There are cases where single individuals require emergency or transitional housing.
- Increase opportunities to teach life skills and provide more widespread and uninterrupted support services.

- This category provides the services beyond the “emergency” shelter and should focus on preventative measures that allow individuals to emerge with the capacity to become self-sufficient.

**Conclusions-** The ongoing support and lack of supply for transitional housing and supportive services are either at risk or non-existent, due to reductions in financial resources. Stakeholders acknowledge the importance of the services as well as the need for operating subsidies and sources of revenue to establish new facilities and services. If supportive services are adequately provided, or expanded, many of the barriers to housing would be reduced.

### ***Possible funding to reduce barriers to obtaining and maintaining housing***

#### **Issues and Analysis**

- Too frequently low-income people are unable to pay for utilities. This may be attributed to poor financial planning or an income level that does not cover basic needs. The rising cost of electricity is really exacerbating the situation and forcing people to choose between basic necessities of life. Can this fund be used to pay utilities? The law is silent.
- Develop a voucher system to cover rental-associated costs such as deposits and utilities.
- Help low-income people maintain their homes when they lack the capacity either in the form of labor or financial assistance. Is this an unmet need, under funded, or needs more outreach regarding this opportunity?
- Develop alternatives to screening barriers. Too often the system develops a one-size fits all protocol to determine who is eligible to rent. The system needs to encompass some level of empathy for past mistakes. This issue explores the question, “Should everyone be denied assistance due to eviction or other past mistakes?”

**Conclusions:** Some of the issues mentioned in this category are addressed in the transitional section. If the resources leveraged by this fund are directed towards the transitional category, the barriers to housing should be reduced. The fund is too small to include this as an individual category of need?

### ***Possible funding criteria***

#### **Issues and Analysis**

- Minimize the application burden by simplifying the local process and accepting proposal formats from other funding sources. This would include the use of a local form that summarizes the information, as it would relate to the Document Recording Fee local process.
- Maximize resources by using the Document Recording Fees as leverage (match) to access other funding sources. The projected annual revenue for this fund is approximately \$135,000. Due to slow growth of this fund

the feasibility of larger projects is limited, unless other dollars are added or the fund is allowed to accumulate.

- Proposals will include either a cash or in-kind match.
- To the extent possible the fund should serve all of Grays Harbor County.
- The funding should focus on projects that serve the very low income (30%).
- Develop a methodology to measure successful use of the fund and the respective projects.
- Projects must be included in currently established priorities. This would include documents or assessment that identified local projects in need of action.
- Project must include plans for supportive services. The group felt that if a project addressed an unmet need it must also be able to sustain that effort through secured staff funding and agency agreements. Leveraging fee revenue with other project funds that include administrative overhead should be adequate for project administration.
- Fund projects that address a full continuum of housing needs.
- Offer the funding opportunity every two years.

**Conclusion:** Identify other funds coming into the county (or potentially available), which can be leveraged with the document recording fee revenues. These may include USDA housing programs, Community Development Block Grant funds, Housing Trust Fund, and other state and federal programs. Funds could be accumulated until a significant dollar amount from one of these programs could be leveraged for a large project or for several smaller projects.

Whenever possible use existing mechanisms to allocate money. This significantly reduces the burden placed upon an applicant seeking funding from a variety of sources and helps to keep the investment in project development to a minimum.

### ***General comments from the Group***

- Purely local decisions would be made about how the funds are used.
- This very low-income group has some of the greatest need and is the most difficult to serve. Programs targeted to homeowners are not feasible unless geared towards income thresholds at 45% (or higher) of area median income.
- Help low-income residents maintain their homes.
- Create housing opportunities without stigmatizing that population.
- Homeownership helps to establish a sense of pride and better self-esteem. The ultimate goal should be homeownership for everyone. Until that time, this fund needs to provide housing that provides a safe environment.
- Educate the community and service providers regarding available opportunities in the county.
- Should this source of money be available for operating costs?

- The same types of projects continue to get funding. We need to provide a continuum of care.
- This fund should be used on an issue or project that makes a significant difference in the community.
- United Way, CCAP, and Salvation Army have program funds to cover utility payments. This is available to people in need one time a year.

**Conclusion:** Limiting the program locally to those at 30% or less of median income would effectively preclude addressing brick and mortar projects, including programs geared towards homeownership or owner-occupied housing rehabilitation. This approach would not address housing needs of the working poor--further complicated by the fact that childcare, medical and utility costs are not typically considered in programs serving those at 50% of median, though they are normally accounted for in programs serving those at 30% of median income. Forty percent of local funds will be transferred to the state to address needs of households earning 30% or less than the area median income. Keeping the threshold at 50% would not prohibit projects or programs geared toward the 30% of median -income group.

### Group Reflection

- Some members of the group were surprised that such a diverse mix of interests shared so many common issues.
- Many of concerns shared today are supported by the *Creating Safe and Affordable Housing of Choice for the Low- and Moderate- Income People of Grays Harbor County*, December 2002 document.
- Some members of the group were concerned with a bricks and mortar type of criteria because it may not apply to the broader types of projects that bring significant assets to the community.
- The attendance showed an interest in forming new partnerships and collaboration by existing partnerships.
- The group was interested in further developing criteria to prioritize projects and agreed to meet again in November to continue discussions.

## Attachment 1

<b>Title</b>	<b>FirstName</b>	<b>LastName</b>	<b>Company</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone</b>	<b>e-mail</b>
Ms.	Shawn	Dickson	Aberdeen School District	216 North G St	Aberdeen	WA	98520	360.538.2017	sdickson@asd5.org
Ms.	Vicki	Petitt	Coastal Community Action Program	117 East Third	Aberdeen	WA	98520	360.533.5100	vickip@coastalcap.org
Ms.	Leslie	Owen	Columbia Legal Services	406 Legion Way SE, #300	Olympia	WA	98506	360.943.6260	leslieowen@columbialegal.org
Ms.	Lisa	Scott	City of Aberdeen	200 East Market Street	Aberdeen	WA	98520	360.537.3238	lscott@aberdeeeninfo.com
Ms.	Aggie	Eldred	Domestic Violence Center	2306 Sumner Avenue	Aberdeen	WA	98520	360.537.9495	dvcenter@techline.com
Ms.	Angela	Selberg	Evergreen Counseling Center	205 8th Street	Hoquiam	WA	98541	360.538.9210	aks399@rivermhc.org
Mr.	Vern	Spatz	Grays Harbor County Auditor	100 W. Broadway, Suite #2	Montesano	WA	98563	360.249.4232	vspatz@co.grays-harbor.wa.us
Ms.	Lee	Napier	Grays Harbor County Department of Public Services	100 W. Broadway, Suite 31	Montesano	WA	98563	360.249.4222	Lnapier@co.grays-harbor.wa.us
Ms.	Maryann	Welch	Grays Harbor County Department of Social and Health Services	2109 Sumner Avenue	Aberdeen	WA	98520	360.532.8665 x279	mwelch@co.grays-harbor.wa.us
Ms.	Heather	Layhead	Harbor High School	359 N. Division	Aberdeen	WA	98520	360.538.2180	hlawhead@asd5.org

## Attachment 1

<b>Title</b>	<b>FirstName</b>	<b>LastName</b>	<b>Company</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone</b>	<b>e-mail</b>
Ms.	Dorothy	Messmer	Housing Authority of Grays Harbor	602 E. First Street	Aberdeen	WA	98520	360.532.0775	dorothy@hagh.com
Ms	Anne	McEvoy	Love Inc. of Grays Harbor C/O Christian Life Fellowship	4800 Central Park Drive	Aberdeen	WA	98520		loveincghc@techline.com
Ms	Peggy	Allen	Love Inc. of Grays Harbor	4800 Central Park Drive	Aberdeen	WA	98520		loveincghc@techline.com
Ms.	Billie	McFarlane	Neighborworks of Grays Harbor	P.O. Box 407	Aberdeen	WA	98520	533-7828	bmacfarlane@aberdeen-nhs.com

**Attachment 2**

<b>Short term unmet needs and services</b>	<b>Long term unmet needs and services-long term</b>	<b>Transitional housing with supportive services</b>	<b>Barriers to Obtaining and maintaining housing</b>	<b>Funding criteria</b>
Family shelters – nondiscrimination, all family structures recognized	Quality low-cost affordable housing for everyone (not homeownership)	Transitional housing with supportive services	Need for help for low-income people utilities	Minimize the application burden by simplifying the local process and accepting proposal formats from other funding sources
Housing for homeless teens to stay in school		Subsidies for operating expenses to supply living spaces	Voucher system for deposits, utilities, etc	Mandatory matching
Emergency short term housing		Housing specific for teen parents	Home rehabilitation to keep low income people in their homes	Use for match
Youth Shelter		Affordable housing for single people	Rental assistance	How is success measured
		Life skills-support services	Alternatives to screening barriers	Work with currently established local priorities
			Second chance HUD	Projects must include plans for supportive services
				Use for 30% income level
				Help in all areas of Grays Harbor-Oakville



## **Appendix D-November 7, 2003 Work Session Summary**

Grays Harbor County Housing Task Force

The group introduced themselves and the organization or interest they represent.

### **Napier reviewed SHB 2060 Highlights:**

Passed: March 7, 2002

Effective: June 13, 2002

- ❑ Provides funding to increase the availability of housing affordable to low-income households (earning 50% or less of area median income).
- ❑ Encourages innovative demonstration projects to help meet low-income housing needs.
- ❑ Authorizes a \$10.00 surcharge collected by the county auditor for legally recorded documents. Up to 5% of the monies collected can be kept by the Auditor's Office to cover the administrative costs of collecting the fee.
- ❑ 60% of the revenue generated by the fee will stay in the county to address housing needs of low-income persons.
- ❑ The amount of local funds generated through August 2003 is estimated at \$128,000 for Grays Harbor County (includes a 5% deduction from the Auditor's Office to administer collection of fees).
- ❑ Permissible uses of these funds at the local level are limited to:
  - Acquisition, construction, or rehabilitation of housing developments or individual units;
  - Operation and maintenance costs of housing built with housing trust funds that require a supplement to the rental income to cover ongoing operating expenses;
  - Rental assistance vouchers for housing units administered by a public housing authority operating an existing rental assistance voucher program; and,
  - Operating costs for emergency shelters and licensed overnight youth shelters.
- ❑ Funds may not be used for construction of new housing if at any time the vacancy rate for available low-income housing within the county rises above 10%. (The vacancy rate for each county will be developed using a standard developed by the Washington State University Center for Real Estate Research.)
- ❑ The funds will be allocated according to an interlocal agreement between the county and the cities within, consistent with countywide and local housing needs and policies.

**Napier reminded the group of the role of the Housing Task Force-** An ad hoc group whose purpose is to further develop a funding opportunity for low income housing through the Document Recording Fee revenue source. This will be accomplished through a collaborative approach to develop recommendations on the Document Recording Fee through issue identification and analysis. The work of the task force would become a report and recommendations for consideration by the Board of County Commissioners.

**Napier reviewed the activities from the September 9 meeting-** Participants brainstormed independently and then in small groups regarding the question- What is important to your organization that may be funded through a local revenue source such as the DRF Fund?

The smaller groups submitted their most innovative or important issues on index cards. The larger group organized the cluster of cards by pairing those that intuitively belong together. Then the group labeled the categories.

Napier asked the group to reflect on the September 9<sup>th</sup> meeting and share with the larger group their observations. Responses from the group included:

- It was encouraging to see a work group forming to address housing issues.
- The working group is comprised of a wide range of interests.
- The group agreed on many common issues.
- The group did not overwhelmingly support bricks and mortar types of projects. The group preferred the development of a diverse list of projects.

**Group comments related to the draft Document Recording Fee Revenue Report and Recommendations report distributed electronically-**

- The Definitions section on page 6 should include supportive services. Vicki Pettit requested an interpretation from a lobbyist about supportive services as it relates to this legislation. She will share that information when it becomes available.
- The group was uncertain if supportive services would be an eligible activity. A better definition would begin to address this concern. The group felt that supportive services should be a component of the project, but not eligible for reimbursement. The project planning should include the means to sustain supportive services for the long term. Supportive services may be an eligible match.
- Document Recording Fee Recommendation, Program Design on page 7 should include a Request for Proposals (RFP). This would encompass advertising the funding cycle and submittal requirements. The announcement should state how much money is available that cycle since the funding may fluctuate.
- Document Recording Fee Recommendation, Program Design on page 8, bullet 7, "Give consideration to the extent to which these identified needs are currently being met through other funding sources, such as Housing Trust Fund, HOME, CDBG, or other sources." Members of the group supported using the DRF source when established programs experience reduced funding or a program/need cannot locate a source of funding.

- The group suggested changes to the Application Format- Appendix A which is attached and depicts the suggested changes.
- Successful project sponsors should be required, as part of the contract, to submit an evaluation report.
- The group discussed and suggested changes to the long and short term unmet needs conclusion on page 13 to read: Resist the urge to split the modest amount of funding into even smaller portions. The list of eligible uses and the local unmet needs are quite extensive. This fund should provide a funding opportunity that fills the needs that normally “fall through the cracks.” This would apply to projects that are making full use of the established services or it would apply to projects that are subject to rigid criteria, which excludes an exceptional or unpredicted situation. The group supports projects that lead to long-term solutions for the target population(s).
- Page 14 “Possible funding to reduce barriers to obtaining and maintaining housing” should be changed to “Possible funding to assure that low- and very low- income people can remain safely in their homes.” The original choice of words seems more applicable to current functioning housing programs and did not address unmet needs.
- Move “Develop a voucher system to cover rental-associated costs such as deposits and utilities” to the transitional housing and supportive services category.
- Revise issue on page 14 – “Help low-income (elderly and disabled) people maintain their homes when they lack the capacity either in the form of labor or financial assistance.” This could encompass improving accessibility inside the residence and other features necessary for independent living. Portions of this are met through programs such as Rebuilding Together; however, the group wanted to insure that maintaining, not maintenance, of a home received consideration, and, if necessary, funding.
- In the category of Possible Funding Criteria beginning on page 14:
  - The group encouraged one time funding for a project. They also recognized that some proposals might warrant repeated funding to either sustain a project or complete additional phases. These situations should be examined through separate applications to consider during the upcoming funding cycle(s).
  - If a project’s focus serves the very low income (30%), then it should receive bonus points.
  - Project must include plans for supportive services- the group added- with separate established revenue sources.
  - ~~Strike Funds could be accumulated until a significant dollar amount from one of these programs could be leveraged for a large project or for several smaller projects.~~—This part of the conclusion on page 15 is too limiting to the program and may aggravate the problem.
  - The group also reviewed the funding criteria suggested during the last work session. The suggestions and changes are shown on the attached matrix, page 7.

The group concluded their work for the day and agreed to review the revised document, which would be sent out electronically and to meet once more in January. The report would be sent to the County Commissioners in February.

**Attachment 1  
November 7, 2003 Attendees**

<b>Title</b>	<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone</b>	<b>e-mail</b>
Ms.	Vicki	Petitt	Coastal Community Action Program	117 East Third	Aberdeen	WA	98520	360.533.5100	vickip@coastalcap.org
Ms	Cindy	Wetzel	Domestic Violence Center	2306 Sumner Avenue	Aberdeen	WA	98520	360.537.9495	dvcenter@techline.com
Mr.	Vern	Spatz	Grays Harbor County Auditor	100 W. Broadway, Suite #2	Montesano	WA	98563	360.249.4232	vspatz@co.grays-harbor.wa.us
Ms.	Lee	Napier	Grays Harbor County Department of Public Services	100 W. Broadway, Suite 31	Montesano	WA	98563	360.249.4222	Lnapier@co.grays-harbor.wa.us
Commissioner	Dennis	Morrisette	Grays Harbor County	100 W. Broadway, Suite 1	Montesano	WA	98563	360.249.3731	Dmorrisette@co.grays-harbor.wa.us
Ms.	Maryann	Welch	GHC Department of Social and Health Services	2109 Sumner Avenue	Aberdeen	WA	98520	360.532.8665 x279	mwelch@co.grays-harbor.wa.us
Ms.	Jessica	Sammin	GH Youth Programs	223 E. Wishkah	Aberdeen	WA	98520	360.533.2437	jsammin@esd113.k12.wa.us
Ms.	Dorothy	Messmer	Housing Authority of Grays Harbor	602 E. First Street	Aberdeen	WA	98520	360.532.0775	dorothy@hagh.com
Mr.	Dick	Brower	Rebuilding Together	P.O. Box 2169	Aberdeen	WA	98520		rtcia@browsers.org
Mr.	Mike	Curry	Catholic Community Services	P.O. Box 1734	Aberdeen	WA	98520	360-533-9470 Ext: 112	mikec@ccsww.org
Ms.	Billie	McFarlane	Neighborworks of Grays Harbor	P.O. Box 407	Aberdeen	WA	98520	533-7828	bmacfarlane@aberdeen-nhs.com

**Attachment 2**  
**Funding Criteria November 7, 2003**

<b>Group Action</b>	<b>Funding criteria</b>
Unchanged	Minimize the application burden by simplifying the local process and accepting proposal formats from other funding sources
Unchanged	Mandatory matching
Unchanged	Use for match/local funds
Unchanged	How is success measured
Unchanged	Work with currently established local priorities
Modified during the November 7 <sup>th</sup> work session. Additional language underlined.	Projects must include plans for supportive services. <u>The group discussed and clarified that this meant a project must include staff support that would sustain a project and from an outside (not dependent on 2060 funds) source.</u>
Modified during the November 7 <sup>th</sup> work session. Additional language underlined.	<u>Project that benefit 30% income level receive additional points.</u>
Modified during the November 7 <sup>th</sup> work session. Additional language underlined.	Help in all areas of Grays Harbor-Oakville. <u>The group identified this item as a goal.</u>
Added by the group during the November 7 <sup>th</sup> work session.	Does the application demonstrate a readiness to proceed? Can the applicant use the money within a funding cycle (2 years)?
Added by the group during the November 7 <sup>th</sup> work session.	The 2060 fund is not a dedicated source. All projects must apply each cycle. This will allow the review applicant and the review committee to show progress and compelling outcomes that warrant continued funding.

**Attachment 3**  
**Revised Appendix A-November 7, 2003**

**SUGGESTED APPLICATION FORMAT**

**1. PRIMARY CONTACT AND ORGANIZATION INFORMATION**

- a. Organization(s) Name
- b. Contact's name and title
- c. Mailing Address
- d. Phone Number
- e. Fax Number
- f. Email
- g. Organization Mission or Purpose

**2. PROGRAM DESCRIPTION**

- a. What is the name of the program for which you are seeking funding?
- b. Please describe your program proposal. (What methods or activities do you intend to use to achieve the program objectives?)
- c. What age group(s) and geographical region do you intend to serve with the program?
- d. How many children and/or families/households will your program help?
- e. Describe your organization's experience with this type(s) of activity?
- f. Describe the supportive services currently in place to serve the targeted population.

**3. PROGRAM OBJECTIVES**

- a. Which of the program objectives will your program be addressing?
- b. What other objectives do you have for the project? (What are you hoping to change, make a difference in, or improve?)

**4. PROGRAM EVALUATION AND MEASURING SUCCESS**

- a. What is your evaluation plan for this project? How will you demonstrate impact upon the objective(s) you selected above? Describe in detail.
- b. What will make this project a success from your perspective?

**5. PROGRAM BUDGET**

- a. How much funding are you applying for from the Document Recording Fee?
- b. How would you use any funding provided by Document Recording Fee program?
- c. Have you received or are you expecting to receive funding from any other source to conduct the activities proposed in this application? If yes, how much funding do you have or expect to have available and what will it be used for?
- d. Please list the source of any in-kind matching funds provided for this project.
- e. Please describe the long-term plan for continued operation and the associated costs.
- f. Attach the proposed budget to this application.



## **Appendix E-January 28, 2004 Work Session Summary**

### Grays Harbor County Housing Task Force

Lee Napier welcomed the group and ask individuals to introduce themselves. A list of attendees is attached.

The Housing Task Force met to finalize the Document Recording Fee Report. This work included changes to the document as summarized below.

- Emphasize that this program focuses on the low to extremely low income population. Insert low and extremely low text throughout the document.
- Page 5- definition of affordable housing. Greg Provenzano suggested the group use the Trust Fund Home Program definition. The group agreed.
- Page 12-revised the bullet to discuss the option of extensions and include a status report component from the project sponsors.

The group recommended submittal of the report to the County Commissioners.

**Attachment 1**  
**January 28, 2004 Attendees**

<b>Title</b>	<b>First Name</b>	<b>Last Name</b>	<b>Company</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone</b>	<b>e-mail</b>
Ms.	Vicki	Petitt	Coastal Community Action Program	117 East Third	Aberdeen	WA	98520	360.533.5100	vickip@coastalcap.org
Ms.	Lee	Napier	Grays Harbor County Department of Public Services	100 W. Broadway, Suite 31	Montesano	WA	98563	360.249.4222	Lnapier@co.grays-harbor.wa.us
Commissioner	Dennis	Morrisette	Grays Harbor County	100 W. Broadway, Suite 1	Montesano	WA	98563	360.249.3731	Dmorrisette@co.grays-harbor.wa.us
Ms.	Maryann	Welch	GHC Department of Social and Health Services	2109 Sumner Avenue	Aberdeen	WA	98520	360.532.8665 x279	mwelch@co.grays-harbor.wa.us
Mr.	Dick	Brower	Rebuilding Together	P.O. Box 2169	Aberdeen	WA	98520		rtcia@browsers.org
Mr.	Mike	Curry	Catholic Community Services	P.O. Box 1734	Aberdeen	WA	98520	360-533-9470 Ext: 112	mikec@ccsww.org
Mr.	Greg	Provenzano	Columbia Legal Services	406 Legion Way SE #300	Olympia	WA	98506	360.943.6260	greg.provenzano@columbialegal.org
Ms.	Billie	McFarlane	Neighborworks of Grays Harbor	P.O. Box 407	Aberdeen	WA	98520	533-7828	bmacfarlane@aberdeem-nhs.com

## **Appendix F-SHB 2060 Highlights**

### **Bill Highlights:**

Passed: March 7, 2002

Effective: June 13, 2002

- ❑ Provides funding to increase the availability of housing affordable to low-income households (earning 50% or less of area median income), and encourages innovative demonstration projects to help meet low-income housing needs.
- ❑ Authorizes a \$10.00 surcharge collected by the county auditor for legally recorded documents. Up to 5% of the monies collected can be kept by the auditor's office to cover the administrative costs of collecting the fee.
- ❑ 60% of the revenue generated by the fee will stay in the county to address housing needs of low-income persons. The low-to-moderate income threshold for many government programs is typically 80% or less of area median income. This bill addresses the needs of those at the lower end of the spectrum. The state's funds must benefit those earning 30% or less of median income, while local monies must benefit those earning 50% or less of median income.
- ❑ The amount of local funds generated through August 2003 is estimated at \$128,000 for Grays Harbor County (includes a 5% deduction from the Auditor's Office to administer collection of fees).
- ❑ Permissible uses of these funds at the local level are limited to:
  - Acquisition, construction, or rehabilitation of housing developments or individual units;
  - Operation and maintenance costs of housing built with housing trust funds that require a supplement to the rental income to cover ongoing operating expenses;
  - Rental assistance vouchers for housing units administered by a public housing authority operating an existing rental assistance voucher program; and,
  - Operating costs for emergency shelters and licensed overnight youth shelters.
- ❑ Funds may not be used for construction of new housing if at any time the vacancy rate for available low-income housing within the county rises above 10%. (The vacancy rate for each county will be developed using a standard developed by the Washington State University Center for Real Estate Research.)
- ❑ The funds will be allocated according to an Interlocal Agreement between the county and the cities within, consistent with countywide and local housing needs and policies.

40% of the revenue generated will be passed on to the state to address the needs of the very low income (earning 30% or less of the county median income). At least 30% of these funds will be allocated to rural areas to develop very low-income housing. The state's funds will also be used to restore state budget cuts in operating funds for local homeless shelters.

<b>2002 Income Limits</b> <b>Grays Harbor County: by Family Size</b> Source: <a href="http://www.huduser.org/Datasets/IL/FMR03/hud03wa.pdf">http://www.huduser.org/Datasets/IL/FMR03/hud03wa.pdf</a>								
<b>%</b>	<b>1 Person</b>	<b>2 Person</b>	<b>3 Person</b>	<b>4 Person</b>	<b>5 Person</b>	<b>6 Person</b>	<b>7 Person</b>	<b>8 Person</b>
30%	\$10,250	\$11,700	\$13,150	\$14,600	\$15,800	\$16,950	\$18,100	\$19,300
50%	\$17,050	\$19,500	\$21,900	\$24,350	\$26,300	\$28,250	\$30,200	\$32,150
80%	\$27,250	\$31,150	\$35,050	\$38,1950	\$42,100	\$45,200	\$48,300	\$51,450