



HOUSING REVIEW COMMITTEE AGENDA

September 29, 2025

4:00 PM

Sedro-Woolley Municipal Building

Council Chambers

325 Metcalf Street

- a. Call to Order**
- b. Roll Call**
- c. Unfinished Business**
- d. New Business**
 - 1. Presentation by Skagit Valley Family YMCA and Questions from the Committee
 - 2. Presentation by Family Promise of Skagit Valley and Questions from the Committee
 - 3. Presentation by RJ Group and Questions from the Committee
 - 4. Deliberation by the Committee and Voting on a Recommendation to the Full City Council
 - 5. Additional Meeting Materials
- e. Adjournment**

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The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.



Agenda Item

Agenda Item No.: d.1.

Date: September 29, 2025

From: Charlie Bush, City Administrator

Subject: Presentation by Skagit Valley Family YMCA and Questions from the Committee

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

Skagit Valley Family YMCA's RFP response is attached.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. SkagitYMCA

From: Thomas Pierce <t.pierce@skagitymca.org>
Sent: Tuesday, June 10, 2025 9:53 AM
To: Charlie Bush
Subject: RE: City of Sedro-Woolley House Bill 1590 Construction Funding RFP
Attachments: HB 1590 Construction Application SVFYMCA 6.10.25.pdf; SWRC Capital Project Bud Rendering 5.2025.docx

CAUTION: This email originated from outside of the City of Sedro-Woolley mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Charlie,

I hope this finds you well.

Please find this application and a supporting document for Sedro-Woolley’s “1590 Construction Funding” opportunity.

If you have any questions, just let me know.

Otherwise, I look forward to discussing this with you and City.

All the best,

Tom Pierce
Skagit Valley Family YMCA
Director of Philanthropy & Advancement
t.pierce@skagitymca.org
206-930-8318



For Youth Development® | For Healthy Living | For Social Responsibility

[Please Consider Donating](#)

[My Skagit Y Fundraising Campaign](#)

From: Charlie Bush <cbush@Sedro-Woolley.gov>
Sent: Wednesday, May 7, 2025 5:01 PM
Subject: City of Sedro-Woolley House Bill 1590 Construction Funding RFP

Good Evening,

Our House Bill 1590 Construction Funding RFP is now live and available here:

https://www.sedro-woolley.gov/departments/administration/bill_1590_rfp.php

I'm also attaching the RFP which has the same link included. It is due by 4:30 PM on Friday, June 20th, and there is up to \$550,000 available for qualifying housing projects.

If you are not a housing developer, please considering forwarding this along to folks who are and who may be interested in applying. Also, please let me know if you have any questions.

Thanks,

Charlie Bush

*MPA, ICMA-CM
City Administrator
City of Sedro-Woolley, WA
360-855-9921 direct
360-391-4906 mobile*



Pronouns: he; him; his

City of Sedro-Woolley House Bill 1590 Affordable Housing Construction Request for Proposals Application Form

Form must be submitted via email to City Administrator Charlie Bush at cbush@sedro-woolley.gov, or dropped off at the City's Finance Department, addressed to Charlie Bush, by the RFP deadline.

Project Name

Sedro-Woolley Rec Center Remodel

Agency Name

Skagit Valley Family YMCA

Contact Person

Tom Pierce

Mailing Address

1901 Hoag Road

City

Mount Vernon

State

WA

Phone Number

206-930-8318

Email Address

t.pierce@skagitymca.org

Federal Tax ID#

910565022

UBI#

60180033

Primary Street Address

802 Ball Street

City

Sedro-Woolley

State

WA

Zip Code

98284

Tax Parcel ID#

P77039

Project Type (new construction or renovation)

Renovation

Type of Organization or Company

501c3 Non-profit

Has this organization/developer previously received funding from the City of Sedro-Woolley?

Yes

Funding Request

\$75,000

Total Project Budget

Estimated \$385,500

Is this a request for multi-year funding?

No

Briefly summarize the project proposed or supported by your application. In a couple of paragraphs, include a general statement of the project's overall purpose, scope, and intent. (300 words or less)

Please help us to continue serving at-risk youth at the Sedro-Woolley Rec Center in a remodeled facility. The Skagit YMCA seeks to remodel the Center with improvements/updates: enlarged remodeled kitchen, add washer/dryer facilities, updating a bathroom, replacement of the building's flooring, and add fencing on the east/northeast sides of the building to expand outdoor accessibility and usability.

The Y operates a youth-centered Outreach program from the Center comprised of two strategies:

- Mobile Street Outreach Services and case management for unaccompanied homeless youth and young adults aged 12-24. This is the only public housing and support service for youth and young adults in Skagit County.
- A drop-in recreation center for youth in middle and high school in Sedro-Woolley, WA. Youth may stop by the Center for everything from finding a safe place to hang out after school to play and socialize with friends to requesting assistance with securing stable housing. A hot meal is served daily along with plenty of snacks, grab-and-go food items, clothing, hygiene and school supplies available to youth as needed.

The Center serves as the Skagit Y's hub for this Outreach and is free for youth year-round Mon-Thu from 2:30-6:00 pm. The program is the only of its kind in Sedro-Woolley and it is one of few youth-specific spaces across the Skagit Valley. Staff are certified in helping youth and young adults get housing diversion support with immediate, flexible funding for housing solutions. A key upstream intervention to prevent young people from entering the homeless crisis system, this diversion support -- Homelessness Prevention & Diversion Fund (HPDF) -- is available and funded by the WA Department of Commerce's Office of Homeless Youth.

An improved facility will enable the Y to serve more youth in need in a safer, cleaner and better functioning facility both welcoming and desirable to youth.

Average Median Income (AMI) and Population Served

At or below 30% AMI

Population group served

Youth and Young Adults that are low-income or unstably housed.

Quantity

100%. By nature there is not HH income from Youth or unhoused Young Adults.

Unit Type

N/A

Tenant monthly rent/mortgage

N/A

40% AMI

Population group served

Quantity

Unit Type

Tenant monthly rent/mortgage

50% AMI

Population group served

Quantity

Unit Type

Tenant monthly rent/mortgage

60% AMI

Population group served

Quantity

Unit Type

Tenant monthly rent/mortgage

If applicable, multiple population group notes

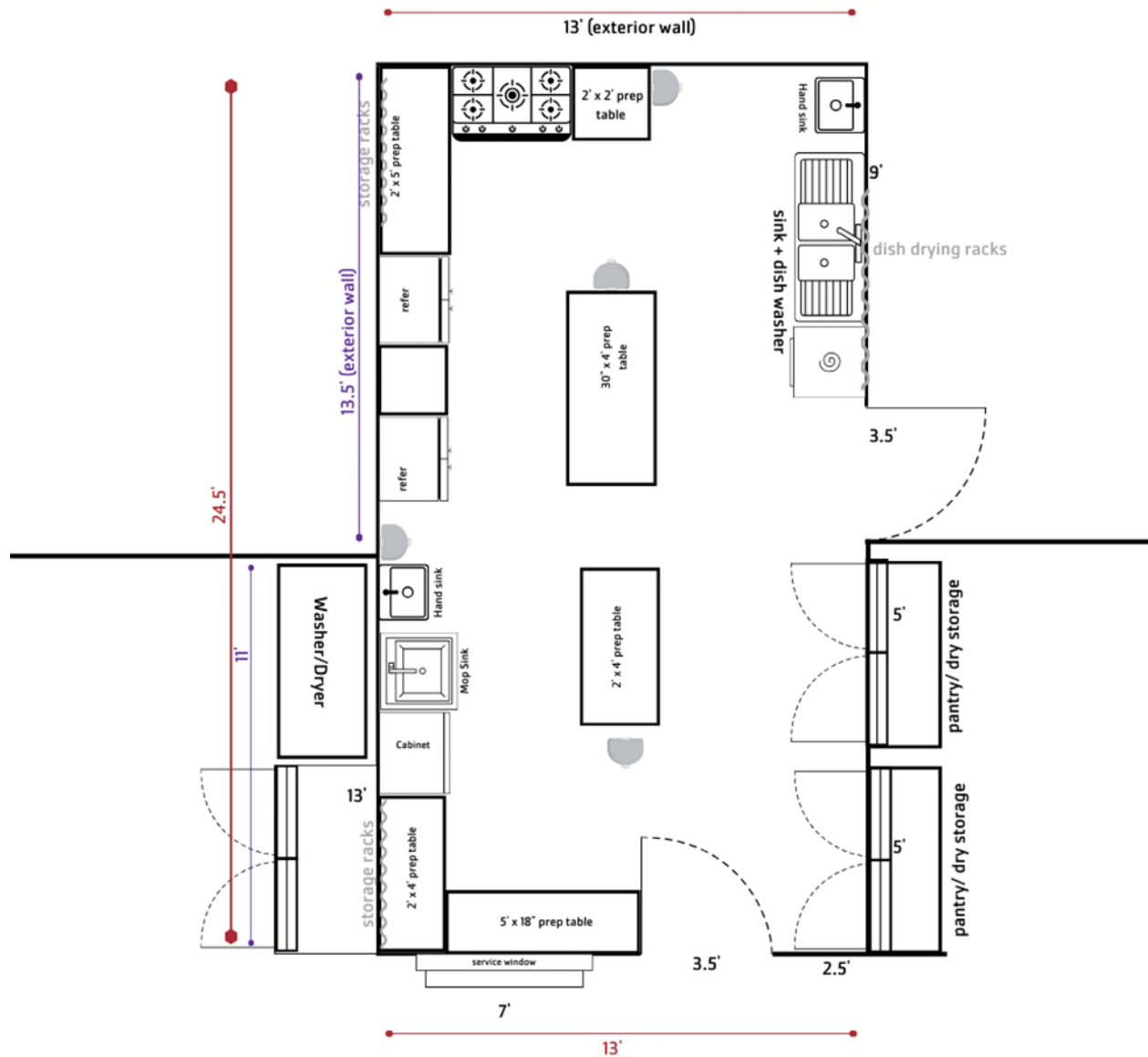
Name of Authorized Representative

Title

Date

Supplemental materials may be included to fully satisfy the selection criteria.

High-Level Rendering of Remodeled Kitchen-Area Interior and Laundry Facilities





FOR YOUTH DEVELOPMENT®
 FOR HEALTHY LIVING
 FOR SOCIAL RESPONSIBILITY

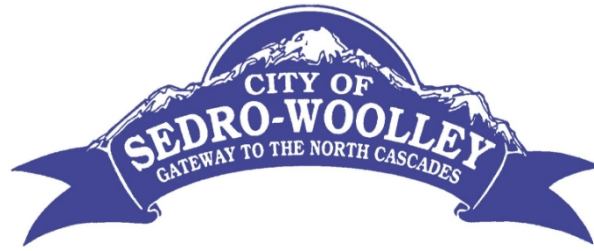
Sedro-Woolley Rec Center Remodel bid summary

The Skagit Valley Family YMCA bid out a project to remodel its Sedro-Woolley Rec Center in Spring 2024. Three local construction companies were engaged to assess the needs to remodel the facilities kitchen, conversion of a single-stall bathroom to a laundry room, replace the flooring throughout the main portion of the facility, and erect new fencing with minor landscaping on the buildings northeast corner.

The three companies engaged were Chaplin Construction LLC, Chad Fisher Construction and Big Foot Builders. Bids ranged from \$292,000 to \$584,073.

Budget Line-Item Estimate:

Line items	Budget Estimate
Architectural, Engineering Fees	\$7,500
Permitting	\$3,402
Kitchen Remodel, Laundry Facility, Appliances	\$202,619
Flooring and Installation	\$59,237
Bathroom Remodel and Fixtures	\$67,875
Fencing and landscaping supplies and installation	\$10,500
Contingency	\$34,363
Total Estimate	\$385,497



Agenda Item

Agenda Item No.: d.2.

Date: September 29, 2025

From: Charlie Bush, City Administrator

Subject: Presentation by Family Promise of Skagit Valley and Questions from the Committee

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

Family Promise of Skagit Valley's response is attached.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. FamilyPromiseSkagitValley

From: Audrea Woll <audrea@familypromiseskagit.org>
Sent: Wednesday, June 11, 2025 12:01 PM
To: Charlie Bush
Cc: Julia Johnson; Tom E. Glover
Subject: 1590 Affordable Housing Construction Request
Attachments: Final 1590 construction funding request.docx.pdf; Sedro Woolley 1590 Cover Letter.pdf; Family Promise Site Plan 3-14-25 WITH MARKUPS (1).pdf; Impact Campaign Dashboard.xlsx - Dashboard by Phase (1).pdf; 2025 Board Directory 6.11.25.pdf; Impact Steering Committee 6.11.25.pdf; 2024 Quarter 4_ Service Report_End of Year.pdf; Guest Eligibility UPDATED 2024 (1).pdf; FPSV Guest Guidelines CURRENT 2024.docx

CAUTION: This email originated from outside of the City of Sedro-Woolley mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Charlie,

I hope this message finds you well. On behalf of Family Promise of Skagit Valley, I am pleased to submit our formal application for funding through the City of Sedro-Woolley's HB 1590 Construction Funding Request for Proposals process. I wanted to ensure I got this to you before we begin presenting on this project. I'm sorry but I did have to change formatting a little due to it being unreadable in the paragraph sections.

As outlined in the attached application and supporting documentation, we are requesting a total of **\$560,000**, to be distributed over two years:

- **\$350,000 in 2025** to support site work and infrastructure preparation
- **\$210,000 in 2026** to fund the construction of one modular transitional housing cottage

This funding will allow us to move forward with critical phases of our **Cottage Village Initiative**, which will ultimately provide **10–14 trauma-informed transitional housing units** for families with children under 30% AMI. We are in the final stages of securing the project site and have already initiated the permitting process. As you'll see in the enclosed narrative and presentation, this project is shovel-ready, community-supported, and positioned to make a long-term impact in Sedro-Woolley.

Included in this submission are our formal application form, detailed project overview, case statement, budget documents, economic development context, and final reporting on past 1590-funded work. We believe this project aligns closely with the City's housing priorities and look forward to the opportunity to continue partnering with Sedro-Woolley to address this urgent community need.

Please don't hesitate to reach out if you need any additional information or documentation. I would also be happy to present this in person or attend a council meeting if helpful.

Warm regards,
Audrea Woll

Executive Director, Family Promise of Skagit Valley
Audrea@familypromiseskagit.org
360-854-0743

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Audrea Woll
Executive Director
Family Promise of Skagit Valley
Office 360-854-0743 Ext: 201
<http://familypromiseskagit.org>

2024 Family Promise of Skagit Valley Quarter 4 Service Report



	QTR 4	2024	Inception
Families Served	72	193	916
Individuals Served	254	692	3,237
Children Served	145	411	1,956



Programming Type (# of families served)	4th Quarter (Oct-Dec)	2024	Since Inception	Positive Outcome Rate since inception
Homeless Prevention	32	93	408	87%
Seasonal Shelter	14	39	67	53%
Rotational/Static Shelter	11	28	251	71%
2nd Stage	9	14	108	59%
3rd Stage	4	5	17	77%
Rental Assist	0	10	12	100%



Homeless Prevention Services:

	Quarter Oct-Dec	2024	Since Inception 2016
Total Individuals Served (guests)	116	327	1487
Total Children Served	70	200	934
Total Families Served	32	93	408
Percentage of children	60%	61%	63%
Number of Children 0-4	10	43	250
Number of school-age students	60	157	684
Average Days in Service	28	38	31
Average Cost to Serve Per Family <i>*These numbers do NOT include families \$ in services at time of report</i>	\$1,561	\$1,434	\$874
Direct Cost to Serve	\$29,658.27	\$114,743.96	\$345,147.73

Homeless Prevention Exiting Housing Status

Placed/maintained permanent housing	19	77	343
Placed in Family Promise Shelter	0	1	9
Placed in other Temporary Housing	0	0	19
Unknown/lost contact	0	2	24
Families Still in Programing	13	13	13
Positive % Outcomes	100%	96%	87%

Shelter Homeless Prevention Outcomes Since Inception

Positive Outcomes 87% Remained or Obtained Permanent Long Term Housing

87% Diverted from Shelter/were stabilized in permanent housing

Unfavorable Outcomes 13% Moved to shelter or Unknown/Lost Contact

7% Entered shelter with us or another agency

6% Unknown or lost contact

Average Length to Serve since inception (in days): 31

Average cost per family since inception (direct services only w/out case management): **\$874**



FCS Clients Served

	Quarter Oct-Dec	2024	Since Inception 2023?
Total Individuals Served (guests)	13?	32	32
Total Children Served	0	0	0
Total Families Served			
Percentage of children	N/A	N/A	N/A
Number of Children 0-4	N/A	N/A	N/A
Number of school-age students	N/A	N/A	N/A
Average Days in Service			
Direct Cost to Serve			

FCS Client Assistance Services Exiting Housing Status

Placed/maintained permanent housing	4?		
Placed in Family Promise Shelter			
Placed in other Temporary Housing			
Unknown/lost contact			
Families Still in Programing			
Positive % Outcomes			

Client Deposit Outcomes -% Since Inception

Positive Outcomes

-% Remained or Obtained Permanent Long Term Housing

Unfavorable Outcomes -% Moved to shelter or Temp Housing/Unknown Outcome

-% Entered FPSV Shelter or Temp Housing

Average Length to Serve since inception (in days): -

Average cost per family since inception (direct services only w/out case management): =



Client Deposit Assistance Services: Tracked in previous Client Deposit Assistance Demographic
Includes HUMI Deposit assistance tracking

	Quarter Oct-Dec	2024	Since Inception 2016
Total Individuals Served (guests)	N/A	15	202
Total Children Served	N/A	9	121
Total Families Served	N/A	4	53
Percentage of children	N/A	60%	60%
Number of Children 0-4	N/A	3	46
Number of school-age students	N/A	6	75
Average Days in Service	N/A	0	0
Direct Cost to Serve	N/A	\$6,339.19	\$44,869.67

Client Deposit Assistance Services Exiting Housing Status

Placed/maintained permanent housing	N/A	4	46
Placed in Family Promise Shelter	N/A	0	0
Placed in other Temporary Housing	N/A	0	7
Unknown/lost contact	N/A	0	0
Families Still in Programing	N/A	0	0
Positive % Outcomes	N/A	100%	87%

Client Deposit Outcomes -% Since Inception

Positive Outcomes

87% Remained or Obtained Permanent Long Term Housing

Unfavorable Outcomes % Moved to shelter or Temp Housing/Unknown Outcome

13% Entered FPSV Shelter or Temp Housing

Average Length to Serve since inception (in days): 0

Average cost per family since inception (direct services only w/out case management): **\$847**



Seasonal Cold Weather Shelter

	Quarter Oct-Dec	2024	Since Inception Nov 2022
Total Individuals Served (guests)	46	122	222
Total Children Served	21	63	124
Total Families Served	14	39	67
Percentage of children	46%	52%	56%
Number of Children 0-4	9	28	48
Number of school-age students	12	35	76
Number of pregnant mothers	4	7	12
Bed nights	497	1,572	3,119
Meals (Breakfast & Dinner Bednights x2)	994	3,144	6,238

Shelter Exiting Housing Status

Placed in permanent housing	0	3	9
Placed/moved up to FP Shelter, 2nd or 3rd Stage Housing	3	11	22
Placed in other Shelter/Temporary	3	13	22
S.S. discharges	0	1	3
Family withdrew from Programming	2	2	2
Unknown	0	1	1
Families Still in Programing	8	8	8

Positive Outcomes 53% Move up in FP Housing or Move On to Permanent Housing

15% Graduated families are placed directly in permanent or stable housing

37% placed/moved to FPSV shelter & housing options

Unfavorable Outcomes 42% move to other shelters or discharge

37% Placed/Moved to other temporary housing or shelter

5% Discharged

2% Unknown

Average length of stay 14 days since inception



**Shelter: Stage One
(Interfaith Hospitality Network)**

	Quarter Oct-Dec	2024	Since Inception May 2015
Total Individuals Served (guests)	43	107	842
Total Children Served	23	62	485
Total Families Served	11	28	251
Percentage of children	53%	58%	58%
Number of Children 0-4	7	18	195
Number of school-age students	16	44	290
Number of pregnant mothers	3	5	33
Bed nights	1,333	6,212	46,033
Meals (bed nights x3)	3,999	18,636	138,099

Shelter Exiting Housing Status

Placed in permanent housing	1	8	89
Placed/moved up to FP 2nd or 3rd Stage Housing	3	10	85
Moved down to Seasonal Shelter	0	0	2
Placed in other Shelter/Temp	2	5	34
IHN discharges	0	0	35
Withdrawn	0	0	1
Families Still in Programing	5	5	5
Positive % Outcomes	67%	78%	71%

Positive Outcomes 71% Move up in FP Housing or Move On to Permanent Housing

36% Graduated families are placed directly in permanent or stable housing

35% Placed/Moved up to FP 2nd or 3rd Stage Housing

Unfavorable outcomes 28% move to other shelters or are discharged

14% Placed/Moved to other temporary housing or shelter (includes withdrawn & move down)

14% Discharged

Average Length of Stay since inception: 54 days



Second Stage Housing: (Promise House & Grace House): Second stage housing is multiple families living in one house with their own rooms, paying small program fees monthly.

	Quarter Oct-Dec	2024	Since Inception May 2017
Total Individuals Served	34	57	364
Total Children Served	22	37	220
Total Families Served	9	14	108
Percentage of children	65%	65%	60%
Number of Children 0-4	5	9	88
Number of school-age students	17	28	132
Number of pregnant mothers	1	2	27
Bed nights	1,762	8,370	56,927
Average Length of Stay in days	52	147	156

Second Stage Exiting Housing Status

Placed in permanent housing	2	3	46
Placed/Moved up to 3rd stage housing	1	3	15
Placed/moved down to Shelter	1	1	19
Placed in other Shelter/Temp	1	3	8
Discharges	0	0	16
Families Still in Programing	4	4	4
Positive % Outcomes	60%	60%	59%

Positive Outcomes 59%

44% Percentage placed in permanent housing

14% Percentage moved up to 3rd stage housing

At-Risk outcomes, these are guests who moved down 18% These clients would have become homeless again if they had been pushed out into permanent housing. The 2nd stage was a safety net. These families will be watched and supported for a positive outcome.

Unfavorable outcomes 23%

8% Percentage moved to other temporary housing or shelter

15% discharge



Third Stage Housing: Third Stage housing is one family living in one house. We negotiate with landlords to get market-rate units to keep housing costs down for our guests. Scholarships are available for guests who fall behind due to meeting a goal or fall into a new hardship. This program allows more time for long-term goals to get completed.

	Quarter Oct-Dec	2024	Since Inception August 2019
Total Individuals Served	15	17	65
Total Children Served	9	10	37
Total Families Served	4	5	17
Percentage of children	60%	59%	57%
Number of Children 0-4	3	3	14
Number of school-age students	6	7	23
Number of pregnant mothers	0	0	1
Bed nights	1,238	4,849	16,731
Average Length of Stay in days	83	285	335

Third Stage Exiting Housing Status

Placed in permanent housing	0	1	10
Placed/moved down to Shelter	0	0	3
Placed in other Shelter/Temp	0	0	0
Discharges	0	0	0
Families Still in Programing	4	4	4
Positive Outcomes %	N/A	100%	77%

Positive Outcomes

77% Percentage placed in permanent housing

At-Risk outcomes

23% Percentage of guests who moved down

Unfavorable outcomes

0% Percentage moved to other temporary housing or shelter

0% Discharged



Rental Assistance: Limited Time monthly rental assistance to help cover a portion of past guest/graduates who obtained permanent housing and need temporary help to sustain housing

	Quarter Oct-Dec	2024	Since Inception Month 2023
Total Individuals Served	N/A	47	55
Total Children Served	N/A	30	35
Total Families Served	N/A	10	12
Percentage of children	N/A	64%	64%
Number of Children 0-4	N/A	12	15
Number of school-age students	N/A	18	20
Number of pregnant mothers	N/A	0	0
Average Length of Stay in days	N/A	181	171

Rental Assistance Exiting Housing Status

Placed in permanent housing	N/A	10	12
Placed/moved down to Shelter	N/A	0	0
Placed in other Shelter/Temp	N/A	0	0
Discharges	N/A	0	0
Families Still in Programing	N/A	0	0

Positive Outcomes

100% Percentage placed in permanent housing

At-Risk outcomes

0% Percentage of guests who moved down

Unfavorable outcomes

0% Percentage moved to other temporary housing or shelter

0% discharged



Homeless Prevention Services, Client Deposit Assistance, & Rental Assistance Demographic #s

These numbers are used from the trackers and then added together based on services type.

Ethnicity	Qtr	2024	Inception	Family Composition	Qtr	2024	Inception
African American	6	23	47	Single Mom	23	67	283
Hispanic	68	189	701	Single Dad	0	4	31
Caucasian	25	141	742	Parents	9	35	144
Asian	4	4	24	Single Pregnant Mom	0	0	3
Pacific Islander	4	8	8	Grandparent Lead	0	1	4
Other Race	0	0	29	Other Comp.	0	0	8
Mixed	6	19	69	Total Families	32	107	473
Native	3	5	25				
Unknown	0	0	99				
Total Individuals	116	389	1,744				

Gender	Qtr	2024	Inception	Preferred Language	Qtr	2024	Inception
Male	41	160	763	English	105	357	1,489
Females	75	229	967	Spanish	11	28	154
Unknown	0	0	14	Dual (spanish & english)	0	0	84
Total	116	389	1,744	Dual (english & other)	0	4	12
				Other	0	0	5
				Total Individuals	116	389	1,744



Location Upon Entry	Qtr	2024	Inception	Housing Upon Entry	Qtr	2024	Inception
Sedro Woolley	6	22	105	Homeless	0	4	42
Burlington	6	23	102	Temporary	0	4	31
Mount Vernon	14	45	159	Doubled Up	0	5	32
Anacortes	3	5	18	Rental	32	94	367
Bow	0	2	5	Eviction	0	0	0
La Conner	0	0	4	Other/Unknown	0	0	1
Concrete	0	2	12	Total Families	32	107	473
Stanwood	1	2	5				
Camano Island	0	0	1				
Shaw Island	0	0	0				
Orcas Island	0	0	0				
Oak Harbor	0	1	2				
Skagit County	0	0	44				
Other County	0	0	4				
Other State	0	0	4				
Unknown	0	0	0				
Bellingham	1	1	4				
Everett	0	1	1				
Smokey Point	0	1	1				
Marysville	1	2	2				
Other/Out of Country	0	0	0				
Total Families	32	107	473				



All Housing Services (Active Programs)

These numbers are used from the trackers and then added together based on services type

Ethnicity	Qtr	2024	Inception	Family Composition	Qtr	2024	Inception
African American	5	8	59	Single Mom	11	36	225
Hispanic	38	107	464	Single Dad	5	5	39
Caucasian	81	142	723	Parents	20	40	159
Asian	1	1	42	Single Pregnant Mom	1	1	5
Pacific Islander	4	10	10	Grandparent Lead	0	0	0
Other Race	0	0	67	Other Comp.	3	4	15
Mixed	8	28	60	Total Families	40	86	443
Native	1	7	57				
Unknown	0	0	11				
Total Individuals	138	303	1,493				

Gender	Qtr	2024	Inception	Preferred Language	Qtr	2024	Inception
Male	62	141	639	English	124	253	1,351
Females	76	162	854	Spanish	6	31	83
Unknown	0	0	0	Dual (spanish & english)	4	9	35
Total	138	303	1,493	Dual Other	4	4	18
				Other	0	0	0
				Total Individuals	138	303	1,493



Location Upon Entry	Qtr	2024	Inception	Housing Upon Entry	Qtr	2024	Inception
Sedro Woolley	12	16	125	Homeless	20	39	123
Burlington	6	11	22	Temporary	11	19	150
Mount Vernon	6	23	68	Doubled Up	7	17	59
Anacortes	4	6	10	Rental	1	6	23
Bow	0	0	0	Eviction	1	5	9
La Conner	0	1	3	Other/Unknown	0	0	79
Concrete	1	4	8	Total Families	40	86	443
Stanwood	0	0	0				
Camano Island	0	1	1				
Shaw Island	1	1	1				
Orcas Island	1	1	1				
Oak Harbor	2	4	8				
Skagit County	3	6	44				
Other County	1	1	20				
Other State	0	4	18				
Unknown	0	0	95				
Bellingham	0	2	9				
Everett	2	3	5				
Marysville	0	0	2				
Other/Out of Country	1	2	3				
Total Families	40	86	443				

Mission: To come together as a community to support homeless families with children while they work to provide their children with loving homes.

Family Promise of Skagit Valley Board of Directors

Rebecca Bunke- President

Experience: Owner of Passionate Fundraising
re-joined Board: 5/2022

8935 Fruitdale Road
Sedro Woolley, WA 98284
360-540-5723

beckybunke@comcast.net
becky@familypromiseskagit.org

Millie Fosberg - Vice-President

Experience: Human Resources
Re-joined Board: 1/2024

3145 Barrel Spring Rd
Bow, WA 98232

millie@familypromiseskagit.org
(360) 941-4742

Bob Stephens- Treasurer

Experience: Finance-mergers and acquisitions
Joining Board:4/1/2023

2937 Tillicum Beach Dr
Camano Island, WA 98282
713-203-6988

smsgservicesllc@gmail.com
bob@familypromiseskagit.org

Angelia Jordan – Secretary

Experience: Health Care
Joined Board: 7/2017

17101 Brook Court
Mount Vernon, WA 98274
360-914-1528

queenaj64@gmail.com
aj@familypromiseskagit.org

Lynn Boeding – Board Member

Experience: Retired Corporate Controller
Joined Board: 3/2019

217 Shantel St.
Mt. Vernon, Wa. 98274
360-202-1813 H: 360-588-4560

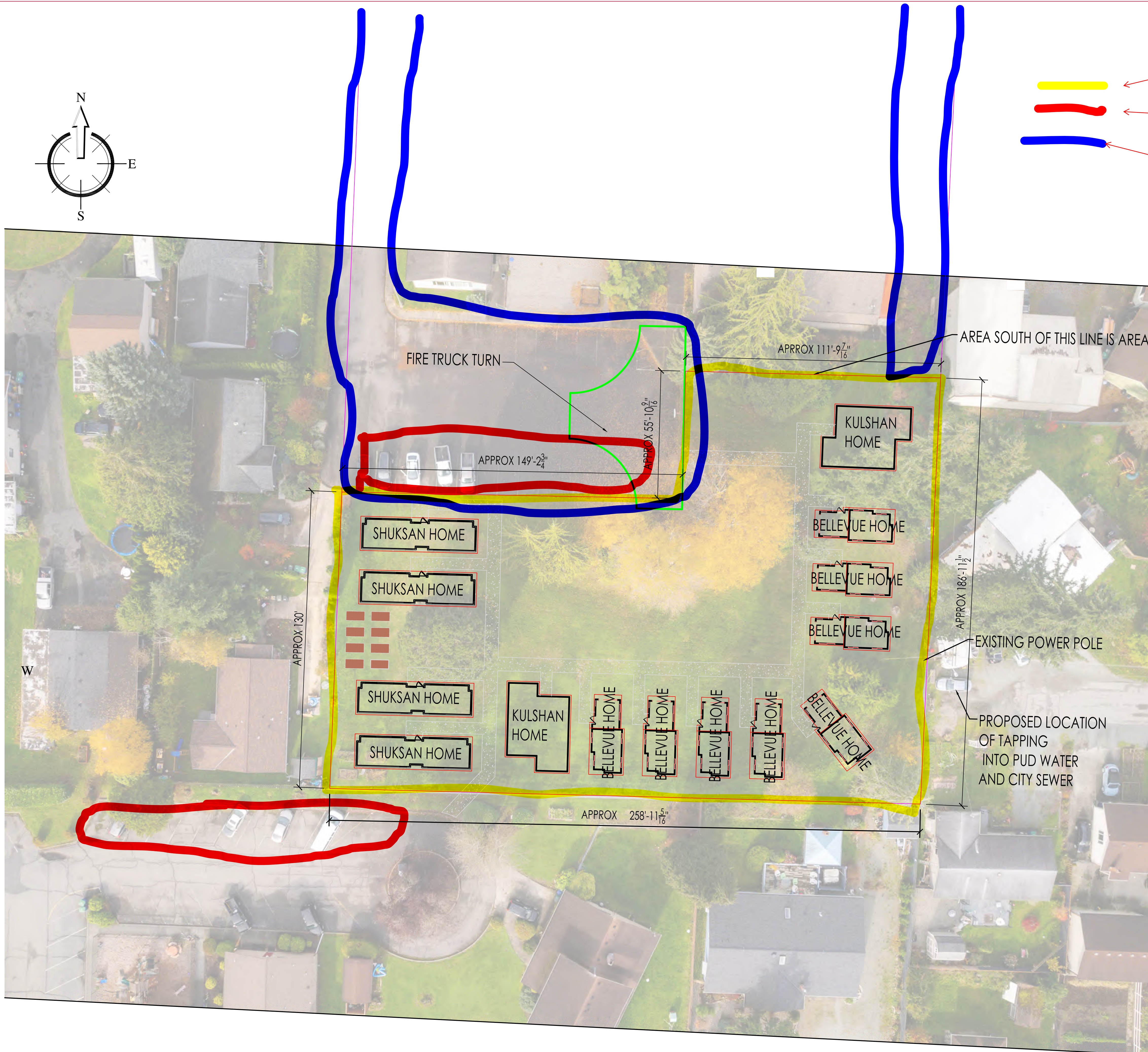
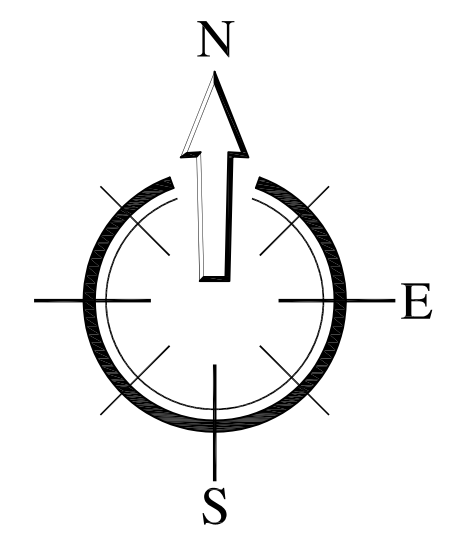
lboeding2@aol.com
lynn@familypromiseskagit.org

Nina Warner- Board Member

Joined Board: 7/2024

Nina@familypromiseskagit.org
360-391-3714

THE DRAWINGS AND PLANS SET FORTH ON THIS SHEET AS INSTRUMENTS OF SERVICE ARE AND SHALL REMAIN THE PROPERTY OF FABER CONSTRUCTION. USE OF THIS DRAWING IS LIMITED TO A SPECIFIC PROJECT FOR PERSONS NAMED HEREON. ANY USE OR REUSE OF SAID DRAWINGS IS STRICTLY PROHIBITED WITHOUT THE WRITTEN PERMISSION OF FABER CONSTRUCTION. THIS OFFICE MUST BE NOTIFIED OF ANY VARIATION FROM THE DIMENSIONS AND/OR CONDITIONS SHOWN ON THESE DRAWINGS. THESE DRAWINGS SHALL NOT BE USED IN ANY MANNER THAT WOULD CONSTITUTE A SETBACK, DIRECTLY OR INDIRECTLY TO FABER CONSTRUCTION. FABER CONSTRUCTION IS NOT RESPONSIBLE FOR METHODS, PROCEDURES, OR THE CONSTRUCTION OF THE DESIGN SHOWN HEREON.



ZONING: R7
 TOTAL LOT SQ.FT. : 126,324 SQ.FT.

10' MINIMUM BETWEEN THE UNITS FOR FIRE SEPARATION.
 10' SHOWN FROM UNITS TO APPROXIMATE PROPERTY LINES

PARKING FOR RESIDENCE IN EXISTING PARKING LOT
 LOCATION OF FIRE HYDRANT TBD
 FIRE TRUCK TURN AROUND SHOWN ON EXISTING PARKING LOT.
 STORM WATER DESIGN: TBD

WATER: ALL UNITS SERVED OFF OF 1 SERVICE - ROUTING AND DESIGN TBD
 SEWER: DESIGN AND ROUTING TBD

PARKING SPACES: TBD, CITY TO DETERMINE (BETWEEN 14-28)
 PARKING AGREEMENTS TO BETWEEN FAMILY PROMISE AND CENTRAL UNITED METHODIST CHURCH AND OR BETHLEHEM LUTHERAN CHURCH.

PARKING CALCS:
 CENTRAL UNITED METHODIST CHURCH:
 130 OCCUPANCY CAPACITY = 33 PARKING SPACES NEEDED
 57 EXISTING PARKING SPACES
 24 SPACES AVAILABLE FOR PARKING AGREEMENT

BETHLEHEM LUTHERAN CHURCH:
 307 OCCUPANCY CAPACITY = 77 PARKING SPACES NEEDED
 120 EXISTING PARKING SPACES
 43 SPACES AVAILABLE FOR PARKING AGREEMENT

REVISIONS		
NO.	DATE	BY
1	10/10/24	FF
2		
3		
4		
5		
6		
7		

FAMILY PROMISE
 1013 POLTE RD, SEDRO-WOOLLEY
SITE PLAN

DATE	10/10/24
DRAWN BY	FF
APPROVED BY	FF
PROJECT NUMBER	802

0951 HANNEGAN RD
 A DIVISION OF FABER CONSTRUCTION
 LYNDEN, WA 98264
 WWW.WESTCOAST-HOMES.COM
 PHONE: 360-815-2507

SHEET CONTENTS
SITE PLAN

SHEET NUMBER
A1.0

**City of Sedro-Woolley House Bill 1590 Affordable Housing Construction Request
for Proposals Application Form**

Form must be submitted via email to City Administrator Charlie Bush at cbush@sedro-woolley.gov, or dropped off at the City's Finance Department, addressed to Charlie Bush, by the RFP deadline. Project

Name: Cottage Village – Phase One Site Development

Agency Name: Family Promise of Skagit Valley

Contact Person: Audrea Woll, Executive Director

Mailing Address: P.O. Box 335 Sedro-Woolley, WA 98284

City: Sedro-Woolley

State: WA

Phone Number: 360-230-0085

Email Address: Audrea@familypromiseskagit.org

Federal Tax ID: 46-2556043

UBI: 603299871

Primary Street Address: 1013 Polte rd. Sedro-Woolley WA 98284

City: Sedro Woolley

State: WA

Zip Code: 98284

Tax Parcel ID# P39453

Project Type (new construction or renovation): New Construction

Type of Organization or Company: Nonprofit 501(c)(3), Housing agency

Has this organization/developer previously received funding from the City of Sedro-Woolley?

Yes

Funding Request: 560,000

2025: 350,000 for site work

2026: 210,000 to build largest of the 14 units

Total Project Budget: \$4,500,000

Is this a request for multi-year funding? Yes

briefly summarize the project proposed or supported by your application. In a couple of paragraphs, include a general statement of the project's overall purpose, scope, and intent. (300 words or less)

Family Promise of Skagit Valley respectfully requests \$350,000 in HB 1590 funding this year to complete critical site work for our Cottage Village transitional housing project in Sedro-Woolley. This work includes excavation, utility installation (water, sewer, electricity), ADA-accessible pathways, foundational concrete pads, and permitting—all required to prepare the site for modular home placement. This project addresses a severe shortage of deeply affordable housing for families under 30% AMI. In Sedro-Woolley alone, there are an estimated 398 homeless children when accounting for non-school-age siblings, making this an urgent community need. Family Promise has secured land under contract, begun the permitting process, and raised matching funds to move the project forward quickly.

In 2026, we anticipate submitting a follow-up request of \$210,000 to support the construction of one of the fourteen standalone cottages designed to provide safe, stable housing with integrated wraparound services. These include case management, job readiness, mental health support, and financial literacy, all offered in a trauma-informed setting.

The units will be secured under a 50-year affordability covenant and will serve 10–14 families per year. The project will also generate sustainable revenue through program fees, create 3–4 new local jobs, and provide long-term economic and social benefits to Sedro-Woolley.

This phased approach—starting with infrastructure and followed by construction—ensures the project remains shovel-ready, financially sound, and capable of delivering transformative outcomes for some of the community’s most vulnerable residents.

Average Median Income (AMI) and Population Served

At or below 30% AMI

- **Population group served:** Families with children, including Spanish-speaking and BIPOC households
- **Quantity:** 10–14 units
- **Unit Type:** Standalone modular cottages
- **Tenant monthly rent/mortgage:** Program fees based on income (\$800–\$1300)

40% AMI

Population group served

Quantity

Unit Type

Tenant monthly rent/mortgage

50% AMI

Population group served

Quantity

Unit Type

Tenant monthly rent/mortgage

60% AMI

Population group served

Quantity

Unit Type

Tenant monthly rent/mortgage

Name of Authorized Representative: **Audrea Woll**

Title: Executive Director

Date: 5/22/25

Supplemental materials may be included to fully satisfy the selection criteria.

- Cover Letter
- Vision and Case Statement
- Site Plan
- Funding by phase needed to complete
- IRS Determination Letter
- Other Funding Sources for Phase two

FPSV Guest Guidelines

We welcome you to Family Promise of Skagit Valley (FPSV). For the comfort, safety, and privacy of everyone, the following guidelines have been established. Please initial each line and sign below. Infractions of the below guidelines may lead to dismissal from Family Promise of Skagit Valley programming including both shelter and transitional housing.

Participation Expectations

Please initial next to each of the following as you read over them

_____ I will seek housing, financial assistance, and/or employment while staying at FPSV. I will meet regularly with my case manager to develop and follow a service plan to access housing and basic needs. This may include attending classes, budgeting and saving any money received.

_____ FPSV housing is a short-term, voluntary housing option. The length of stay in the Shelter and Transitional Housing Programs are dependent upon forward progress and ability to participate in program expectations.

_____ I understand that I will be responsible for keeping the Day Center, Shelter, Host Congregations Sites, and Transitional Housing areas clean by picking up after my family and myself. I will be participating in daily chores, no food or drinks in rooms, and keeping rooms clean.

_____ Pets are only allowed as part of our *Pets for a Promise Foster program*. Please inform your case manager *prior* to your program entry if you have a pet(s) in your household.

_____ I understand that FPSV is not responsible for lost or stolen items. Please keep important items locked away or on your person.

_____ For planning and capacity purposes, we limit the amount of approved off site overnights and require advance notice to your case managers to maintain your family's bedspace.

_____ Trust is critical at FPSV. We value our relationships with guests, volunteers, congregations, the community, and staff. You may be asked to leave FPSV if your actions compromise the trust that exists in those relationships.

_____ Payments towards Program Fees in Transitional Housing must be paid by the 5th of each month. If you are unable to pay, you must reach out to your case manager before the 5th of the month to make a plan of action to prevent falling behind.

Guest Safety Expectations

Please initial next to each of the following as you read over them and then sign at the bottom

____ I will treat staff, volunteers, property, other guests, and my family with respect and courtesy. Any fighting, cussing, discriminatory, harassing, or disruptive behaviors may result in a discharge from FPSV programming.

____ I understand for the safety and care of the children and families the following expectations are required:

- Family Promise staff are mandated reporters. We take safety concerns very seriously.
- Medications must be placed in a secure location, out of the reach of children. Certain medications may need to be placed in a locked area. Lock bags will be provided upon request.
- You must supervise your children at ALL times, or arrange for another method of child care. Children must be with you at all times while in any four of our facilities.
- School-age children MUST be enrolled in school/homeschool groups while participating in FPSV. *Unless they are ill, your child or children are to attend school every day their schooling is in session.*

____ I understand it is an individual and group responsibility to ensure the mental and physical well-being of all program participants. It is the intent of FPSV to reduce the exposure to trauma. The following policy is to avoid the triggering of other individuals.

- While at FPSV we ask that you not use spanking, physical punishment, or harsh language that could affect others
- FPSV is a drug and alcohol-free agency. *No active substance use/abuse and drug and alcohol paraphernalia is permitted on the property.*
- No smoking, vaping, or flames allowed on the premises, except for in marked designated areas. This includes no open flame candles, no hot wax warmers, etc..
- No weapons are permitted on FPSV property or any host congregation.

____ For the safety of all families and in the case of emergencies we ask that you

- Sign in and out of day center and host sites
- Do not allow visitors at any of our locations (unless approved in writing by staff)
- Do not share with others the address of where you are residing.
- For safety purposes cameras are installed on FPSV common spaces and are recording video and audio feed that is stored in the cloud for 7 days unless otherwise needed for suspected violations of guidelines.

I understand the following:

- The FPSV Guest Guidelines have been explained to me and I agree to abide by them.
- I understand that failure to abide by the guidelines by myself or any member of my family may result in a discharge from FPSV housing programs
- I understand that I may be exposed to the beliefs of the various hosting congregations.

____ I have received a copy of FPSV grievance policy

Guest Signature: _____

Date: _____

Guest Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Family Promise of Skagit Valley Program Eligibility:

The main criteria to enter Family Promise of Skagit Valley is to be a family with children: You must have a minor child in custody, be currently pregnant or be in the final stages of getting a child back in custody. We accept families of all backgrounds and compositions. Our goal is to keep the family together as a family unit.

Housing Eligibility requirements

- They must be 18 or older and have a child in custody, be pregnant or be in the final stages of regaining custody
- They must be willing to participate in housing focused case management
- Must not have violent/sexual/ child-related crimes
- Must be willing to create a safety plan if they are fleeing an active DV situation (as we cannot provide officially safe lodgings)

Shelter Diversion/Homeless Prevention Eligibility requirements

- Must have child in custody be currently pregnant or be in the final stages of getting a child back in custody
- They have to be at imminent risk of losing housing

What happens to those who don't meet these requirements

If families do not meet requirements that allow us to maintain a trauma-informed space for children we will continue to work with them through case management to reduce safety risks in hopes of preparing them to enter programming. When possible we will utilize hotel stays to support them while working to partner with other agencies to stabilize.

To make a referral, please contact the Day Center 360-854-0743

- If space is available, arrangements will be made for an intake interview.
- If space is not available, the family's name may be placed on a waiting list and a service navigator will contact them to work on goals.

Families are accepted into the affiliate during regular business hours, we are open 7 days a week from 9-4. After hours, please leave a message.

Impact Campaign				
Total fundraising goals by Phase				
Phase	Phase Cost	Sources Identified	Amount	Status
1: Land Purchase	\$301,875	\$100K donor	\$100,000	Secured
		under mortgage	\$141,500	Pending
		20% contribution from Central United Methodist Church	\$60,375	Secured
			\$301,875	Raised
2: Site Work*	\$1,200,000	Skagit County	\$700,000	Pending
		City of Sedro-Woolley	\$350,000	Pending
		City of Mount Vernon	\$50,000	Pending
		Foundations - SCF & PeaceHealth	\$20,000	Pending
		Private donors	\$95,000	Secured
		Total Asks	\$1,215,000	Pending
3. Cottage Village Initiative*	\$2,800,000	Foundation grant	\$250,000	Potential
		City 1590 Funding	\$300,000	Potential
		Private donor	\$125,000	Secured
		Individuals: 76 potential donors		
		Total Asks	\$ 675,000	In-process
Total Fundraising Goal	\$4,301,875			

*Dollar amounts are still approximate, pending RFQ contractor selection/updated pricing

Mission: To come together as a community to support homeless families with children while they work to provide their children with loving homes.

Family Promise of Skagit Valley Impact Steering Committee

Dan Symonds - Chair	daniel.w.symonds@gmail.com
Lynn Boeding - Co-chair	lynn@familypromiseskagit.org
Raymond Faber - Building Committee Lead	raymond@faberconstruction.com
Chuck Messinger - Marketing & Building Committee	cmessinger@voaww.org
Terry Gifford - Marketing Committee	teatime@teaandtour.com
Lauren Christian - Marketing Committee	lchristian@seattleu.edu
Audrea Woll - Executive Director	audrea@familypromiseskagit.org
Tami Rowe - Family Services Director	tami@familypromiseskagit.org
Jenn Pucci - Temporary Operations Manager Marketing Committee	jen@familypromiseskagit.org
Amber Lang - Development Associate	amber@familypromiseskagit.org
Renata Maybruck - Impact Consultant	renata@collectiveimpactco.com

6/11/2025

Dear Members of the Sedro-Woolley City Council,

I hope this message finds you well. We have had a long-standing relationship with the City of Sedro-Woolley and are looking forward to continuing that relationship as we step into a new chapter of our organization. I am writing this letter on behalf of Family Promise of Skagit Valley to request a total of \$560,000 in HB 1590 funding in support of our Cottage Village transitional housing project—\$350,000 in 2025 for site work and pre-construction infrastructure, and \$210,000 in 2026 to fund the construction of one of the 14 planned cottages.

Family Promise of Skagit Valley (FPSV) has been serving families facing homelessness since 2015, providing critical support through a range of programs including shelter, transitional housing case management, and prevention services. Over the last three years we have also operated a successful seasonal cold-weather shelter. As the need for housing and services continues to grow, we are seeking to expand our reach and create new transitional housing in Sedro-Woolley to serve more families in need in our community.

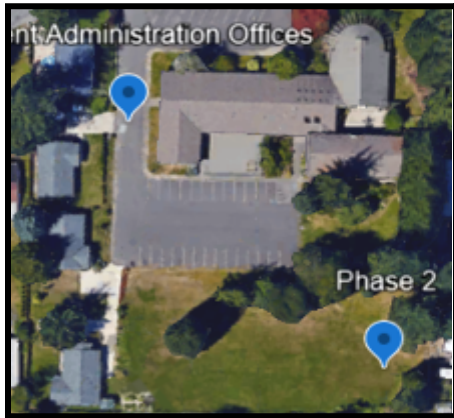


Project Overview and Urgent Need: In the 2022–2023 academic year, Skagit County reported 968 homeless students, with 284 residing in Sedro-Woolley and 332 in Mount Vernon. Together, these two communities account for over 60% of the county’s homeless youth population, underscoring the urgent need for targeted investments in transitional housing and wraparound services.

Family Promise uses national best practices to estimate the total number of homeless children by adding 40% to the school-age count to include younger, non-school-age children—infants, toddlers, and preschoolers—who are often uncounted in school district data. Using this methodology, our adjusted totals show that Sedro-Woolley has an estimated 398 homeless children, and Mount Vernon, 465. Countywide, this brings the total number of homeless children to an estimated 1,358—a significant increase over the reported school-age numbers.

Our Cottage Village project directly addresses the housing needs of these children and their families by increasing housing units and providing trauma-informed support services. Through this initiative, we aim to stabilize families, prevent further disruption to children’s education, and ensure that they can stay within their school districts, where they have the best chance to thrive.

Phase One Breakdown: Due to economic uncertainty and rising construction costs, we have broken Phase One into three essential parts to better manage and secure funding.



Land Acquisition at Central United Methodist on 1013 Polte Rd \$300,000: The first step in Phase One is securing the land necessary for the development of the Cottage Village. Family Promise is in the process of going under contract with Central United Methodist for an acre of property behind the church that is already zoned appropriately and meets the needs of this project. Family Promise has already raised approximately 1/3rd of the funding and the rest will go under mortgage.

Site Work: Approximately \$1.2 million (current stage): This stage involves preparing the site for construction. This includes design and engineer, clearing the land, infrastructure, utilities and obtaining necessary permits and approvals. Site work is essential to ensure that we can proceed with the physical construction of the cottages. We have already applied for a SEPA and CUP, and we have identified that we could move forward with our project through a quasi-use permit under [RCW 36.70A.545](#).

Building 10-14 cottages \$2.8 million (2026, sooner if funding is secured): The final part of Phase One involves the actual construction of the 10-14 cottages. These cottages are modular homes that will be built offsite and delivered when our site is ready. These units will be designed to provide families with stable, dignified housing, supported by comprehensive services such as job readiness, case management, and mental health services. This part of the project will also include filling the cottages with families in need, ensuring that they can transition into stable living conditions. Fundraising is already underway.



Financial Needs and Project Phases: Family Promise of Skagit Valley is requesting a total of \$560,000 in HB 1590 funding over two years to support the development of Cottage Village, a transitional housing project for families with children earning under 30% of the Area Median Income (AMI) in Sedro-Woolley.

The request includes \$350,000 in 2025 to fund essential site preparation, including permitting (CUP/SEPA), impact fees, utility installation (Cascade Natural Gas, Astound Fiber, PUD Water, and Puget Sound Energy), foundational concrete work, ADA-accessible pathways, and excavation. In 2026, we are requesting \$210,000 to cover the construction of one of the planned modular cottages, including all materials and labor.

We are in the final stages of securing the land through a long-term agreement with Central United Methodist Church, and permitting is actively underway. With an estimated 398 homeless children in Sedro-Woolley, this project offers a strategic and sustainable solution to one of our community's most pressing challenges. Full funding of this request will allow us to complete site work in 2025 and begin construction in 2026, advancing the broader goal of creating long-term affordable housing and wraparound support for vulnerable families.

Community Impact and Long-Term Benefits: This initiative will directly impact the Sedro-Woolley community by providing long-term housing stability for families, many of whom are already facing significant trauma. These families will have access to wraparound services that are designed to help them heal and become self-sufficient. As part of a sustainable model, the cottages will generate revenue through program fees, which will help sustain the project and allow it to grow in the future.

Our goal is to stabilize at least 10-14 families per year in the Cottage Village, with an emphasis on helping children maintain stability in their educational and emotional lives. This project will also create jobs, stimulate the local economy, and provide an example of how the community can come together to support its most vulnerable members.

Programming, Security, and Site Monitoring: Family Promise offers a holistic, trauma-informed approach to ending homelessness for families with children. The families we serve are our neighbors—individuals and families who have fallen into hardship due to unforeseen circumstances such as medical emergencies, family breakups, or the death of a loved one. These families, who once had stable lives, now find themselves in crisis and need the support of our community to regain stability.

As part of the Cottage Village Initiative, we are committed to creating a safe, secure, and supportive environment for all families. This will include regular site monitoring to ensure the safety and well-being of residents, as well as the integration of security measures such as lighting, and surveillance systems. The site will be designed to foster a sense of community while ensuring that all residents adhere to the rules and expectations set forth in their housing plans.

Case managers will conduct regular check-ins to ensure that families are progressing with their goals and participating in the wraparound services offered. These services, including job training, financial literacy, and mental health support, will be essential to the success of each family in the program. We are also working closely with local authorities to ensure that all security and monitoring measures are fully integrated into the permitting process, including compliance with local zoning laws, environmental regulations, and safety codes. This proactive approach will help create a stable, safe, and thriving environment for the families in the Cottage Village, and contribute to the long-term success of the program.

Learning from Anacortes: A Vision for Sedro-Woolley: When looking at the 2022-2023 homeless numbers by school district we are inspired by the success of Anacortes. Their McKinney-Vento numbers reflect only 54 homeless students. I truly dream of this for Sedro-Woolley and all of Skagit County. This reflects the large amount of strategic planning and collaboration between the Anacortes Family Center, school districts, city leadership etc. Together they have significantly reduced homelessness in their community. We envision a similar transformation for Sedro-Woolley. This Cottage Village project is the first step in that direction. With your support, we can replicate Anacortes' success and dramatically reduce homelessness in our city.

Together, we can make this vision a reality!

Commitment to Long-Term Affordability: One of the critical elements of this project is our commitment to long-term affordability. In alignment with similar funding requirements, including those set forth by the City of Sedro Woolley, we are committed to ensuring that the transitional cottages built remain low-income housing for at least 50-years. This long-term affordability covenant will provide housing stability for generations to come, ensuring that families at or below 30% of Area Median Income



(AMI) have access to stable, dignified living spaces while they work to restabilize.

This commitment to long-term affordability aligns with our mission to break the cycle of homelessness and support families in transitioning to self-sufficiency. By guaranteeing affordability for 50 years, we are not only meeting the urgent needs of today's families but also securing the future for future generations in Sedro-Woolley.

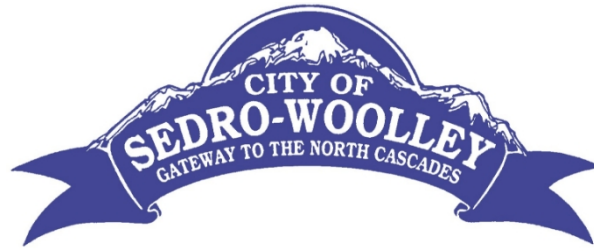
Conclusion: In closing, we respectfully request \$560,000 in HB 1590 funding over two years to support site work and the construction of one transitional cottage. This project offers a scalable, trauma-informed solution to family homelessness and represents a meaningful step toward a healthier, more stable Sedro-Woolley.

The Cottage Village Initiative is also the first phase of a larger capital campaign led by Family Promise of Skagit Valley. This long-term vision includes not only the full build-out of 10–14 transitional cottages but also expanded services, permanent facilities, and future housing developments that will increase access to stability and healing for vulnerable families across the region. Your partnership now helps lay the foundation for a transformational project with far-reaching impact.

Thank you for your consideration. I would be happy to meet and discuss this project in greater detail or answer any questions you may have. Please feel free to contact me at 360-854-0743 or audrea@familypromiseskagit.org.

Sincerely,

Audrea Woll
Executive Director
Family Promise of Skagit Valley



Agenda Item

Agenda Item No.: d.3.

Date: September 29, 2025

From: Charlie Bush, City Administrator

Subject: Presentation by RJ Group and Questions from the Committee

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

The RFP Response from RJ Group is attached.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. HB 1590 Construction Funding RFP Application Form - The RJ Group & Home Trust of Skagit
2. House Bill 1590 RFP - Supplemental Submission 300 Words - The RJ Group & Home Trust of Skagit
3. HB 1590 RFP - Grant Funding - The RJ Group & Home Trust of Skagit (1)
4. House Bill 1590 RFP - The RJ Group & Home Trust of Skagit
5. 2025-08-28 Letter of Support for Sedro Application - Home Trust of Skagit

City of Sedro-Woolley House Bill 1590 Affordable Housing Construction Request for Proposals Application Form

Form must be submitted via email to City Administrator Charlie Bush at cbush@sedro-woolley.gov, or dropped off at the City's Finance Department, addressed to Charlie Bush, by the RFP deadline.

Project Name

Agency Name

Contact Person

Mailing Address

City

State

Phone Number

Email Address

Federal Tax ID#

UBI#

Primary Street Address

City

State

Zip Code

Tax Parcel ID#

Project Type (new construction or renovation)

Type of Organization or Company

Has this organization/developer previously received funding from the City of Sedro-Woolley?

Funding Request

Total Project Budget

Is this a request for multi-year funding?

Briefly summarize the project proposed or supported by your application. In a couple of paragraphs, include a general statement of the project's overall purpose, scope, and intent. (300 words or less)

Average Median Income (AMI) and Population Served

At or below 30% AMI

Population group served

Quantity

Unit Type

Tenant monthly rent/mortgage

40% AMI

Population group served

Quantity

Unit Type

Tenant monthly rent/mortgage

50% AMI

Population group served

Quantity

Unit Type

Tenant monthly rent/mortgage

60% AMI

Population group served

Quantity

Unit Type

Tenant monthly rent/mortgage

If applicable, multiple population group notes

Name of Authorized Representative

Title

Date

Supplemental materials may be included to fully satisfy the selection criteria.

Briefly summarize the project proposed or supported by your application. In a couple of paragraphs, include a general statement of the project's overall purpose, scope, and intent. (300 words or less)

Creekside Commons is a 68-unit townhome development in Sedro Woolley, WA, offering two- and three-bedroom for-sale homes for working families. Each home includes a private garage, with shared amenities such as landscaped courtyards, walking paths, a fenced dog park, and guest parking. Designed for long-term ownership and generational wealth, these homes are not transitional or temporary housing. In partnership with Home Trust of Skagit (HTS), a 501(c)(3) Community Land Trust, homes will be permanently set aside for households earning at or below 60% of Skagit County's AMI. Affordability will be preserved for 99 years through recorded covenants, far exceeding the 25-year minimum, and homes will be distributed throughout the community to support inclusive, mixed-income neighborhoods. Creekside Commons will serve working families, seniors, and veterans, aligning with the City's Comprehensive Plan and HB 1590 priorities.

The RJ Group, with private lender financing, will fund construction, and HB 1590 funding will be applied exclusively to down payment assistance, leveraging every public dollar into private mortgages. This approach maximizes purchasing power while preserving long-term affordability, enabling families to build equity, enjoy tax advantages, and achieve stable homeownership. HTS will oversee compliance, including income verification, resale enforcement, down payment facilitation, and annual reporting to the City, ensuring protection of public investment. The project is consistent with Sedro Woolley development code, near shovel-ready, with site control fully established and delivery expected in 2026. A Homeowners Association will maintain the property, with fees included in affordability analysis. Excel modeling shows that \$712,932 in HB 1590 funding could support three income-qualified households (nine residents) within the 2-bedroom homes. Our request is the maximum available funding, with a scale outlined in supplemental documents. Creekside Commons is designed to set aside as many homes as funding allows, directly advancing the City's housing affordability goals with immediate and lasting impact.

<u>Persons Per Household*</u>	<u>3</u>		<u>3</u>	
60% AMI (see note Below)	\$61,464		\$61,464	
FHA 38% (annual)	\$23,356		\$23,356	
FHA 38% (monthly)	\$1,946		\$1,946	
Market-Rate Sale Price	\$499,000		\$499,000	
The RJ Group Discount	\$49,000		\$49,000	
Purchase Price (Carriage Townhomes 2 x 2)	\$450,000		\$450,000	
Down Payment (1590 HB)	\$237,644	52.81%	\$237,644	52.81%
Mortgage	\$212,356		\$212,356	
Interest Rate	6.60%		6.60%	
Monthly Payment	\$1,356		\$1,356	
Property Taxes	\$346		\$346	
Insurance	\$94	0.25%	\$94	0.25%
HOA	\$150		\$150	
PMI	\$0	0.25%	\$0	0.25%
<u>Total Monthly</u>	<u>\$1,946</u>		<u>\$1,946</u>	
Maximum Allowed <i>Delta</i>	\$1,946 \$0		\$1,946 \$0	
<u>1590 HB</u>				
Grant Request	\$1,188,221		\$950,576	
Funding Per Home	\$237,644		\$237,644	
Homes Allocated	5.0		4.0	
People Allocated	15.0		12.0	

60% Area Median Income

Fiscal Year	3-Person HH	YoY Growth	4-Person HH	YoY Growth
2022	\$47,940		\$53,400	
2023	\$49,200	2.63%	\$54,700	2.43%
2024	\$54,120	10.00%	\$60,120	9.91%

2025	\$59,100	9.20%	\$65,640	9.18%
2026 (<i>proj.</i>)	\$61,464	7.28%	\$68,266	7.17%
2027 (<i>proj.</i>)	\$63,923	7.28%	\$70,996	7.17%

<u>3</u>		<u>3</u>		<u>3</u>	
\$61,464		\$61,464		\$61,464	
\$23,356		\$23,356		\$23,356	
\$1,946		\$1,946		\$1,946	
\$499,000		\$499,000		\$499,000	
\$49,000		\$49,000		\$49,000	
\$450,000		\$450,000		\$450,000	
\$237,644	52.81%	\$237,644	52.81%	\$237,644	52.81%
\$212,356		\$212,356		\$212,356	
6.60%		6.60%		6.60%	
\$1,356		\$1,356		\$1,356	
\$346		\$346		\$346	
\$94	0.25%	\$94	0.25%	\$94	0.25%
\$150		\$150		\$150	
\$0	0.25%	\$0	0.25%	\$0	0.25%
<u>\$1,946</u>		<u>\$1,946</u>		<u>\$1,946</u>	
\$1,946		\$1,946		\$1,946	
\$0		\$0		\$0	
\$712,932		\$475,288		\$237,644	
\$237,644		\$237,644		\$237,644	
3.0		2.0		1.0	
9.0		6.0		3.0	

Source
2022
2023
2024

**We estimate that the 2 bed / 2 bath carriage townhomes n*

Levy Rate

2025

Max

9.2257

Projected
(CAGR-based)

4%

Projected
(CAGR-based)

4%

<u>4</u>		<u>4</u>		<u>4</u>		<u>4</u>	
\$68,266		\$68,266		\$68,266		\$68,266	
\$25,941		\$25,941		\$25,941		\$25,941	
\$2,162		\$2,162		\$2,162		\$2,162	
\$499,000		\$499,000		\$499,000		\$499,000	
\$49,000		\$49,000		\$49,000		\$49,000	
\$450,000		\$450,000		\$450,000		\$450,000	
\$203,920	45.32%	\$203,920	45.32%	\$203,920	45.32%	\$203,920	
\$246,080		\$246,080		\$246,080		\$246,080	
6.60%		6.60%		6.60%		6.60%	
\$1,572		\$1,572		\$1,572		\$1,572	
\$346		\$346		\$346		\$346	
\$94	0.25%	\$94	0.25%	\$94	0.25%	\$94	
\$150		\$150		\$150		\$150	
\$0	0.25%	\$0	0.25%	\$0	0.25%	\$0	
<u>\$2,162</u>		<u>\$2,162</u>		<u>\$2,162</u>		<u>\$2,162</u>	
\$2,162		\$2,162		\$2,162		\$2,162	
\$0		\$0		\$0		\$0	
\$1,019,598		\$815,679		\$611,759		\$407,839	
\$203,920		\$203,920		\$203,920		\$203,920	
5.0		4.0		3.0		2.0	
20.0		16.0		12.0		8.0	

will have an occupancy of 3 or 4 persons.

	<u>4</u>	
	\$68,266	
	\$25,941	
	\$2,162	
	\$499,000	
	\$49,000	
	\$450,000	
<i>45.32%</i>	\$203,920	<i>45.32%</i>
	\$246,080	
	6.60%	
	\$1,572	
	\$346	
<i>0.25%</i>	\$94	<i>0.25%</i>
	\$150	
<i>0.25%</i>	<u>\$0</u>	<i>0.25%</i>
	<u>\$2,162</u>	
	\$2,162	
	<i>\$0</i>	
<hr/>		
	\$203,920	
	\$203,920	
	1.0	
	4.0	

Creekside Commons: Affordable & Workforce Housing

In Partnership With



Building Community Through Housing



3	HB 1590 Application
4	Non-Profit Partnership
5	Creekside Commons Overview
6	Courtyard Cluster
7	Sample Unit Layouts
10	Site Aerial
11	Elevations
21	Example Specifications



Creekside Commons is a 68-unit townhome development in Sedro Woolley, WA, offering two- and three-bedroom for-sale homes designed for working families. Each home includes a private parking garage, with shared amenities such as landscaped courtyards, walking paths, a fenced dog park, and surplus guest parking. These homes are intentionally built for long-term homeownership and the creation of generational wealth—**not transitional or temporary housing**.

In partnership with **Home Trust of Skagit (HTS)**, a 501(c)(3) nonprofit Community Land Trust, we will permanently set aside homes for households earning at or below **60% of the Area Median Income (AMI)** for Skagit County. Affordability will be preserved for **99 years through recorded covenants** that run with the land, far exceeding the 25-year affordability retention minimum outlined in the application guidelines.

These homes will be **indistinguishable from market-rate homes** in quality, design, and layout, and they will be distributed throughout the community to support inclusive, mixed-income neighborhoods.

In alignment with the **City's Comprehensive Plan** and the intent of HB 1590 funding, Creekside Commons will serve income-qualified households that include working families, seniors, and veterans—populations identified as priorities in the City's RFP.

The RJ Group, a private developer, is funding the construction of this project in partnership with a private lender. **House Bill 1590 funding will be applied exclusively to down payment assistance**, enabling income-qualified buyers to achieve homeownership. This approach ensures that every public dollar is directly leveraged into private mortgage financing, significantly multiplying the impact of the investment.

Unlike costly and often inefficient stand-alone affordable housing developments, this model **benefits from conventional and agency-backed financing**, maximizing purchasing power for qualified households while preserving affordability for the long term. In addition, participating families will realize the full benefits of stable homeownership—**equity building through principal paydown and appreciation, tax advantages from interest deductions, and long-term security**—rather than the limitations of renting or temporary housing. The more grant funding secured, the greater the number of families who can attain quality, affordable ownership.

Home Trust of Skagit will oversee all compliance, including buyer income verification, resale enforcement, and down payment assistance facilitation. In addition, HTS will provide **annual reporting to the City** regarding compliance. A formal partnership agreement outlining this scope of responsibilities is in process. This stewardship model ensures the **long-term protection of public investment** and the continued availability of affordable homes for future generations.

The project is **fully consistent with the existing Sedro Woolley development code** and is near shovel-ready, with civil plans submitted and groundbreaking expected this year. **Site control is fully established**, as the developer owns the land outright and free of encumbrances. Creekside Commons will deliver homes in 2026. A **Homeowners Association** will maintain the property, with monthly HOA fees factored into the 60% AMI affordability analysis. This guarantees professional maintenance and long-term community stability. AMI thresholds used in this proposal are based on historical data to forecast 2026 affordability.

The attached Excel analysis demonstrates how varying levels of HB 1590 grant support translate into affordability outcomes. For example, based on today's market assumptions, an award of **\$712,932 will support 3 income-qualified households**; within the 2-bedroom homes, equating to **9 residents served**. The RJ Group is committed to setting aside as many homes as funding allows—up to the entirety of the project if resources are available.

The need for support is immediate, and the impact will be lasting. Creekside Commons directly advances the City of Sedro-Woolley's housing affordability goals and complies with all requirements of the HB 1590 RFP, including affordability term, qualifying populations, site control, and annual reporting.



was established in 2009 as a nonprofit community land trust [501(c)(3)] headquartered in Mount Vernon and Burlington, Washington. Its mission is to increase permanently affordable, owner-occupied homes and rental in Skagit County by balancing homeowner, neighborhood, and county interests. Home Trust of Skagit manages land and resale-restricted homes for individuals and families earning up to 80% of the area median income. It develops and stewards both owner-occupied and affordable rental housing through a transparent, community-driven process.

Primary funding sources include program service income and ground lease fees, augmented by grants and donor support. Governance is provided by a 12-to-15-member Board of Directors, equally representing homeowner leaseholders, general community members, and public interest appointees—ensuring accountability and balanced oversight. HTS performs stewardship duties such as assembling land, monitoring income eligibility, managing ground leases, overseeing resales at formula-determined prices, ensuring property upkeep, and providing homeowner education and support.

Home Trust of Skagit has in its portfolio currently 3 scattered home sites in Mount Vernon, 11 homes in a development in Mount Vernon called Summerlynd, and 14 home-owned units in a development called Channel Cove in La Conner. Also in Channel Cove are 18 rental units which are restricted at 50% AMI per a current contract with the Department of Commerce. HTS goals for the next few years are to get a pipeline going, with new homeownership opportunities, and potential land acquisition and new builds in the future

www.hometrustedofskagit.org



August 28, 2025

To Whom It May Concern:

I am Felicia Minto, current Executive Director of Home Trust of Skagit, and I am writing this letter to express our support for The RJ Group's utilization of Sedro-Woolley's funding from House Bill 1590 RFP. Utilization of these monies will make it possible to offer affordable housing in the Creekside Commons Development.

Home Trust of Skagit is a registered 501c3 Nonprofit Organization dedicated to providing affordable housing for qualified applicants at or below 80% AMI in Skagit County. As a Community Land Trust, we retain ownership of the land which allows the sale of homes with a fixed-rate resale formula to remain in the affordable market upon resale. We maintain an application process for new buyers and also administer a 99-year ground lease for the properties.

Home Trust of Skagit acquires homes in its portfolio in a number of ways, the most traditional way is we purchase the land, and contract with a builder. We also can acquire "fair market" homes through traditional purchase, and also through the donation of the land/home. Another way in which we add homes to our portfolio is through partnerships with for-profit developers, as such in this particular case for the proposed Creekside Commons Development in Sedro-Woolley.

Home Trust of Skagit is supportive of The RJ Group's development model Creekside Commons. It is our understanding and agreement with The RJ Group that we will be able to offer some of the homes in the Creekside Commons development at 80% AMI or less. Specifically, for grant monies awarded by the HB 1590 at 60% AMI. This is an important opportunity to make long-term affordable home ownership a real possibility for the local workforce in Sedro-Woolley.

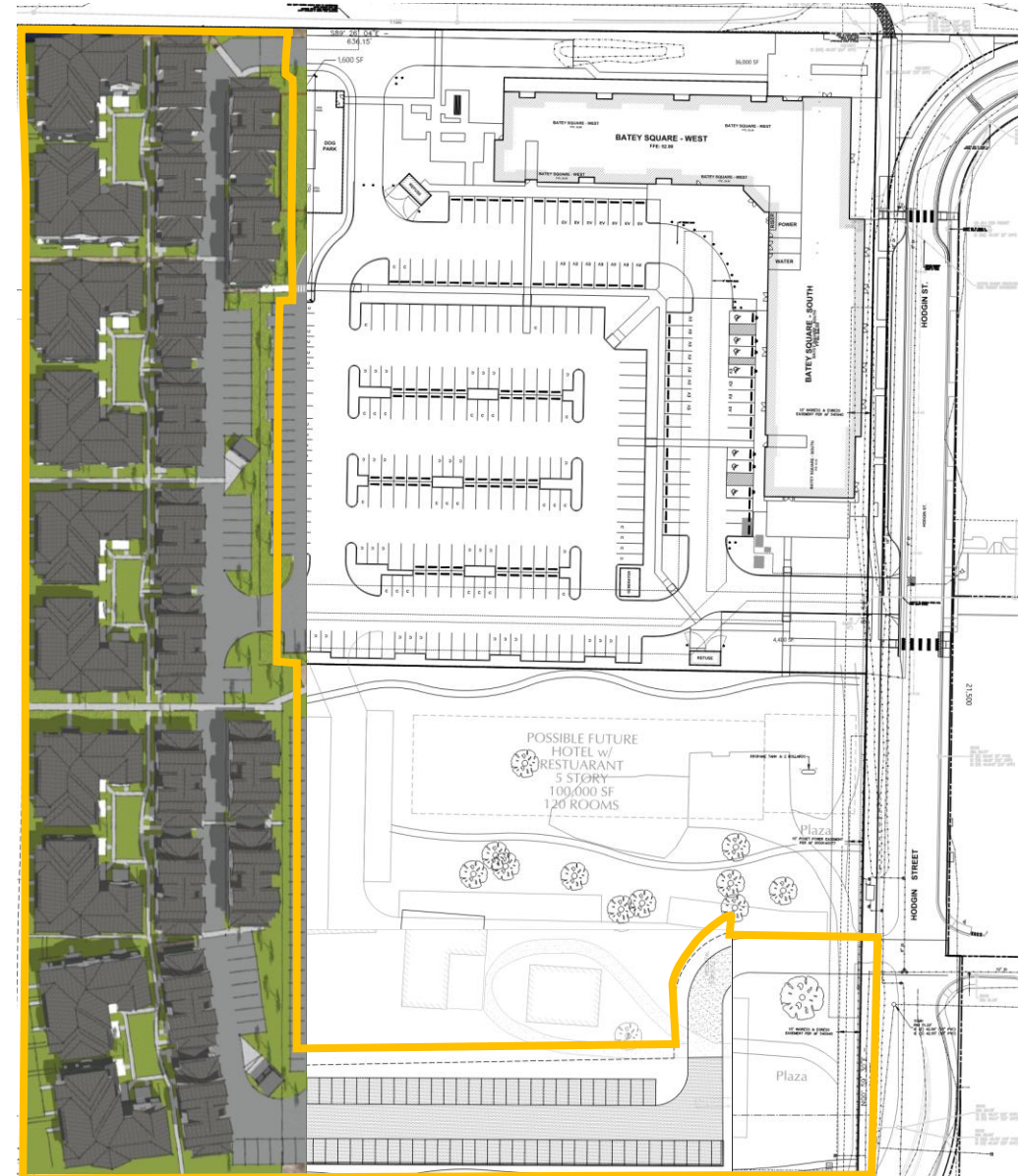
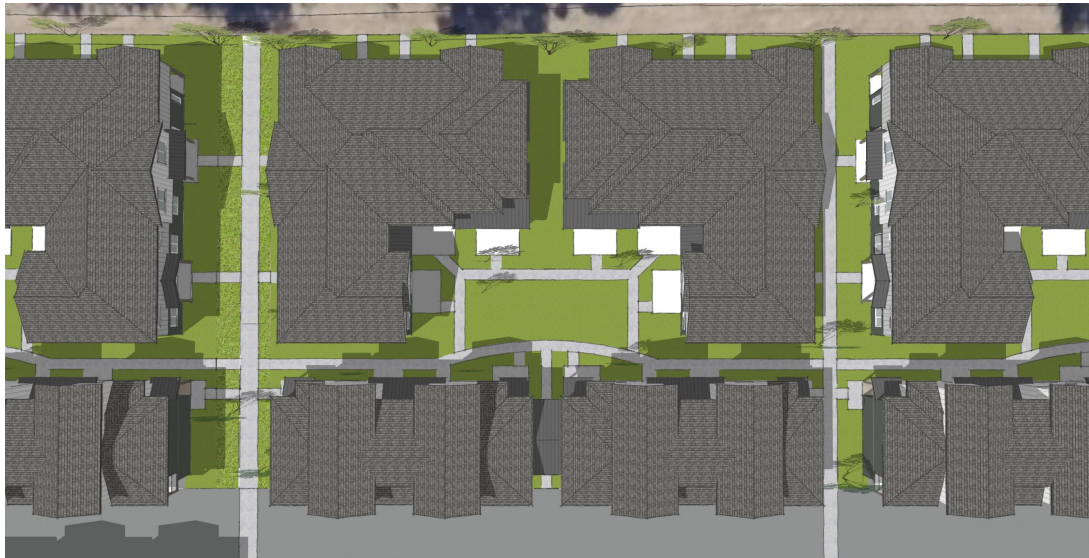
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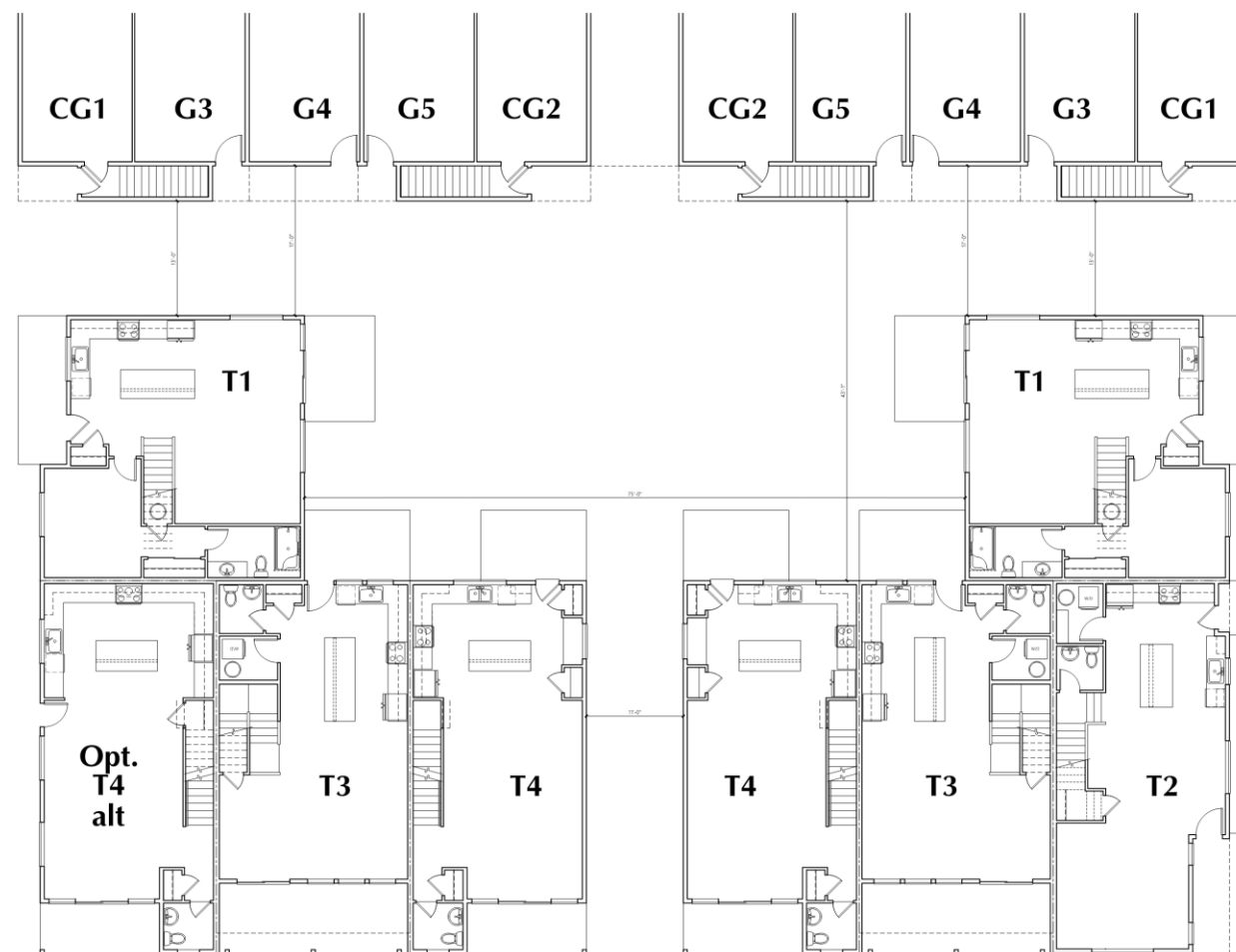
Sincerely,

Felicia Minto
Executive Director, Home Trust of Skagit
director@htskagit.org

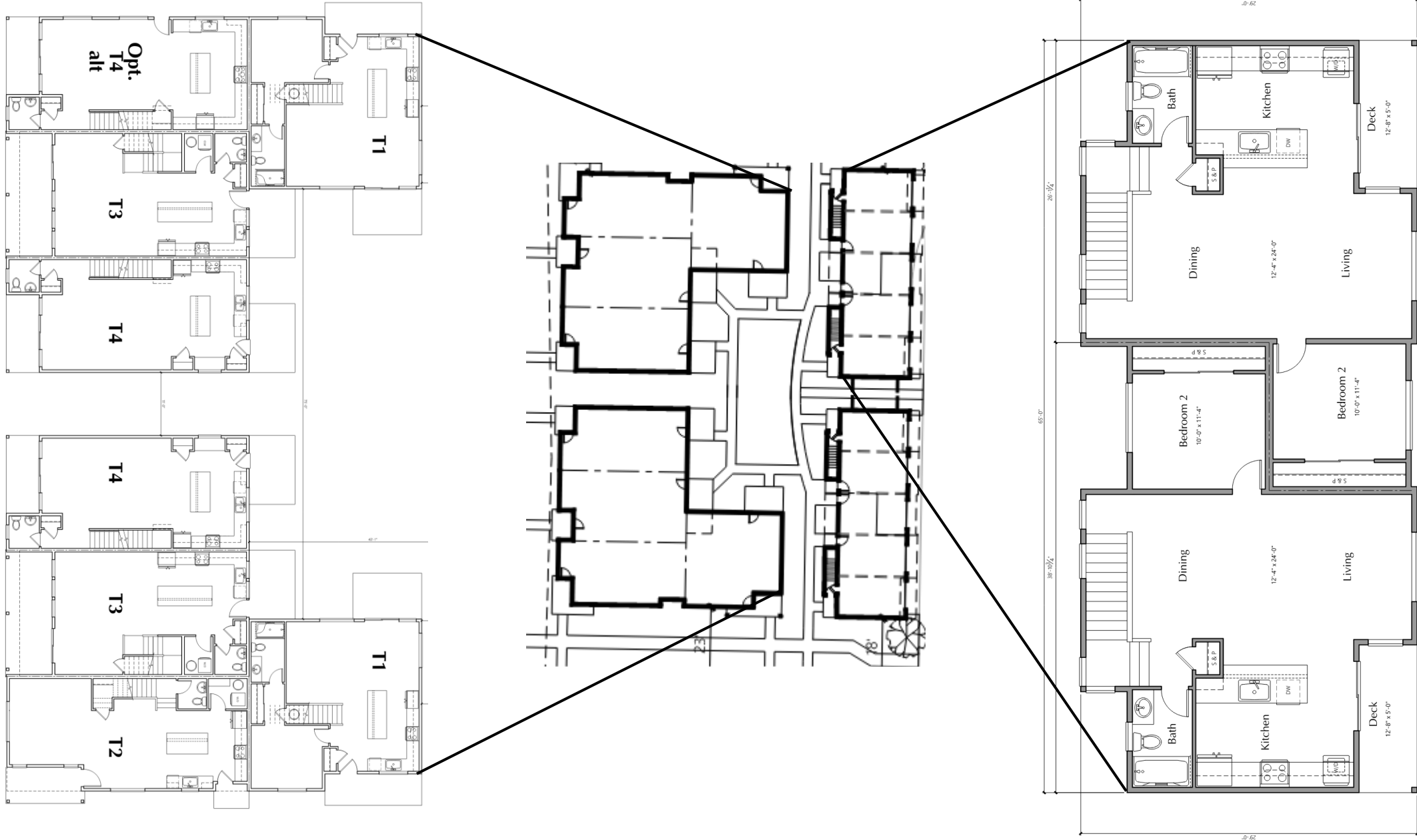


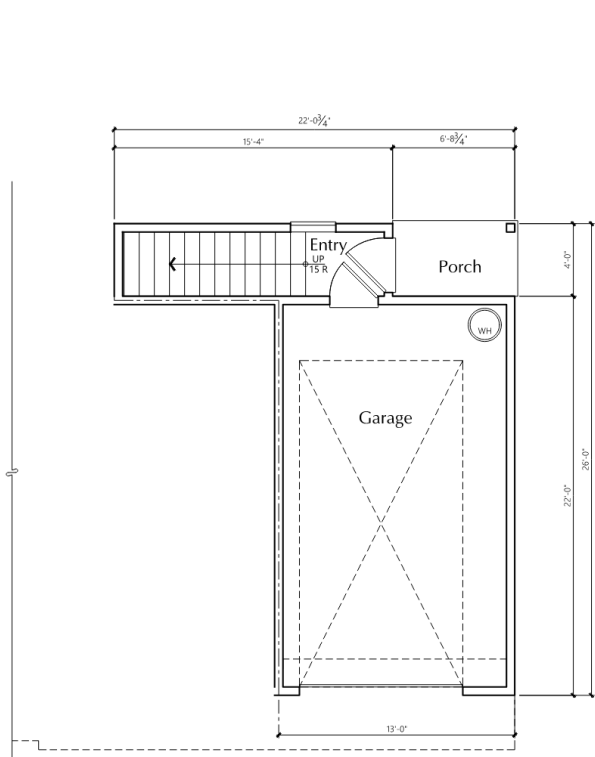
- **Parcel Number:** P37206
- **Zoning:** Urban Village Mixed-Use (UVMU)
- **Townhome & Apartment Units: 68**
 - 10 four-unit townhome buildings
 - 7 four-unit apartment buildings
- **Amenities:** Garages, Shared Dog Park, Walking Paths, Landscaped Courtyards
- Extensive Street and Sidewalk Improvements



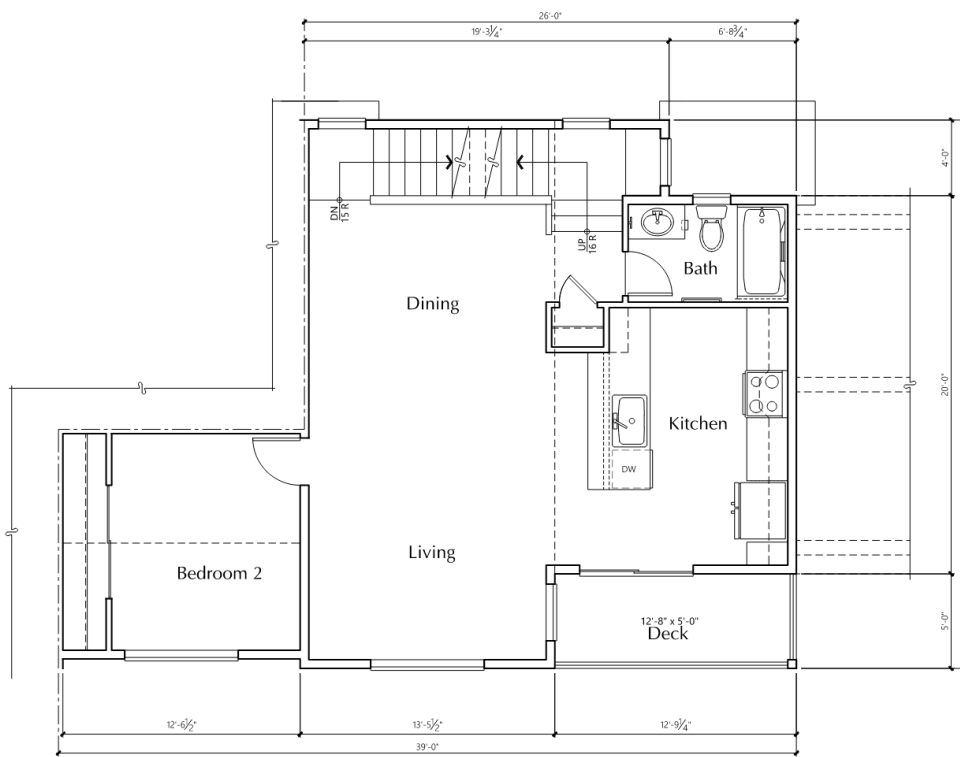


Courtyard Cluster

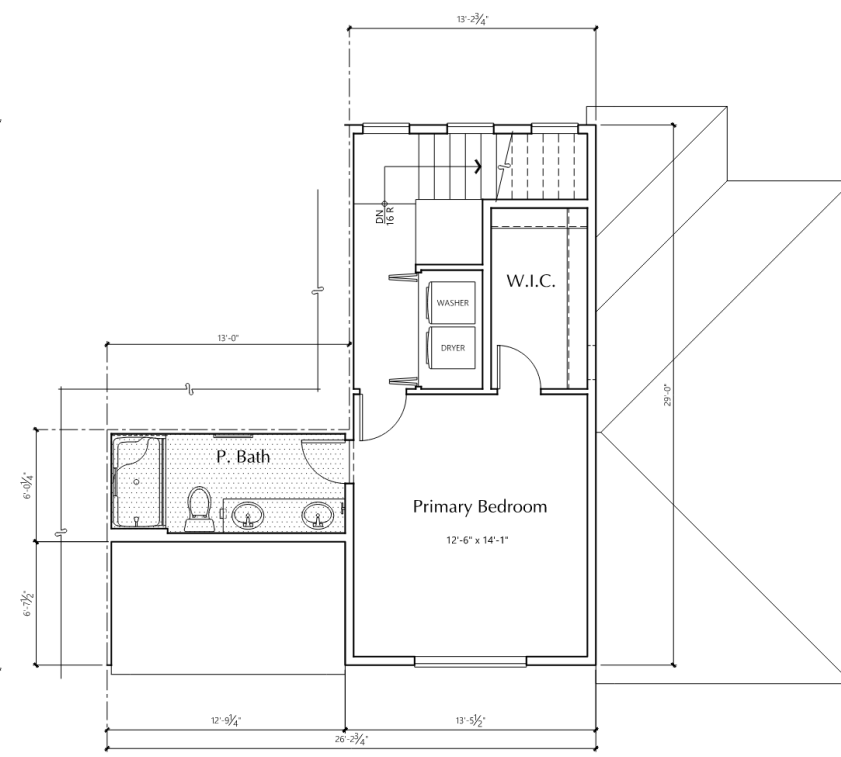




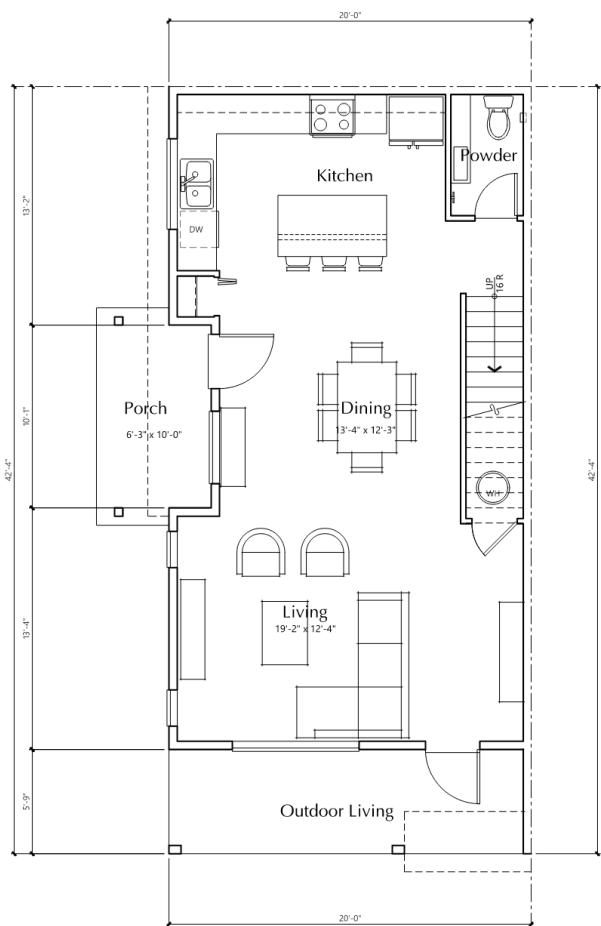
UNIT C2 LOWER LEVEL PLAN
1/4" = 1'-0"



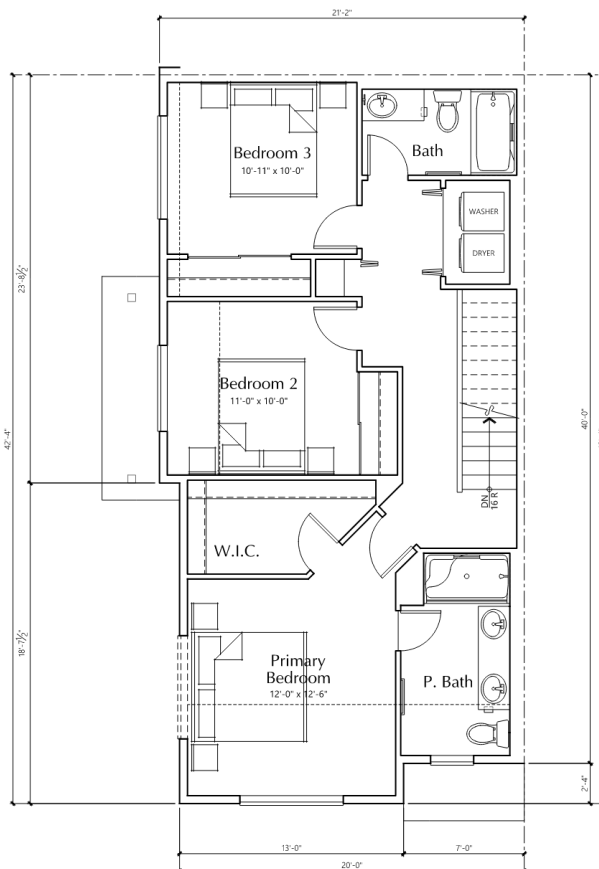
UNIT C2 MIDDLE LEVEL PLAN
1/4" = 1'-0"



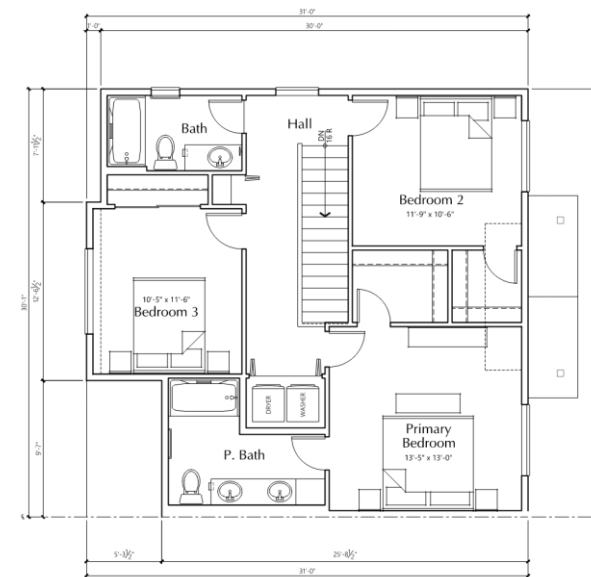
UNIT C2 UPPER LEVEL PLAN
1/4" = 1'-0"



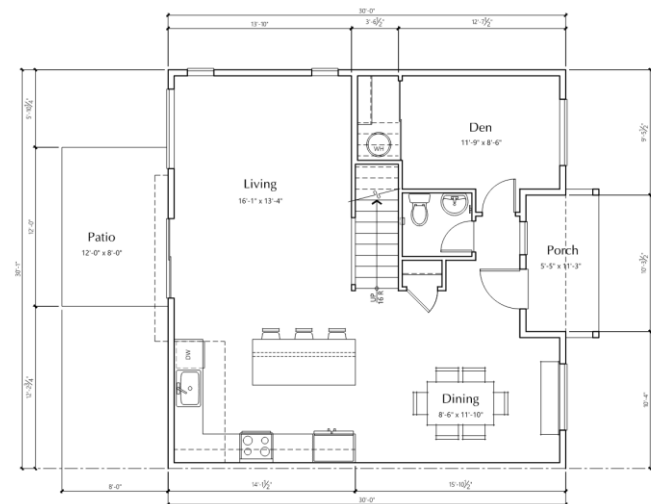
UNIT T20 LOWER LEVEL PLAN
1/4" = 1'-0"



UNIT T20 UPPER LEVEL PLAN
1/4" = 1'-0"



UNIT T10 UPPER LEVEL PLAN
1/4" = 1'-0"

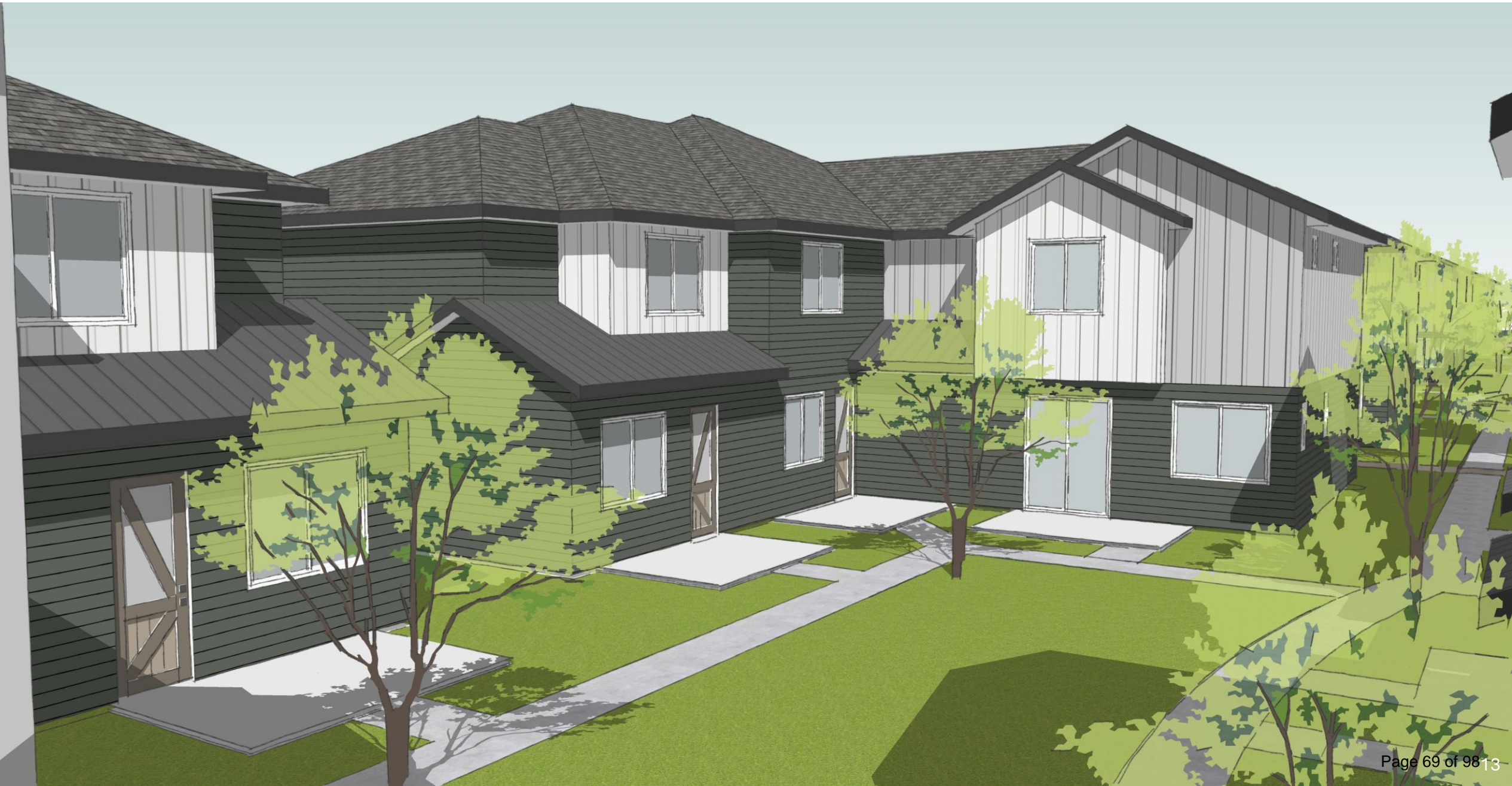


UNIT T10 LOWER LEVEL PLAN
1/4" = 1'-0"







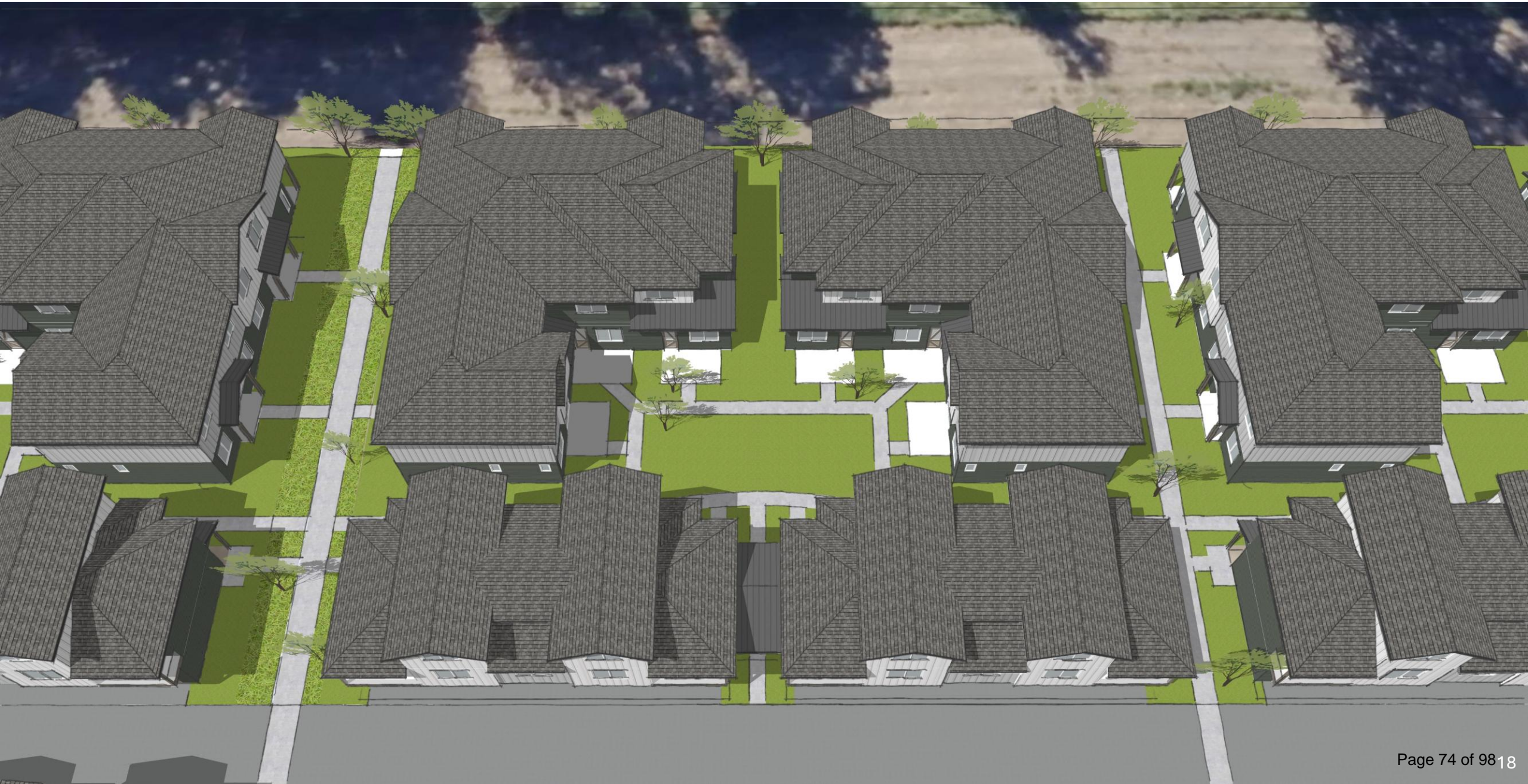


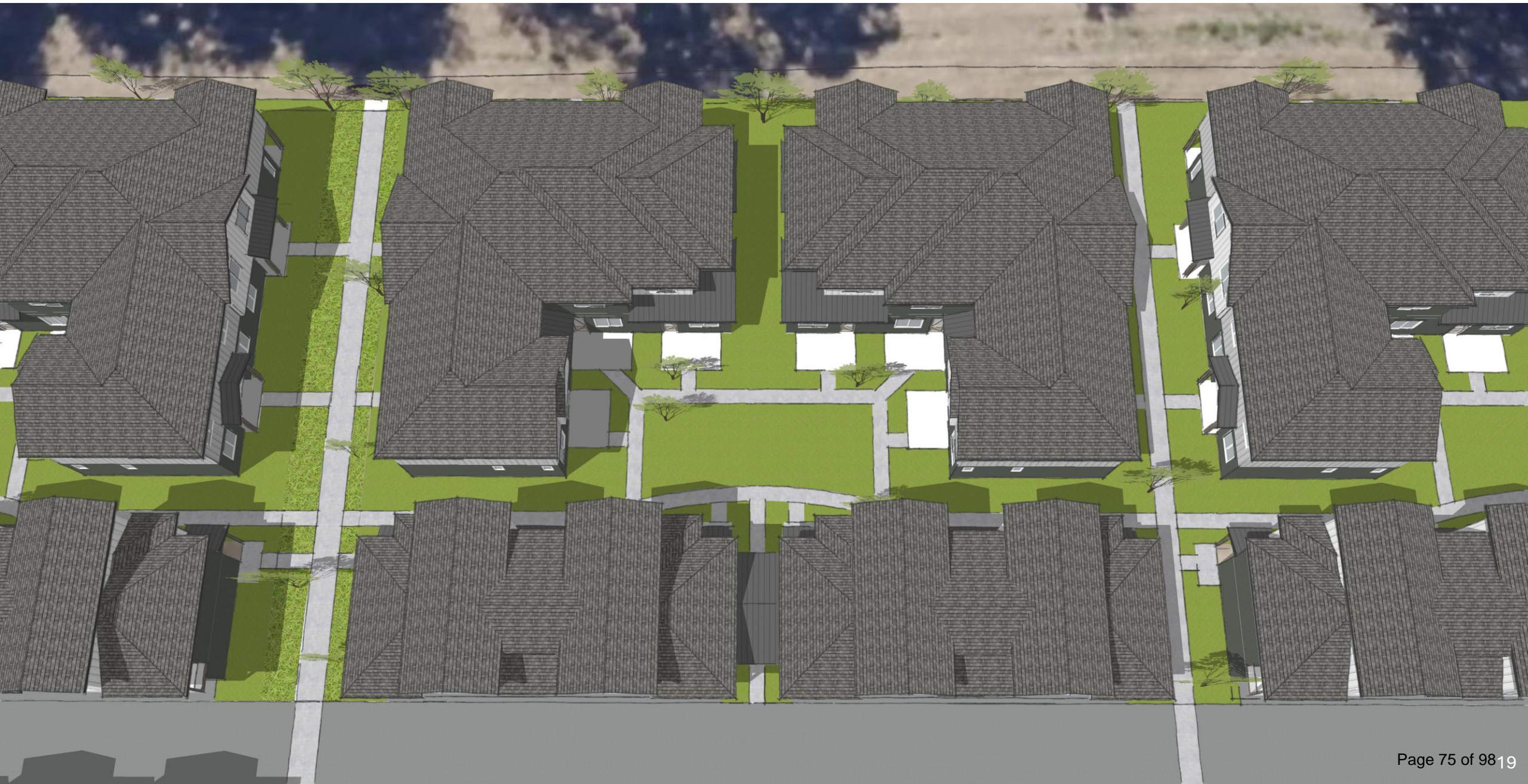




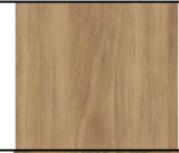
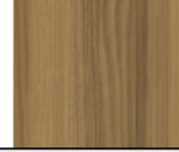










































Specifications	Product Name	Color	Location
Cabinets			
	Arauco Prism	Pelee Island Pear	Kitchen & Bath Vanities
	Arauco Prism	Karuna Ash-Velvet	Kitchen & Bath Vanities
LVT			
	Artisan Select	Croft Oak Natural	Main Floor, Bathrooms
	Artisan Select	State Rock Walnut	Main Floor, Bathrooms
Carpet			
	DuraSilk	Dune-75903	Bedrooms
Countertops			
	Luna Quartz	Carrara Grey	kitchen & bathrooms
	Luna Quartz	Fools Gold	kitchen & bathrooms








Specifications	Product Name	Color	Location
	Hopewell	Flat Black	All Drawers
Cabinet Hardware			
	Versa Mushroom	Flat Black	All Cabinets
Plumbing Hardware			
	Antoni	Matte Black	Kitchen
Plumbing Hardware			
	Trinsic Single Hole	Matte Black	Bathroom
Plumbing Hardware			
	Trinsic Monitor 14	Matte Black	Bathroom
Shower Insert			
	TSEA Plus	White	Bathroom
Commode			
	Windham Two-Piece Elongated	White	Bathroom







Specifications	Product Name	Color	Location
Bathroom Sink			
	Pozzo Ceramic Vanity Undermount Sink	White	Bathroom
Kitchen Sink			
	Pozzo Stainless Steel Sink	Satin Finish	Kitchen
Garbage Disposal			
	Badger 5 Food Waste Disposer	TBD	Kitchen
Water Heater			
	AeroTherm Series Heat Pump Water Heater	TBD	TBD
Wall Faucet			
	Anti-Siphon Wall Faucet	TBD	Patios
Bath Accessories			
	30" Towel Bar-Swirl	Matte Black	Bathroom
Bath Accessories			
	Robe Hook-Swirl	Matte Black	Bathroom

Specifications	Product Name	Color	Location
Bath Accessories			
	TP Holder-Swirl	Matte Black	Bathroom
Bath Accessories			
TBD	Towel Ring-Swirl	Matte Black	Bathroom
Bath Mirrors			
	Metal Frame Rectangular 24" x 36" Mirror	Black	Bathroom
Lighting			
	Bryson 3 Light 24" Vintage Bronze Vanity Light	Black & Bronze	Upstairs Bathroom
Lighting			
	Bryson 2 Light 15" Vintage Bronze Vanity Light	Black & Bronze	Powder Bath
Lighting			
	Bryson 1 Light 6" Vintage Bronze Mini Pendant Ceiling Light	Black & Bronze	Kitchen Island
Lighting			
	TBD	Black & Bronze	Bedrooms

Specifications	Product Name	Color	Location
Interior Door Hardware			
	Dummy Lever	Black	Interior
Pocket Door Hardware			
	TBD	Black	Interior Pocket Doors
Exterior Door			
	Smooth Fiberglass Door w/Low E Glass	TBD	Front Door
Exterior Door Hardware			
	Modern Handleset	Black	TBD
Exterior Back Door Keypad			
	Samtech T Keyless Entry Smart Lock with Door Handle	Black	Tri-Plexes & 4-Plexes
Exterior House Numbers			
	5" Floating	Gold Powder Coated Finish	Front Door
Appliances			
	36-inch Wide Side-by-Side -25 cu. Ft	Stainless	Kitchen

Specifications	Product Name	Color	Location
Appliances			
	Electric Range with Self Clean	Stainless	Kitchen
Appliances			
	Microwave Hood Combo with Electronic Touch Controls	Stainless	Kitchen
Appliances			
	Quiet Dishwasher with Boost Cycle	Stainless	Kitchen
Appliances			
	Front Load Washer w/Quick Wash Cycle	Stainless	Laundry
Appliances			
	Electric Wrinkle Shield Dryer	Stainless	Laundry
Wallpaper			
	Grass Vine- (Michele Norris): Spoonflower-Minimal Branches	TBD	Powder Baths
Wallpaper			
	Ferns: Spoonflower-Ferns	TBD	Powder Baths

Specifications	Product Name	Color	Location
Wallpaper			
	Minimalist Foliage Herringbone Style: Spoonflower-Black Vines	TBD	Powder Baths
Dumpster Enclosure			
	Split-Face Colors	Charcoal	TBD
Dumpster EnclosureRoofing			
	Metal Roofing	Basalt	TBD
Roofing			
	Timberline-GAF	Slate	TBD
Gutters & Downspouts			
	Aluminum Gutter	Black	TBD
HardiePlank Siding			
	Select Cedarmill	TBD	TBD
HardiePlank Siding			
	Rusticseries Hardi	Summer Wheat	Front Porch Door Wall Only

Specifications	Product Name	Color	Location
HardiShingle			
	Staggered Edge Panel	TBD	TBD
Windows			
	V300 Trinsic Series	Black	TBD
Window Treatments			
TBD	TBD	TBD	TBD
Interior Paint			
	TBD	Alabaster White	TBD
Exterior Paint			
ProMar...		Olympic Range, Charcoal Black Fox, Tricorn Black	TBD
Porch Lights			
	Resilience Lanterns	Black/Frosted Glass	Front Porch (Small), Courtyard (Small), Garage (Medium), Back Door (Medium)
Front Ceiling Porch Lights			
	TBD	Black	Front Porch



Thank you!

ROB JANICKI

RJANICKI@THERJGROUP.COM

360-770-4960

GARRETT MICHAEL

ME@GWMICHAEL.COM

425-765-9268

FELICIA MINTO

DIRECTOR@HTSKAGIT.ORG

360-428-0014



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Burlington WA 98233



Home Trust of Skagit



(360) 428-0014
www.HomeTrustofSkagit.org
OfficeMgr@HTSkagit.org

August 28, 2025

To Whom It May Concern:

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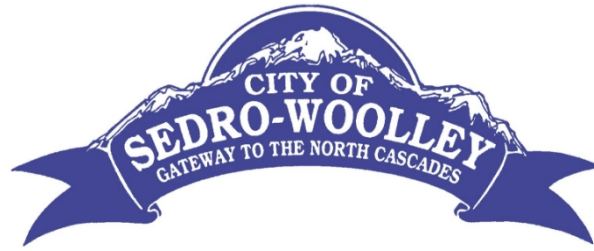
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Sincerely,



Felicia Minto
Executive Director, Home Trust of Skagit
director@htskagit.org





Agenda Item

Agenda Item No.: d.4.

Date: September 29, 2025

From: Charlie Bush, City Administrator

Subject: Deliberation by the Committee and Voting on a Recommendation to the Full City Council

RECOMMENDED ACTION:

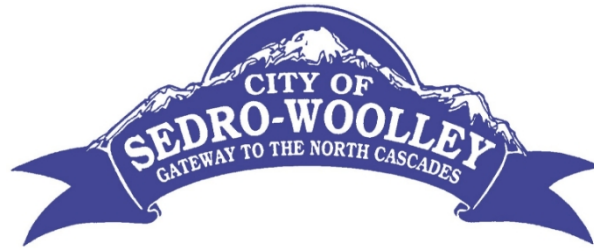
I move to recommend to the City Council that the City provide House Bill 1590 construction funding to (insert name of project(s)) in the amount of (insert amount for project(s)).

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

None



Agenda Item

Agenda Item No.: d.5.

Date: September 29, 2025

From: Charlie Bush, City Administrator

Subject: Additional Meeting Materials

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

This items are for reference and possible use during the meeting.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. RFP Scoring
2. House Bill 1590 Funding Options
3. City of Sedro-Woolley RFP 1590 2025 Update

City of Sedro-Woolley

1590 Written RFP Response Scoring Results

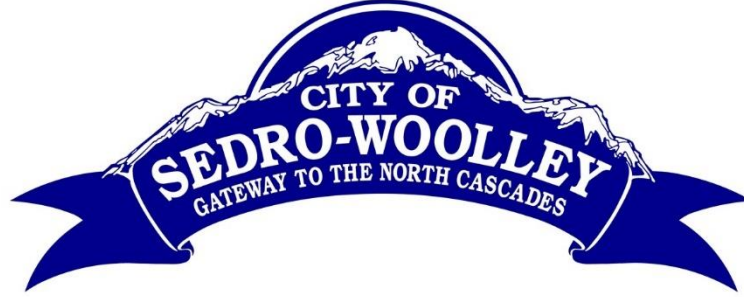
100 Point Maximum

All items scored by 3 City Council Committee members except for the staff section. Staff raters were Charlie Bush and Nicole McGowan.

Category	Max Score	YMCA	FP	RJ
Identified housing needs and investment priorities	10	6	10	10
Retention of affordability	20	5	12	20
Leverage and collaborate, and financial assessment	20	5	8	18
Staff evaluation - readiness to proceed/feasibility	20	15	19	15
Community impact	10	2	7	9
Property Management and Development Team Capacity	20	7	12	19
Total Score	100	39	68	91

House Bill 1590 Funding Options

Minimum of 60% of Funds Collected	Remainder of funds collected (up to 40%) – these are the funds
<p>Constructing affordable housing, which may include new units of affordable housing within an existing structure, and facilities providing housing-related services. Persons for which housing is constructed must be at or below 60% of the median income of the county. Persons must also be one of the following:</p> <ul style="list-style-type: none"> • Persons with behavioral health disabilities • Veterans • Senior citizens • Homeless, or at risk of being homeless, families with children • Unaccompanied homeless youth or young adults • Persons with disabilities • Domestic violence survivors 	<p>Operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services.</p>
<p>Constructing mental and behavioral health-related facilities</p>	
<p>Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers</p>	



REQUEST FOR PROPOSALS
2025 City Sales Tax Funds
for Affordable Housing

Sedro-Woolley City Hall

Mayor's Office

325 Metcalf Street | Sedro-Woolley, Washington 98284 | 360-855-9921

www.sedro-woolley.gov

1. INTRODUCTION

The City of Sedro-Woolley is inviting applications from qualified parties to increase the supply of affordable housing within the city. Through this Request for Proposals (RFP), applicants may apply for city funding from revenues generated by City sales tax for the development of affordable housing within the city.

Proposals may be submitted by a single organization that meets all the criteria or by a partnership between organizations that collectively meet all the criteria. If a proposal is submitted by a partnership, applicants must describe and delineate the roles of each of the organizations.

Allocation of financial assistance is a competitive process administered by the City of Sedro-Woolley with final decisions made by the City Council.

Selected proposals must be approved by the City Council and a contractual agreement must be in place before the disposition of funds. The City will negotiate the specific terms of the contract with the selected applicant(s). The contract shall contain adequate assurance to the City that funds will be used for affordable housing and assistance programs within the City. This may include covenant(s) limiting development on the property to that which has been approved. Annual reporting requirements to ensure compliance with the terms of the contract are required. The description of the project, drawings, and timeline, as refined through the negotiation process, will constitute the "Development Plan" included in the contract.

If the applicant fails to reach an agreement with the City within a reasonable period, as determined by the City, the City Council may reject the proposal and reserve its rights to re-advertise or enter direct negotiations with other qualified respondents to the RFP. The legislation for the disposition of funds is subject to approval by the City Council.

Please refer to **Section 8** of this RFP for a description of the application schedule. Applications that are deemed complete and meet eligibility criteria by City staff will be reviewed and evaluated by a subcommittee of the City Council with award recommendations forwarded to the full City Council as the final decision maker.

2. APPLYING FOR CITY SALES TAX FUNDS

The Sedro-Woolley City Council in 2021 ([SWMC 3.15.010](#), [Ordinance 1986-21](#)) approved a one-tenth of one percent increase in City sales tax for housing and related services consistent with RCW 82.14.530. The purpose of this local funding source is to support housing and related services in the City of Sedro-Woolley. Consistent with state law, housing created, and services provided with these funds are required to serve households earning sixty percent (60%) or less of Area Median Income (AMI) and fall within specific population groups as described in Section 6 of this RFP. **The City of Sedro-Woolley estimates over \$550,000 to be available for funding at the time of applications being approved by the City Council on November 12th. However, the City is open to considering funding proposals that exceed the expected lump sum funding amount if the funds are allocated over multiple years in amounts not exceeding the City's House Bill 1590 revenue stream.**

Requests for City sales tax funds must meet City code requirements, align with the City Comprehensive Plan, and demonstrate site control to be considered.

4. APPLICATION SUBMISSION DETAILS

Grant applications are available via this link: [1590 Funding Application](#)

A paper version of the application is also available at the Finance Department in City Hall. All applicants must submit an electronic copy of the full application. Applications be downloaded and completed or filled in by hand and scanned, and must be emailed to City Administrator Charlie Bush at cbush@sedro-woolley.gov. Please contact Mr. Bush if you have difficulty submitting your application.

Submissions must be received by 5:00 p.m. on August 31, 2025. Any applications received after the deadline will not be accepted or considered.

5. APPLICATION REVIEW AND SELECTION PROCESS

City staff will review applications to ensure they are complete and responsive to the RFP. **If a proposal is found to be incomplete, the City reserves the right, at its sole discretion, to request the applicant to submit the missing information as an alternative to rejecting the proposal as nonresponsive.**

If deemed complete and eligible, staff will prepare an analysis for each proposal. Applicants will be informed by September 19, 2025, of the results of the review process by city staff. Eligible applications will be posted on the City of Sedro-Woolley website.

The complete application and staff analysis will be provided to the subcommittee of the City Council to assist in making property allocation recommendations to the City Council.

The subcommittee of the City Council will hold in-person interviews with applicants to present their proposals and answer questions from the subcommittee.

Following interviews with the applicants and deliberations, the subcommittee of the City Council will make recommendations to the full City Council. The City Council is the final decision maker on funding allocations.

Applicants are advised the City of Sedro-Woolley is required to comply with Chapter 42.56 RCW, Public Records Act. This means that information an Applicant submits to the city may be subject to disclosure as a public record. Applicants shall agree to waive any claims or potential claims against the City it may have as a result of disclosure of any information contained in their application.

6. ELIGIBILITY AND PROPOSAL REQUIREMENTS

Consideration of a funding request requires the following:

1. To be eligible for consideration, applications must be complete, must meet all requirements, and must be submitted on or before the posted deadline according to the instructions.
2. If the City determines the application deficient, Applicants may receive a single, time-limited opportunity to address deficiencies within the application.
3. Applicants are required to update their applications with any material changes impacting the project or the organization that occur after the application has been submitted.

A. ELIGIBILITY REQUIREMENTS

<p>Eligible households – City sales tax funds</p>	<p>60% AMI or below (see description in subsection B below) and within any of the following population groups:</p> <ul style="list-style-type: none"> • Persons with behavioral health disabilities • Veterans • Senior citizens • Homeless, or at risk of being homeless, families with children. • Unaccompanied homeless youth or young adults • Persons with disabilities • Domestic violence survivors
<p>Eligible applicants</p>	<ul style="list-style-type: none"> • 501(c)(3) non-profit organization • Private developer/builder • Public Housing Authority • Public Development Authority • Local Government
<p>Types of projects/activities</p>	<ul style="list-style-type: none"> • Affordable Housing which may include: <ul style="list-style-type: none"> ○ Emergency Housing ○ Transitional Housing ○ Supportive Housing ○ New affordable units within an existing structure ○ Land acquisition for these purposes. • Constructing or acquiring behavioral health facilities or acquiring land for this purpose • Funding operations and maintenance costs which may include new units of: <ul style="list-style-type: none"> ○ New units of affordable housing ○ Facilities where housing-related programs are provided. ○ Newly constructed evaluation and treatment centers

Compliance with City regulations and consistency with the Comprehensive Plan	<ul style="list-style-type: none"> • Sedro-Woolley City Code – Land Development Code, Zoning, Public Works Standards, etc. • Goals, Objectives, and Policies of Sedro-Woolley Comprehensive Plan
Compliance with previous financial awards	If applicable, compliance with previous funding agreements and affordability covenants, including timely reporting.
Fund amount	Financial award amounts vary and are proportional to the number of affordable units, retention of affordability, and level of affordability.
Appraisal	Acquisition activities (real property) require the submission of a certified appraisal.
Site control	Show owner of real property owns it free and clear of encumbrances, or although the owner does not own clear title, it is nevertheless within the power of the owner to convey clear title.
Location	Projects must be located within the city limits of Sedro-Woolley.
Retention of affordability	A minimum affordability retention of 25 years is required for projects awarded City funds.

B. ELIGIBLE HOUSEHOLDS

All Sedro-Woolley-supported housing developments must serve households deemed eligible by the Revised Code of Washington (RCW) 82.14.530. This RCW states City sales tax funds must serve households that earn no more than sixty percent (60%) of Skagit County’s median income. However, Applicants may submit mixed-income housing development proposals serving eligible households proportional to the City's financial assistance. For example, if twenty-five percent (25%) of the units in the project will serve households that earn no more than sixty percent (60%) of the median income and fit within one of the eligible population groups, the applicant may qualify for City financial assistance up to twenty-five percent (25%) of the total cost of the development.

Median income, which is also referred to as Area Median Income (AMI), for areas throughout the United States is calculated yearly by the United States Department of Housing and Urban Development (HUD). In addition, AMI HUD provides annual income limits adjusted by household size because income limits are intended to be higher for larger families and lower for smaller families.

Many Washington State housing programs use HUD’s AMI as a variable to qualify individuals and families for housing. The table below uses HUD’s 2024 AMI for Sedro-Woolley of \$102,800.

Table 1-- Income Limits by Household Size Using HUD’s Median Family Income*

Household income	Persons in Family							
	1	2	3	4	5	6	7	8
60% AMI	\$42,060	\$48,060	\$54,120	\$60,120	\$64,920	\$69,720	\$74,580	\$79,380

*2024 Skagit County Median Family Income from HUD 's Office of Policy Development and Research (PD&R)

Residential development projects that are awarded City financial assistance will be expected to submit annual reports identifying household incomes and rents consistent with the annual HUD-provided income and rent limits.

7. EVALUATION CRITERIA

The subcommittee of the Sedro-Woolley City Council, the Mayor's Office staff, and staff from the Planning & Building Department will evaluate each of the criteria below on a scale of 0 to 5 points (see the point descriptions below the evaluation criteria table). The scores will be weighted based on the percentage assigned in the table below for a total of 100 percent. Scores will be used as a guide for prioritization of projects by the subcommittee of the City Council. The Sedro-Woolley City Council will make final funding and property contribution decisions.

The City of Sedro-Woolley reserves the right to reject any or all proposals, revise the request for proposal including evaluation criteria, or postpone the selection of any proposal at its sole discretion without cause.

EVALUATION CRITERIA	CATAGORIES	PERCENT
Identified housing needs and investment priorities	<p>Proposals must serve population groups identified by RCW 82.14.530 that earn no more than 60% of AMI and within any of the following groups:</p> <ul style="list-style-type: none"> • Persons with behavioral health disabilities • Veterans • Senior citizens • Homeless, or at risk of being homeless, families with children. • Unaccompanied homeless youth or young adults. • Persons with disabilities • Domestic violence survivors 	10%
Retention of affordability	<p>Length of time committed to affordability in relation to the amount of funding request (minimum affordability retention period of 25 years):</p> <ul style="list-style-type: none"> • Annual affordability reporting requirements • Immediate vs. long-term impact 	20%
Leverage and collaboration, and financial assessment (other financing and in-kind contributions; collaboration between developers, housing organizations, other jurisdictions, and neighboring properties)	<p>Leverage and collaboration may include:</p> <ul style="list-style-type: none"> • Amount of other funds committed/expected. • Amount of in-kind contributions • Letters of support • Public/private partnerships • Confirmation of funding • Building cost (total cost, cost/unit, cost/square foot) • Cost-effectiveness (City subsidy/unit, other sources/unit, City subsidy vs. total cost, other subsidy(ies) vs. total cost) 	20%
Staff evaluation - readiness to proceed/feasibility. (This criterion will be evaluated by staff)	<p>Depending on the project/activity this will include:</p> <ul style="list-style-type: none"> • Site control (assumed site control on City-owned properties) • Scope of work • Expected planning and/or zoning approval timeframe. • Construction start date • Expected project completion date. • Project timeline 	20%
Community impact (tangible benefit to the community as well as intended beneficiaries)	<ul style="list-style-type: none"> • Housing type (i.e. studio, 1, and 2-bedroom units) • Number of units • Access to services and amenities (transit, employment opportunities, shopping, etc.) • Opportunities for beneficiaries to build financial stability. • Dispersed throughout City • Project/activity promotes a sense of place and community. • Creates diverse housing capacity 	10%

<p>Property Management and Development Team Capacity (developer, architect, financing partners, general contractor, construction management, and property management)</p>	<p>The development and property management teams have the skills, resources, and capacity to achieve the proposed activity, including:</p> <ul style="list-style-type: none"> • Demonstrated experience on projects/programs of similar size and scope. • Demonstrate property management plan. • Capacity to manage the program (applicant screening, reporting capability) • Property maintenance plan • Qualified staff 	<p style="text-align: center;">20%</p>
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8. TENTATIVE APPLICATION SCHEDULE

The process follows the tentative schedule listed below. Actual timing is dependent upon applicant responsiveness and meeting schedules. Staff may extend or modify the process including, for example, extending the review period or document preparation in consideration of a project’s readiness to proceed or due to timeliness of the receipt of information. Time-sensitive funding requests may be accepted anytime during the year. However, the city intends to follow the same application process but may choose to with an expedited timeline.

ACTIVITY	TIMELINE
Before funding application submittal	
Request for proposals posted on the city website and email notification sent to partners. <i>Please contact staff to be added to the funding notice distribution list.</i>	Tuesday, July 29 th , 2025
Application review	
Funding Applications are submitted by 5:00 p.m.	Sunday, August 31 st , 2025
Staff verifies eligibility, completeness, and feasibility of applications.	September 11 th , 2025
Applicants with proposals deemed qualified are notified.	September 19 th , 2025
Qualified applications are posted on the city website.	September 22 nd , 2025
Staff analysis submitted to a subcommittee of the Sedro-Woolley City Council for consideration.	September 30 th , 2025
Subcommittee of Sedro-Woolley City Council Meeting- applicant presentations	October 21 st , 2025
Subcommittee of Sedro-Woolley City Council deliberation and recommendation	October 21 st , 2025
Recommendation submitted to City Council. Council Deliberation and Approval	November 12 th , 2025 November 12 th , 2025
Following City Council funding decisions	
Allocation notice sent to the applicant and posted on the city website.	November 17 th , 2025
Meeting with funding recipient and review of financial information.	December 1 – 5, 2025
Funding documents (agreement, covenant, promissory note, as applicable) drafted by City staff and shared with the applicant for review.	September 8 – December 31, 2025
The contract signed by the applicant and returned to the City.	January 9 th , 2026
City executes agreement	January 14 th , 2026
Funds available for release or reimbursement	January 29 th , 2026

9. FUND AVAILABILITY

All funding awards are contingent upon the receipt of funds under which the award is issued. The City assumes no liability to the awardee, its contractors, its agents, or further obligations to the awardee in the event anticipated program funds are retracted or otherwise unavailable for their intended purposes.

10. FUND ALLOCATION:

1. Funds allocated may be provided in the form of a reimbursable grant regulated by agreed-upon contractual provisions as required in section 1 of this RFP.

11. COST OVERRUNS

The City may increase a funding award up to ten percent (10%) of the original award to account for project cost overruns if the following conditions have been adequately demonstrated by the awardee: Cost overruns were unanticipated and outside of the control of the awardee, and the project would be unacceptably compromised without the additional investment.

12. SUPPLEMENTAL FUNDING

Supplemental funding may be awarded only if the applicant can demonstrate substantial and material changes to the project design or project funding sources.

13. FUND RECOVERY

Any awarded funds received exceeding eligible expenses for a project or program will be recovered and returned to the City for redistribution.

14. EXTENSIONS AND WAIVERS

Award agreements may be extended at the City's sole discretion upon written request of the awardee. The City has the discretion to waive all or certain conditions to an award. The extension or waiver request must provide evidence of unforeseen circumstances and adequate progress in achieving the desired outcomes.

15. DISCLAIMERS AND DISCLOSURE

This RFP does not constitute an offer, a commitment, or an offer to contract. The City of Sedro-Woolley reserves the right to pursue all ideas generated through this process, alter timelines, amend, or retract the RFP, and/or reject any submissions.

Upon delivery, all proposals and related materials become the property of the City and are public records subject to public disclosure unless specifically exempted.

As a condition to applying, an applicant must stipulate that the City will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties, nor for any use of information or materials by third parties and shall agree to waive any future claims relating to from such disclosure.

All preparation costs and related expenses are at the sole risk of the applicant. No applicant shall have any claim against the City for costs incurred in responding to this RFP or in any negotiations, modifications, presentations, or other actions to secure a contract for transfer of funds. Unless and until a contract has been duly authorized by ordinance and signed by the City and the applicant, the City shall retain the right to terminate the RFP process.

16. Definitions and Acronyms

Area Median Income (AMI): Area Median Income (AMI) is an income estimate of the midpoint of an area's income distribution developed with U.S. Census data and an inflation factor based on the Congressional Budget Office (CBO) forecast of the national Consumer Price Index (CPI). The U.S. Department of Housing and Urban Development (HUD) calculates and releases this data on a yearly basis. The terms Median Family Income (MFI) and AMI are interchangeable and have the same meaning for most federal programs.

HUD: United States Department of Housing and Urban Development

Revised Code of Washington (RCW): Revised Code of Washington (RCW) is the compilation of all permanent laws now in force. It is a codification of Washington Session Laws (enacted by the Legislature and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts.

RFP: Request for Proposals