



Next Ord:2109-25
Next Res:1170-25

CITY COUNCIL STUDY SESSION AGENDA

November 5, 2025

6:00 PM

Sedro-Woolley Municipal Building

Council Chambers

325 Metcalf Street

- a. Call to Order**
- b. Pledge of Allegiance**
- c. Roll Call**
- d. Introduction of Special Guests and Presentation**
- e. Unfinished Business**
 - 1. House Bill 1590 RFP Additional Project Funding Options
- f. New Business**
 - 1. Housing and Human Services Funding Requests
 - 2. Ordinance 2108-25 - 2026 Property Tax - 1st Read

g. Public Comments

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public Comment' until 4:30pm the day before the meeting.

h. Adjournment

Next Meeting(s) City Council and Planning and Business Development Committee - November 12, 2025

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

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.

Join Zoom Meeting:

City of Sedro-Woolley

City Council - November 5, 2025

<https://zoom.us/j/91786850179?pwd=Vys0Y29XalZmQTRmemJBM2txVDIUQT09>

or dial by location at:

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+1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179

Passcode: 091845



City Council Agenda Item

Agenda Item No.: e.1.

Date: November 5, 2025

From: Charlie Bush, City Administrator, Thomas Glover, Community Development Director, Nicole McGowan, Planner

Subject: House Bill 1590 RFP Additional Project Funding Options

RECOMMENDED ACTION:

Based upon additional analysis and information received following the Housing Advisory Committee meeting, and conversation amongst Committee members at that meeting, staff recommends the full Council consider moving to fund the remaining two projects requests in 2025 with \$200,000 from the City Council's Strategic Reserve Fund or General Fund fund balance. Staff flagged this topic as a conversation that would be brought back to the City Council when the Council considered the allocation of 1590 funds to RJ Group at a recent meeting. If the Council decides to move forward with action, motion to authorize Mayor Johnson to execute an agreement regarding the provision of affordable housing services (include the agency, amount of the contract authorized and the funding source).

BACKGROUND/SUMMARY INFORMATION:

During the summer and early fall, the City of Sedro-Woolley conducted its first Request for Proposals (RFP) related to House Bill 1590 Capital (bricks and mortar) funding. The City received three proposals. Each is attached, along with the original RFP, guidance regarding spending options for 1590 funds, Committee scoring, and a report on fund balances for the City's 1590 funds.

On October 1, 2025, the City Council's Housing Advisory Committee, comprised of Council members Lavacca, Henderson, and Diamond, met to review the proposals. After presentations from each party, the Committee unanimously recommended funding a proposal by the RJ Group, in partnership with the Home Trust of Skagit. Their proposal would create three, and possibly up to 4, units of affordable housing at 60 percent of Area Median Income (AMI). The Committee expressed a desire to fulfill its upcoming Comprehensive Plan housing targets and voiced support of the private funds used to leverage affordability in the RJ Group project.

Committee members also mentioned that there could be other possible funding sources for the remaining projects during the meeting.

Since the meeting occurred, Family Promise contacted City staff and revised its 2025 request down from \$350,000 to complete the remaining site work on their project to \$125,000. This is a result of continued successful fundraising, including \$75,000 in funding provided by the City of Mount Vernon's 1590 program. At build-out, Family Promise's project would create 14 units of transitional housing in the

30% AMI and below category, the area of greatest need demonstrated in the City's draft Comprehensive Plan. Staff followed up with the City's Comprehensive Plan consultants and the Department of Commerce leading up to this meeting to clarify if the units created by Family Promise's project would count towards the City's future housing targets, response here:

RCW 36.70A.070(2) requires jurisdictions to plan for the following income levels and specific housing needs:

- Moderate income (80-120% AMI)
- Low income (50-80% AMI)
- Very low income (30-50% AMI)
- Extremely low income (0-30% AMI)
- Permanent supportive housing – a separate 0-30% AMI housing need category (0-30% AMI PSH)
- Emergency housing and emergency shelter.

Transitional housing fits in the Extremely Low-income (0-30% AMI) category. Permanent supportive housing (PSH) is a separate 0-30% AMI housing need category, as those households typically serve households making 0-30% AMI. PSH can be used to meet the growth targets for the 0-30% AMI PSH needs. Transitional housing can be counted towards the 0-30% AMI target.

YMCA's request remains at \$75,000 for a project that would serve homeless youth and youth at risk of homelessness. While YMCA's project could utilize 1590 capital funding, it is better suited to receive funding via the City's General Fund. 1590 capital funds would require a 25-year guarantee on YMCA's project towards supporting affordable housing. If YMCA left the library building, the City would have to satisfy that guarantee itself or with another provider. Using General Fund funding, no such guarantee is required, simplifying the contracting relationship. In addition, YMCA occupies a City building. An investment in that building would retain public value even if YMCA no longer operated there at some point in the future.

As a result of Family Promise's reduced request, the total amount needed to fund both of these projects is \$200,000. Both projects are one-time investments and are appropriate to receive one-time funding (ongoing funding is not required). Using one-time funding for one-time investments is a budgeting best practice that the City has used consistently in the past on projects like those funded through the American Rescue Plan Act (ARPA) and on Olmsted Park. Staff recommend that the full City Council consider one-time funding from the City Council's Strategic Reserve to satisfy this remaining need. An alternative option would be to utilize \$200,000 in one-time funding from the City's General Fund fund balance, which is currently well above the Council's adopted policy level.

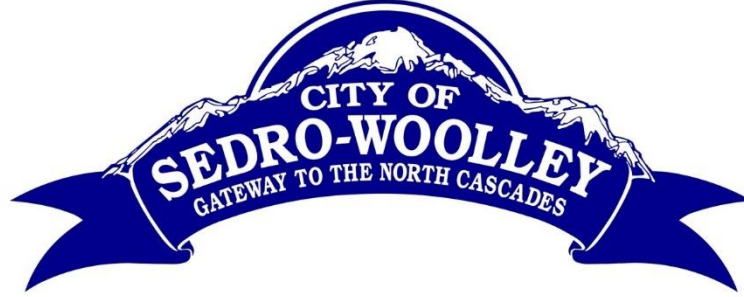
FISCAL IMPACT, IF APPROPRIATE:

\$611,000 from the City's 1590 Capital Funding for RJ Group and Home Trust of Skagit's project, leaving a balance of \$1,593 in capital funds remaining as of September 30, 2025.

If the Council were to allocate \$200,000 from the City Council's Strategic Reserve, \$1,651 would remain in that fund as of October 16, 2025. If the Council were to utilize the General Fund fund balance, the 2025 projected ending balance is \$5,314,154, or 35.4 percent of the total General Fund budgeted expenditures. The revised level would be \$5,114,154, or 33.6 percent of the total General Fund budgeted expenditures. The City Council's adopted fund policy balance requirement is 12 percent.

ATTACHMENTS:

1. City of Sedro-Woolley RFP 1590 2025 Update
2. RFP Scoring
3. House Bill 1590 Funding Options
4. Fund Balances
5. SkagitYMCA
6. FamilyPromiseSkagitValley



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

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>	

House Bill 1590 Funding Summary

Updated 9.23.2025
551.00.00.117

Actuals		Revenues	Amount
Year	Month		
2022	March - December		225,236.15
2023	January - June		125,324.95
2023	July - December		137,743.99
2024	January - June		138,257.27
2024	July - December		155,783.33
2025	January - June		153,350.47
2025	July - August		56,829.33
Total			993,525.49

Revenues	Amount
YTD Revenue (as of August 31, 2025)	993,525.49
40% Operational	397,410.20
60% Bricks and Mortar	596,115.29

40% Operational					
Organization	Authorized	2024 Expenditures	2025 YTD Expenditures	Total Expenditures	Remaining
Skagit County NOFA	97,210	97,211		97,211	(1)
Family Promise	104,800		81,863	81,863	22,937
Helping Hands Food Bank	40,000		39,781	39,781	219
Skagit Valley Family YMCA	100,000	7,700	53,900	61,600	38,400
Total	342,010	104,911	175,544	280,455	61,555
40% of Year to Date Revenue	397,410.20				
Estimated Revenue through August 2025 minus Authorized	55,400.32				

60% Brick and Mortar					
Organization	Authorized	2024 Expenditures	2025 YTD Expenditures	Total Expenditures	Remaining
Total	-	-	-	-	-
60% of Year-to-Date Revenue	596,115.29				
Estimated Revenue through August 2025 minus Authorized	596,115.29				
Current Cash (as of 9.23.2025)	713,070.37				

2025 Projection	323,677
2026 Projection	339,861

Current Fund 118 National Opioid Settlement balance is \$102,063.34.

Below is a quick summary of current financial position for 1406 (Fund 116), 1590 (Fund 117), and opioid (Fund 118).

House Bill 1406 Funding Summary

Fund 116

Year	Revenues		Expenditures	
	Amount	Family Promise	Fund Balance	
2020	3,902.07		3,902.07	
2021	18,572.95		22,475.02	
2022	14,380.92		36,855.94	
2023	14,078.85	10,389	40,545.79	
2024	15,460.63	24,979	31,027.81	
2025 YTD August	6,849.79	6,161	31,716.60	
2025 September to December Estimate	8,773.55		40,490.15	
Totals	82,018.76	41,528.61	40,490.15	

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



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[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

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

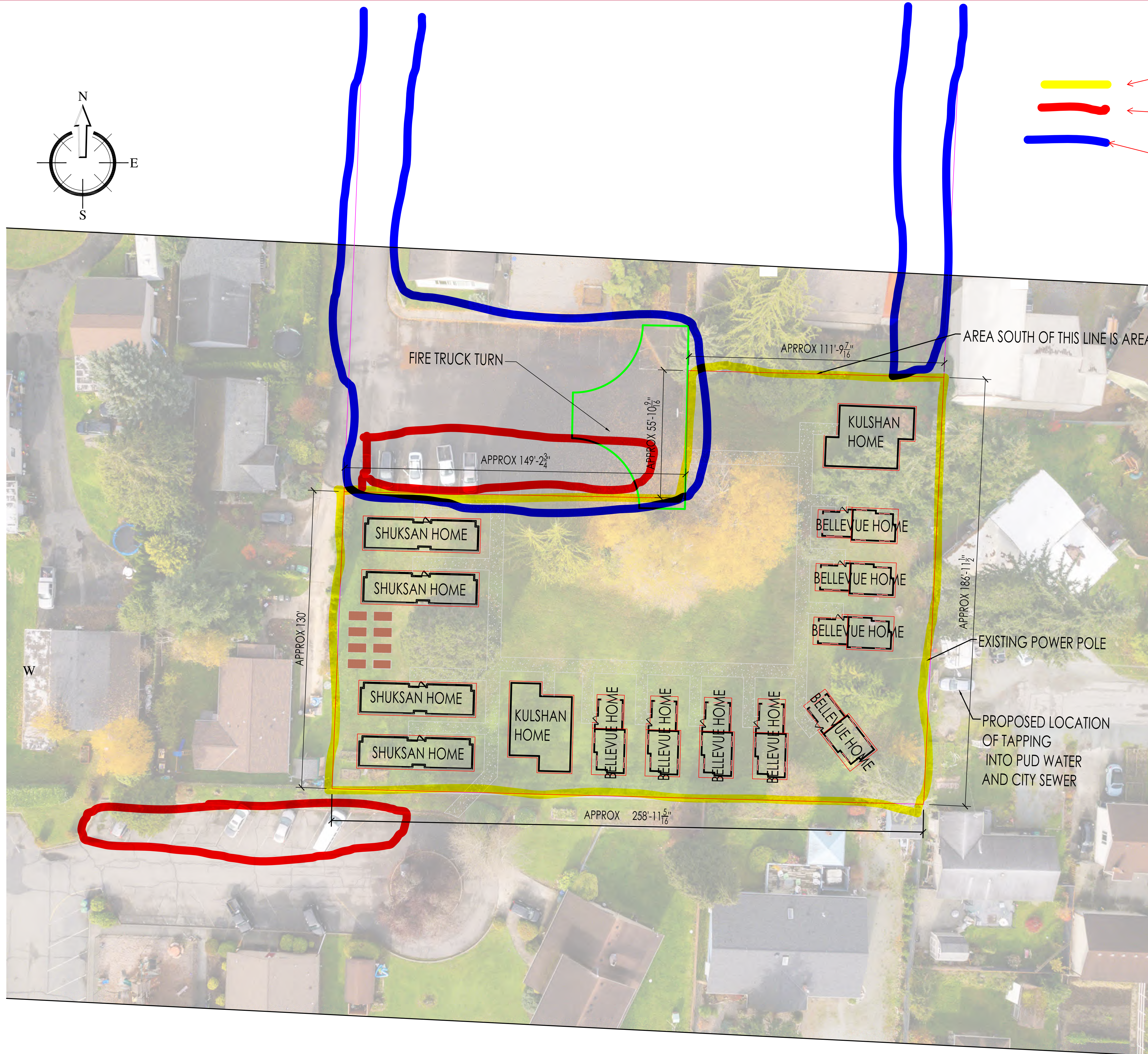
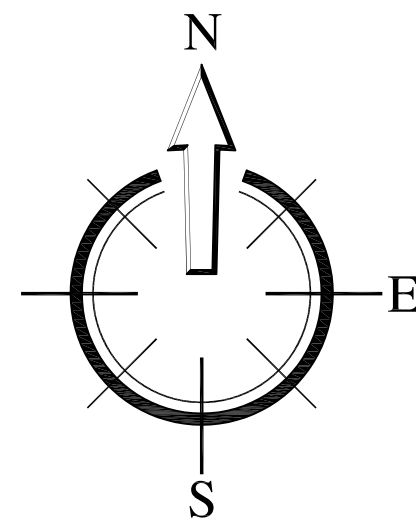
lboeding2@aol.com
lynn@familypromiseskagit.org

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.



- ▬ LEASE AREA
- ▬ PROPOSED AREA FOR PARKING
- ▬ AREAS IDENTIFIED FOR ACCESS AND UTILITY EASEMENTS

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.

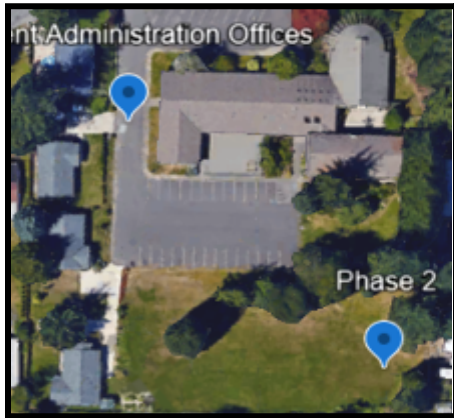


Project Overview and Urgent Need: In the 2022–2023 academic year, Skagit County reported 968 homeless students, with 284 residing in Sedro-Woolley and 332 in Mount Vernon. Together, these two communities account for over 60% of the county’s homeless youth population, underscoring the urgent need for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

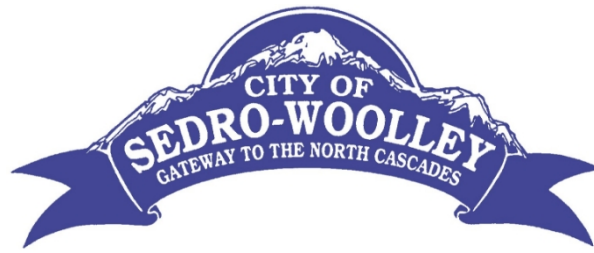
Conclusion: In closing, we respectfully request \$560,000 in HB 1590 funding over two years to support site work and the construction of one transitional cottage. This project offers a scalable, trauma-informed solution to family homelessness and represents a meaningful step toward a healthier, more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



City Council Agenda Item

Agenda Item No.: f.1.

Date: November 5, 2025

From: Charlie Bush, City Administrator

Subject: Housing and Human Services Funding Requests

RECOMMENDED ACTION:

Staff recommends receiving a presentation from and interviewing each of the applicants, including asking each if they could provide services for less funding to make sure that the overall amount of funds provided by the City drops to \$300,000 total, or less. Once clear on the funding to be authorized, motion to authorize Mayor Johnson to execute professional services agreements with each agency to deliver housing and human services in the amounts for each agency determined by the City Council.

BACKGROUND/SUMMARY INFORMATION:

Staff issued the attached request for housing and human services projects after City Council action on a budget amendment on October 8, 2025. The process opened on October 10 and closed on October 29th. The City received responses from five agencies. In total, there were six proposals, including two from Family Promise. One was submitted for consideration for 1406 funds while the other was a General Fund request. Staff do not recommend allocating any additional 1406 funds at this time but the General Fund allocation could be an alternative option for the 1406 request in this case. The current \$688,000 in funding requested exceeds the funds set aside for this purpose by the City Council by \$388,000. A table summarizing the amounts requested and including this total is attached. Also attached are the proposals for your review. Submitting agencies are invited to this City Council meeting to answer any questions that you may have prior to your decision. They are all available to present their project, should that be the Council's preference.

The City Council authorized \$300,000 of one-time expenditures to take the place of 1406 and 1590 operating funds this fall. Both 1406 and 1590 funds for operations are depleted and will benefit from a year to recover. At a previous meeting, the City Council provided direction to conduct a request process each fall for operations funding. That process needed to be accelerated this year given the short amount of time to execute it before winter arrives. At that time, staff expressed that maybe \$80,000 was available between 1406 and 1590. In the City Administrator's weekly report, that amount was reduced to \$40,000 for the reasons mentioned below. The Mayor mentioned the City Administrator's weekly update at the following meeting and then the \$300,000 amount was included in the City Council's budget amendment to provide funding for this fall. Here is the City Administrator's October 3rd Weekly Update on this topic in its entirety (with additional background):

Upcoming Housing and Human Services RFP – The number that I quoted you on the fly for 1406 and

1590 operating on Wednesday night did not reflect Children of the Valley's new contract, which is \$40,000. Therefore, we don't have \$80,000, we have about \$40,000 that we can make available to providers. Late last year, for 1590 operating, we provided approximately \$276,000 in contracts. If we want to do something similar moving forward, I recommend a \$300,000 one-time investment. Helping Hands is in the process of buying the food bank property from the City, which is an option in our lease with them. Once that is complete, which is expected this year, we will receive \$300,000 in unexpected General Fund revenue. This is the money that I'm recommending we use to support our upcoming RFP.

Making that investment would allow 1406 and 1590 to recover for the next year and get back up to about \$125,000 between the two of them. It would also allow more time for a policy discussion around whether we want to consider providing some additional ongoing General Fund funding to support these services as well. Cities often aim for a goal of \$10 per capita. For us, that would be about \$140,000.

The budget amendment you will be reviewing next week includes a \$300,000 General Fund allocation for this purpose.

I am aiming to get this RFP out on Wednesday night before I head out on vacation until 10/20. Direction on Wednesday on this topic, as a part of the budget amendment discussion, will be a critical step.

FISCAL IMPACT, IF APPROPRIATE:

\$300,000 of General Fund fund balance would initially be used to support housing and human services. These funds will be backed by a pending, and unexpected until recently, \$300,000 payment from Helping Hands Food Bank to purchase their property from the City. The payment is expected this year.

ATTACHMENTS:

1. Request Summary
2. Housing and Human Services Funding Application Form
3. Helping Hands Housing and Human Services Funding Application Form
4. Helping Hands Narrative
5. SYMCA Housing and Human Services Funding Application Form 10.27.25
6. SYMCA Outreach Sedro-Woolley 2026 Proposal
7. Family Promise possible 1406 funding request
8. Family Promise SW general funds request
9. Housing and Human Services Funding Application Form - Home Trust of Skagit
10. Housing and Human Services RFP - Home Trust of Skagit
11. Housing and Human Services Fund - Grant Funding 60% - 80% AMI - Home Trust of Skagit
12. BGC Skagit- Housing and Human Services Funding Application Form
13. BGC Skagit- City of Sedro-Woolley Behavioral Mental Health Grant (1)
14. WhySupportTheClubs (1)

Housing and Human Services Funding Process

October/November 2025

Applicant Summary

Applicant	Amount Requested	Total Project Budget	AMI Served	Notes
Helping Hands	150,000	270,000	80% or less	
YMCA	103,000	530,000	N/A, youth	
Family Promise	20,000	555,800	30% Ami or less	1406 request, but could be General Fund funded
Family Promise	95,000	1,076,990	30% AMI or less	General Fund request
Home Trust of Skagit	300,000	29,000,000	80% or less	
Boys & Girls Clubs of Skagit County	20,000	62,688	42% or less	
Total	688,000	31,495,478		

City of Sedro-Woolley Housing and Human Services Funding Request 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 deadline. Contact Charlie Bush with questions at 360-855-9921.

Request Process Open: Friday, October 10, 2025.

Request Deadline: Wednesday, October 29th at 4:30 PM. Projects will be reviewed and awarded by the City Council after deadline passes.

Funding Period: Contracts can fund activity from November 2025 through December 2026.

Funding Limitation: Services provided must benefit Sedro-Woolley residents.

Funds Available With This Request				
Funding Type	1590 Operating	1406	Opioid	General Fund
Funding Requirements	Operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services.	<p>1. Projects must serve those at or below 60% AMI.</p> <p>2. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services. In addition to investing in traditional subsidized housing projects, this authority could potentially be used to provide for land acquisition, down payment assistance, and home repair so long as recipients meet the income guidelines.</p> <p>3. Funding the operations and maintenance costs of new units of affordable or supportive housing.</p> <p>4. Funds can also be used for rental assistance to tenants.</p>	Refer to the One Washington MOU , Exhibit A.	Project must serve the poor and infirm. City Council funding priorities are affordable housing services, behavioral health services, and substance use disorder services.
Funds Available	\$0	\$0	\$0	\$300,000

Applicant Completes the Section Below

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# (if applicable)

Type of Organization or Company

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

Funding Request

Total Project Budget

Average Median Income (AMI) of Population Served

If applicable, multiple population group notes

In attached pages that will serve as the beginning point for drafting the scope of work to your contract, briefly summarize the project proposed or supported by your application. Highlight how your funding request will satisfy the funding requirements (for the type of funds available) listed at the top of this document in the “Funds Available With This Request” table?

Date

Name of Authorized Representative

Title

City of Sedro-Woolley Housing and Human Services Funding Request Form

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Funds Available	\$0	\$0	\$0	\$300,000

Applicant Completes the Section Below

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# (if applicable)

Type of Organization or Company

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

Funding Request

Total Project Budget

Average Median Income (AMI) of Population Served

If applicable, multiple population group notes

In attached pages that will serve as the beginning point for drafting the scope of work to your contract, briefly summarize the project proposed or supported by your application. Highlight how your funding request will satisfy the funding requirements (for the type of funds available) listed at the top of this document in the “Funds Available With This Request” table?

Date

Name of Authorized Representative

Title

Helping Hands Housing Assistance Program

At Helping Hands, we believe that stable housing is the foundation for a healthy and thriving life. The Helping Hands Housing Assistance Program was created to ensure that community members facing housing instability have access to the support they need to either remain in their homes or secure new housing after experiencing homelessness.

Our approach combines both funded and non-funded assistance, allowing us to meet each participant where they are and tailor solutions to their specific circumstances.

Non-Funded Assistance

Through our non-funded services, our Solutions Team works closely with participants to identify the root causes of their housing instability and develop a personalized stabilization plan. This may include help with budgeting, locating affordable housing options, or finding alternatives to reduce household expenses. Our goal is to empower each participant with the tools and knowledge needed to maintain long-term stability.

Funded Assistance

When financial barriers stand in the way, our funded assistance program provides direct support to cover essential housing-related costs. This can include:

- Eviction prevention
- Diversion assistance
- Move-in costs
- Employment-related assistance
- Temporary shelter
- Rental assistance
- Other housing-related needs as they arise

However, many of our existing funding streams are highly restrictive, limiting both the amount and type of assistance we can offer. Through previous 1590 funding, we witnessed firsthand the transformative power of flexible funding, which allowed us to respond quickly and effectively to unexpected crises that fell outside the bounds of traditional contracts. Flexibility enables us to prevent homelessness before it begins and support families through emergencies that other programs cannot cover.

With this proposal, Helping Hands is requesting **\$150,000** to sustain and expand our Housing Assistance Program. The requested funds will directly support staff, operations,

and participant services for residents of **Sedro-Woolley**, with a focus on **low-income and disabled households** who are most at risk of housing instability.

Proposed Budget and Scope:

- **\$63,575.20 — Personnel:** Funding for two 0.5 FTE employees dedicated to housing stability and participant support.
- **\$66,859.58 — Operating Costs:** Flexible funds to be used for travel expenses and direct client assistance, including:
 - Eviction prevention
 - Diversion assistance
 - Move-in costs
 - Employment-related assistance
 - Temporary shelter
 - Rental assistance
 - Other urgent housing-related needs
- **\$19,565.22 — Administration (15%)**

This funding will allow Helping Hands to continue providing responsive, person-centered housing assistance to Sedro-Woolley residents in need, helping families stay housed, regain stability, and build a foundation for a more secure future.

City of Sedro-Woolley Housing and Human Services Funding Request Form

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Funding Period: Contracts can fund activity from November 2025 through December 2026.

Funding Limitation: Services provided must benefit Sedro-Woolley residents.

Funds Available With This Request				
Funding Type	1590 Operating	1406	Opioid	General Fund
Funding Requirements	Operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services.	<p>1. Projects must serve those at or below 60% AMI.</p> <p>2. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services. In addition to investing in traditional subsidized housing projects, this authority could potentially be used to provide for land acquisition, down payment assistance, and home repair so long as recipients meet the income guidelines.</p> <p>3. Funding the operations and maintenance costs of new units of affordable or supportive housing.</p> <p>4. Funds can also be used for rental assistance to tenants.</p>	Refer to the One Washington MOU , Exhibit A.	Project must serve the poor and infirm. City Council funding priorities are affordable housing services, behavioral health services, and substance use disorder services.
Funds Available	\$0	\$0	\$0	\$300,000

Applicant Completes the Section Below

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# (if applicable)

Type of Organization or Company

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

Funding Request

Total Project Budget

Average Median Income (AMI) of Population Served

If applicable, multiple population group notes

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Date

Name of Authorized Representative

Title



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

City of Sedro-Woolley Funding Request Skagit Valley Family YMCA Outreach Program Support Renewal At the Sedro-Woolley Rec Center

Skagit Valley Family YMCA Outreach Program Support Renewal

At the Skagit Valley Family YMCA, we believe a strong community can be achieved when we invest in our kids, our health and our neighbors. Our programs, services, and initiatives enable Youth to realize their potential; offer families ways to have fun together; empower people to be healthier in mind, body, and spirit; welcome and embrace newcomers; and help foster social responsibility. Beyond our gym and aquatics center, the Skagit Y also provides quality early childhood education, after-school programs and summer camps.

As a locally managed charitable non-profit, the Skagit Y also further supports the region's Youth by providing services to at-risk, vulnerable young people through housing support, free meals, drop-in activities, and other prevention and support programs through our Youth Outreach Program at the Sedro-Woolley Rec Center.

City of Sedro-Woolley Housing and Human Services Funding Request: \$103,000

The Skagit Valley Family YMCA is seeking funding support for its Youth-based Outreach Program. The funding is a renewal of the 2025 program support from the City of Sedro-Woolley and will continue to help provide program service delivery in 2026 supporting vulnerable, at-risk Youth in Skagit County in unstable housing situations, facing homelessness or in need of other social service support and care.

Support from community leaders and organizations like the City of Sedro-Woolley for the Skagit Y's Outreach Program will:

- Ensure program service delivery by funding operational costs of our efforts through 2026. These costs include program, service and activity costs like groceries for daily meals and snacks or art supplies; operating expenses like utilities and facility or janitorial supplies; staff wages; and other general operating and administrative needs necessary for the operation of the Outreach Program.
- And enable the Y to serve more Youth; provide additional and improved programs and activities; and help us grow and extend Rec Center drop-in hours.

Target Populations:

- Unaccompanied homeless, unstably housed and other Sedro-Woolley at-risk Youth in need of services, meals, hygiene items and/or access to a clothing pantry.
- Middle and high-schoolers needing a safe and secure after-school environment to socialize, play, do homework and get a meal.



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FOR SOCIAL RESPONSIBILITY

Location: Skagit YMCA Sedro-Woolley Rec Center, 802 Ball Street, Sedro-Woolley, WA. 98284

Timeframe: Though dependent upon continued lease renewal with the City of Sedro-Woolley (current building lease expires Dec. 2039) to provide program services at this location, the Skagit Valley Family YMCA is committed to providing these services for the next 50 years.

Skagit YMCA Youth Outreach Program Summary:

The Skagit Y operates a Youth-centered Outreach Program from its Sedro-Woolley Rec Center comprised of two strategies:

- Mobile Street Outreach Services (SOS), which includes case management for unaccompanied homeless Youth and young adults aged 12-24. Mobile street outreach and case management is conducted in partnership with Northwest Youth Services (NWYS), another Skagit-based housing and outreach service provider. Together the agencies provide the only public housing and support services for Youth and young adults in Skagit County.
- A free drop-in recreation center for Youth in middle and high school in Sedro-Woolley, WA. Youth may stop by the Rec Center for everything from finding a safe place to hang out to play and socialize with friends to requesting assistance with securing stable housing. A hot meal is served daily, and plenty of snacks, grab-and-go food items, clothing, hygiene and school supplies are available to Youth as needed.

The Rec Center serves as the Skagit Y's hub for this overall outreach effort and is also free for Youth to drop-in year-round Monday-Thursday from 2:30-6:00 pm. In 2025 the program has been open at least once a month on Fridays to host free Youth music and drama performances. The free program is the only of its kind in Sedro-Woolley, with the nearest comparable location being the Boys & Girls Club program at Cascade Middle School (which has a higher barrier for enrollment with program fees), and it is one of very few Youth-specific spaces across the Skagit Valley. The Y has a \$1 lease with the City of Sedro-Woolley for the property; and agreements with the local school district allow State Street High School access for rainy-day PE and counseling sessions outside of drop-in hours. Y staff work closely with the Sedro-Woolley School District and NWESD 189 staff on referrals and coordination of care for at-risk and unstably housed Youth in middle and high school.

Also, several of the Skagit Y's Outreach staff at the Sedro-Woolley Rec Center are certified in helping Youth and young adults get housing diversion support with immediate, flexible funding for housing solutions. The diversion support – Homelessness Prevention & Diversion Fund (HPDF) -- is available in six counties including Skagit County and funded by the State's Office of Homeless Youth. Examples of how HPDF has been used in these six service areas include: rental assistance, cost of food and expenses during home relocation periods, a young parent needing rent and deposit assistance for new stable housing due to abusive circumstances, past-due utility bills, etc.



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Community Impact:

Collectively, the Skagit Y's Sedro-Woolley Rec Center (SWRC), Oasis Youth Shelter, and collaborative Connect Team with NWYS are the only targeted, free, and/or drop-in programs of their kind in Skagit County. They meet an immediate need for Youth shelter and support.

Since opening the Rec Center in December 2022, Outreach through the Skagit Y has engaged with hundreds of unduplicated Youth – most being Sedro-Woolley School District students. This year through September 2025, the Skagit YMCA has provided more than 5500 meals. The needs most expressed by Youth accessing the program include a desire to learn to cook and desire for/assistance with access to mental health support.

As noted, there are very few organizations engaged in this kind of work at all, and certainly no program with the accessibility of the Rec Center in Sedro-Woolley or the surrounding rural area of East Skagit County. This program fills a significant need for Youth support services.

The Skagit Valley Family YMCA's latest published annual Impact Report is attached and can be found at <https://helloghijkl.my.canva.site/impact-report-2024-25-website>.

2025 Impact Stats at a glance*

- 5,526 meals served
- 4,908 Rec Center Youth check-ins
- 1,239 unique Youth served
- 86 educational and pro-social programs offered
- 538 Street Outreach contacts
- 70 educational and pro-social programs were offered at the Rec Center in 2024 from nine partners, including Underground Writing, United General District 304, Central Skagit Library, Mount Baker Planned Parenthood, Skagit DVSAS, Sewing with Kathy, Bracelet Making with volunteers, Skagit PFLAG, and Legal Counsel for Youth & Children (LCYC).

**All 2025 data referenced is estimated through September 2024*

More about the Skagit Valley Family YMCA:

Mission: The Skagit Valley Family YMCA creates positive community change through relationships by empowering the mind, body, and spirit of ALL.

Today, the independently funded and operated non-profit association is organized into three operating divisions to focus its expertise and services on the right audiences and populations. The divisions are Youth Development, Healthy Living and Social Responsibility. Through this structure, the Skagit Y can provide services that address the needs of our communities more effectively. The Skagit Y now operates multiple Youth-focused programs across several locations that include the Sedro-Woolley Rec Center, Oasis Youth Shelter, six childcare locations, a 65-acre wilderness camp site, an aquatics center, and two athletic facilities.



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EIN: 91-0565022

Leadership:

Dean Snider, Skagit YMCA CEO
360-336-9622
d.snider@skagitymca.org
1901 Hoag Road
Mount Vernon, WA 98273

Proposal contact:

Tom Pierce
206-930-8318
t.pierce@skagitymca.org
1901 Hoag Road
Mount Vernon, WA 98273

Project Name: Promise House Acquisition and Rehabilitation for Affordable Housing

Agency Name: Family Promise of Skagit Valley

Funding Request: \$20,000

Project Summary

Family Promise of Skagit Valley is requesting **\$20,000 in 1406 Funds** to directly support the acquisition and rehabilitation of the Promise House, a facility critical to providing stable, **affordable housing units** for families with children.

The total request is divided as follows:

- **\$15,000 for Acquisition Costs** (to be used in conjunction with \$20,000 currently under contract and our short plat reapplication).
- **\$5,000 for Immediate Rehabilitation** (to replace flooring, ensuring the unit is safe, compliant, and ready for continuous family use).

This investment is a direct, measurable step toward permanently securing affordable housing units, enabling us to reduce the cost to serve and increase capacity in the community.

Scope of Work for 1406 Funding (Acquisition and Rehabilitation)

Our request directly aligns with the 1406 Funding requirements for **acquiring and rehabilitating affordable housing** for those at or below 30% AMI. This project achieves two primary goals: securing the property's long-term affordability and reducing future maintenance costs.

Project Goal: Secure and Maintain Affordable Housing Units

- **Acquisition/Cost Reduction (\$15,000):** These funds are crucial for the final stages of acquiring the Promise House. By utilizing these 1406 funds to **pay off this unit over time**, the agency can drastically reduce its long-term operational debt. This model reduces the cost to serve, freeing up future general operations funds to serve more families in other programs.
- **Rehabilitation/Floor Repair (\$5,000):** Funding will address the immediate need for new flooring in the unit. Timely rehabilitation ensures the unit remains in excellent condition, complies with all standards, and offers a safe, dignified space for resident families.
- **Strategic Outcome:** Acquiring the Promise House ensures a minimum of two **affordable housing units** remain available to families exiting homelessness, reducing housing barriers and providing a vital resource for stability. We project that this will allow us to **reduce the number of families per unit** across our models over the next year as we grow.

A Call to Action for Sedro-Woolley's Future

The sudden arrival of cold weather makes the need in our community immediate. **Children need a safe place to sleep at night.** They need a warm meal, a place to study, and the stability necessary to learn and thrive—they are our future workforce.

The families we serve require the space to access job training, budget support, and, most importantly, a place where they feel cared for so that they can, in turn, care for their children. These families represent the future of our community and our neighbors need to know that we support them in the hardest moments of their lives. No parent chooses to be on the streets in the cold with their children or doubled up in an unsafe environment.

We urge the City of Sedro-Woolley to partner with us to reduce future chronic social and health issues in our community by taking a **right now step** to love and support the children in our care. Your investment is an investment in the long-term well-being and stability of Sedro-Woolley itself.

Thank you very much for your time and consideration

Sincerely,

A handwritten signature in cursive script that reads "Audrea Woll".

Audrea Woll
Executive Director
Family Promise of Skagit Valley

City of Sedro-Woolley Housing and Human Services Funding Request 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 deadline. Contact Charlie Bush with questions at 360-855-9921.

Request Process Open: Friday, October 10, 2025.

Request Deadline: Wednesday, October 29th at 4:30 PM. Projects will be reviewed and awarded by the City Council after deadline passes.

Funding Period: Contracts can fund activity from November 2025 through December 2026.

Funding Limitation: Services provided must benefit Sedro-Woolley residents.

Funds Available With This Request				
Funding Type	1590 Operating	1406	Opioid	General Fund
Funding Requirements	Operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services.	<p>1. Projects must serve those at or below 60% AMI.</p> <p>2. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services. In addition to investing in traditional subsidized housing projects, this authority could potentially be used to provide for land acquisition, down payment assistance, and home repair so long as recipients meet the income guidelines.</p> <p>3. Funding the operations and maintenance costs of new units of affordable or supportive housing.</p> <p>4. Funds can also be used for rental assistance to tenants.</p>	Refer to the <u>One Washington MOU</u> , Exhibit A.	Project must serve the poor and infirm. City Council funding priorities are affordable housing services, behavioral health services, and substance use disorder services.
Funds Available	\$0	\$0	\$0	\$300,000

Applicant Completes the Section Below

Project Name

Family Promise Emergency and Stabilization Services

Agency Name

Family Promise of Skagit Valley

Contact Person

Audrea Wol

Mailing Address

PO BOX 335

City

Sedro Woolley

State

WA

Phone Number

360-854-0743 Ext. 201

Email Address

Audrea@Familypromieskagit.org

Federal Tax ID#

46-2556043

UBI#

603299871

Primary Street Address

1006 Wicker RD unit b

City

Sedro Woolley

State

WA

Zip Code

98284

Tax Parcel ID# (if applicable)

P39456

Type of Organization or Company

Non-Profit, Housing and homeless services

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

Yes, multiple times

Funding Request

\$20,000: 1406 funding

Total Project Budget

\$555,800

Average Median Income (AMI) of Population Served

95% of the clients we serve are below the 30% /

If applicable, multiple population group notes

We serve Families with Children of all backgrounds, ages, dynamics

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Date

10/17/2025

Name of Authorized Representative

Audrea Woll

Title

Executive Director

Case Note



Contact Name: Zaiha Sams

HMIS ID:

Note title:	Attempt to contact
Note text:	<p>I sent a text message and an email to Zaiha today, as I have not heard from her since our initial intake meeting. There are still documents pending that are required for Family Promise to proceed with the rental assistance request.</p> <p>I offered to schedule a case meeting at a time that is convenient for the family to review next steps and gather the remaining documentation. I am currently waiting to hear back from Zaiha to move forward with the process.</p>
Case Manager:	Danna Ackley
Created At:	10/21/2025

Project Name: Essential Housing and Behavioral Health Services for Families
Agency Name: Family Promise of Skagit Valley
Funding Request: \$95,000

Project Summary

Family Promise of Skagit Valley is requesting a total of **\$95,000** from the General Fund to provide essential housing and human services for Sedro-Woolley residents. This request focuses on delivering high-impact, trauma-informed services that address both **homeless prevention** and **emergency/stabilization services** to ensure no child sleeps outside.

Budget Context: The total cost of our operations across all projects, including the substantial in-kind support we receive, is **\$1,076,990**. The core housing operational budget (Seasonal Shelter, Year-Round Emergency Shelter, and Transitional Housing) totals **\$572,720**. We want to highlight the critical fiscal leverage provided by approximately **\$274,000 in dedicated in-kind support**—including the incredible partnership of our churches and the invaluable donated use of the Janicki family property—which brings the total program value to **\$846,720**.

Local Commitment

Goal: Reduce the number of homeless families right here in Sedro-Woolley by preventing them from ever becoming homeless.

Local Service Metrics:

- **Historical Impact:** Historically, Family Promise has served approximately **26-27%** of our total clientele from the Sedro-Woolley resident population.
- **Targeted Increase:** This funding will support strategies aimed at achieving a **5-10% increase** in the number of Sedro-Woolley residents served across all our funding sources next year.
- **Strategy:** We are actively growing stronger partnerships with local Sedro-Woolley schools, hospitals, and emergency services to ensure our resources are fully utilized by the residents of your city for early intervention.
- **AMI: 95% of the clients we serve fall below the 30% AMI.**

Scope of Work for 1590 Funding (Service Delivery)

Our comprehensive approach directly aligns with the City's priorities for affordable housing services, behavioral health services, and substance use disorder services. The funding is split across two core service segments:

1. Homeless Prevention and Shelter Diversion (\$45,000)

- **Funding Alignment:** Directly supports **affordable housing services** and **behavioral health services** by immediately stabilizing families before they become homeless.
- **Total Project Budget:** The total cost of this project is **\$230,270**, and this project is highly dependent on government funding.
- **Scope:** These funds provide flexible, direct financial assistance (rent/utility arrears, security deposits) to Sedro-Woolley families experiencing an imminent housing crisis. By removing the financial barrier to stability, we reduce the stress and trauma that often leads to job loss, mental health crises, and long-term homelessness.
- **Projected Output:** Funds will support efforts to serve **110+ families** in total through our prevention next year with a **96% success rate** of stabilizing families.

2. Housing Services (Emergency Shelter and Stabilization) (\$50,000)

- **Funding Alignment:** Directly supports **affordable housing services, behavioral health services, and substance use disorder services.**
- **Total Project Budget:** The actual cost of this project is **\$572,720**. Of that budget, **\$272,000** comes through in-kind donation of shelter volunteers and waived landlord property costs. This has historically made our housing projects the lowest cost model in the county.
- **Scope:** These funds cover the core operational costs for running our **Seasonal Shelter, Year-Round Emergency Shelter, and Transitional Housing Programs**, along with the necessary Stabilization Case Management. We anticipate serving approximately **90 families** in these housing services over the next 12 months, with demand rising significantly during winter.
 - **Low-Barrier Access:** A portion of this flexible funding is crucial for **hotel placement** to stabilize families before they enter group living, especially during the cold season (Seasonal Shelter). This is a non-negotiable step for **low-barrier access**, as every family entering shelter has a child or is in the final term of pregnancy, making stabilization before entry critical for the safety and stability of all families.
 - **Success Trajectory:** Our model boasts an **80% success rate** for families exiting our year-round housing programs. The goal is to move families as quickly as possible into our formal housing services to see them through to this successful outcome.
 - **Trauma-Informed Service:** Our service model provides a safe, trauma-informed environment where staff offer immediate behavioral health support, stabilization plans, and targeted referrals for substance use disorder services, ensuring the family's movement is stable and prepared for long-term self-sufficiency.
 - **Staff Capacity:** We have added **extra staff capacity** this year to ensure we can both manage high volumes and conduct necessary follow-up for cases referred to other agencies.

Total Project Budget: \$1,076,990 including in-kind.

A Call to Action for Sedro-Woolley's Future

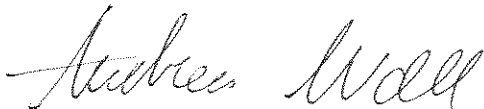
The sudden arrival of cold weather makes the need in our community immediate. **Children need a safe place to sleep at night.** They need a warm meal, a place to study, and the stability necessary to learn and thrive—they are our future workforce.

The families we serve require the space to access job training, budget support, and, most importantly, a place where they feel cared for so they can, in turn, care for their children. These families represent the future of our community, and our neighbors need to know that we support them in the hardest moments of their lives. No parent chooses to be on the streets in the cold with their children or doubled up in an unsafe environment.

We urge the City of Sedro-Woolley to partner with us to reduce future chronic social and health issues in our community by taking a **right now step** to care and support the children in our program. Your investment is key to the long-term well-being and stability of Sedro-Woolley itself.

Thank you very much for your time and consideration

Sincerely,

A handwritten signature in cursive script that reads "Audrea Woll".

Audrea Woll
Executive Director
Family Promise of Skagit Valley

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Funding Requirements	Operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services.	<p>1. Projects must serve those at or below 60% AMI.</p> <p>2. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services. In addition to investing in traditional subsidized housing projects, this authority could potentially be used to provide for land acquisition, down payment assistance, and home repair so long as recipients meet the income guidelines.</p> <p>3. Funding the operations and maintenance costs of new units of affordable or supportive housing.</p> <p>4. Funds can also be used for rental assistance to tenants.</p>	Refer to the <u>One Washington MOU</u> , Exhibit A.	Project must serve the poor and infirm. City Council funding priorities are affordable housing services, behavioral health services, and substance use disorder services.
Funds Available	\$0	\$0	\$0	\$300,000

Applicant Completes the Section Below

Project Name

Family Promise Emergency and Stabilization Services

Agency Name

Family Promise of Skagit Valley

Contact Person

Audrea Woll

Mailing Address

PO BOX 335

City

Sedro Woolley

State

WA

Phone Number

360-854-0743 Ext. 201

Email Address

Audrea@Familypromieskagit.org

Federal Tax ID#

46-2556043

UBI#

603299871

Primary Street Address

1006 Wicker RD

City

Sedro Woolley

State

WA

Zip Code

98284

Tax Parcel ID# (if applicable)

Type of Organization or Company

Non-Profit, Housing and homeless services

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

Yes, multiple times

Funding Request

\$95,000 for service funding

Total Project Budget

\$1,076,990

Average Median Income (AMI) of Population Served

95% clients served are below 30% AMI

If applicable, multiple population group notes

We serve Families with Children of all backgrounds, ages, dynamics

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10/17/2025

Name of Authorized Representative

Audrea Woll

Title

Executive Director

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Funding Requirements	Operaf on, delivery, or evaluaf on of mental and behavioral health treatment programs and services or housing-related services.	<p>1. Projects must serve those at or below 60% AMI.</p> <p>2. Acquiring, rehabilitaf ng, or constructf ng a ordable housing, which may include new units of affordable housing within an existf ng structure or facilif es providing supportf ve housing services. In addif on to investf ng in tradif onal subsidized housing projects, this authority could potenf ally be used to provide for land acquisif on, down payment assistance, and home repair so long as recipients meet the income guidelines.</p> <p>3. Funding the operaf ons and maintenance costs of new units of affordable or supportf ve housing.</p> <p>4. Funds can also be used for rental assistance to tenants.</p>	Refer to the One Washington MOU , Exhibit A.	Project must serve the poor and infirm. City Council funding priorif es are affordable housing services, behavioral health services, and substance use disorder services.
Funds Available	\$0	\$0	\$0	\$300,000

Applicant Completes the Secf on Below

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# (if applicable)

Type of Organization or Company

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

Funding Request

Total Project Budget

Average Median Income (AMI) of Population Served

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Date

Name of Authorized Representative

Title

Creekside Commons: Affordable Housing Services

In Partnership With



Helping Our Community



Table of Contents

3	Funding Application
4	Non-Profit 501(c)3
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**.

As a 501(c)(3) nonprofit Community Land Trust, we will permanently set aside homes for households earning between **60% and 80% of the Area Median Income (AMI)** for Skagit County. Affordability will be preserved for **99 years through recorded covenants** that run with the land. 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 Housing and Human Services funding, Creekside Commons will serve income-qualified households that include working families, seniors, and veterans—populations identified as priorities by the City.

The RJ Group, a private developer spearheading non-profit partnerships to bring more affordable housing into the community, is funding the construction of this project in tandem with a private lender. **Housing and Human Services grant 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. 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 of the frontage improvements expected this year. **Site control is fully established**, as The RJ Group 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 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 Housing and Human Services grant support translate into affordability outcomes. 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. **With the \$300k in grant funding requested, and our existing ~\$170k in available funds; depending on the AMI threshold and current market assumptions at certificate of occupancy, we believe we can set aside up to 2 homes (4-person occupancy) equating to 8 people served at 60% AMI, or 4 homes equating to 16 people served at 80% AMI, using the same metrics.**

The need for support is immediate, and the impact will be lasting. Creekside Commons directly advances the City of Sedro-Woolley's housing services goals and complies with all requirements of the Housing and Human Services 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.

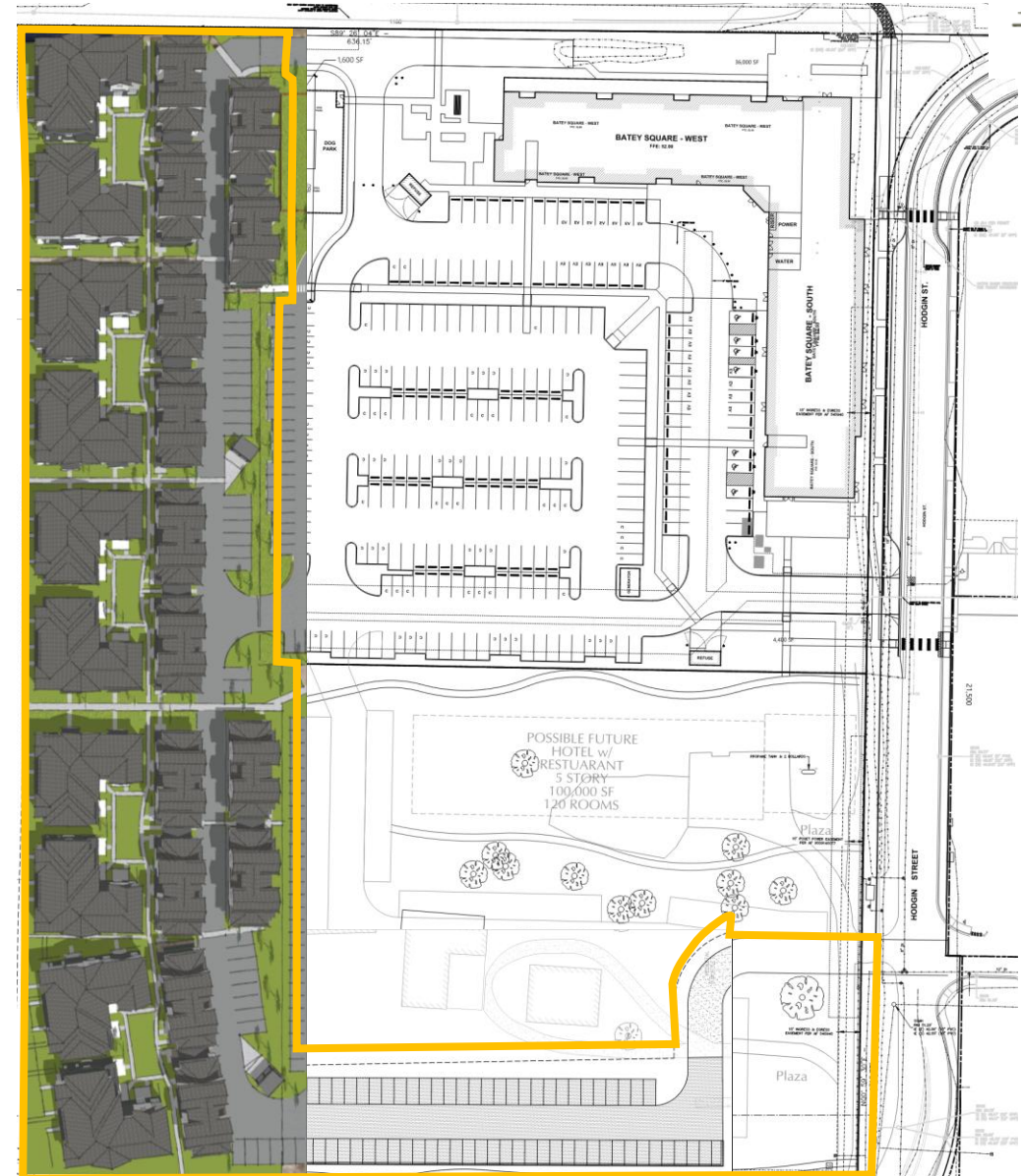
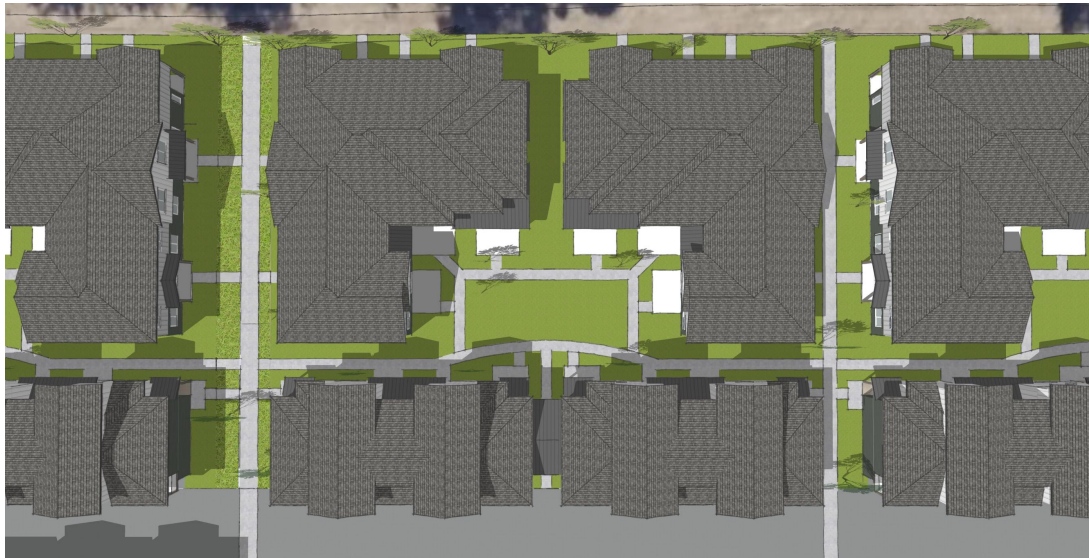
Home Trust of Skagit has in its portfolio currently 3 scattered home sites in Mount Vernon, 11 homes in a development in Mount Vernon called Summerlynd, and 14 home-owned units in a development called Channel Cove in La Conner. Also in Channel Cove are 18 rental units which are restricted at 50% AMI 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.hometrustedskagit.org

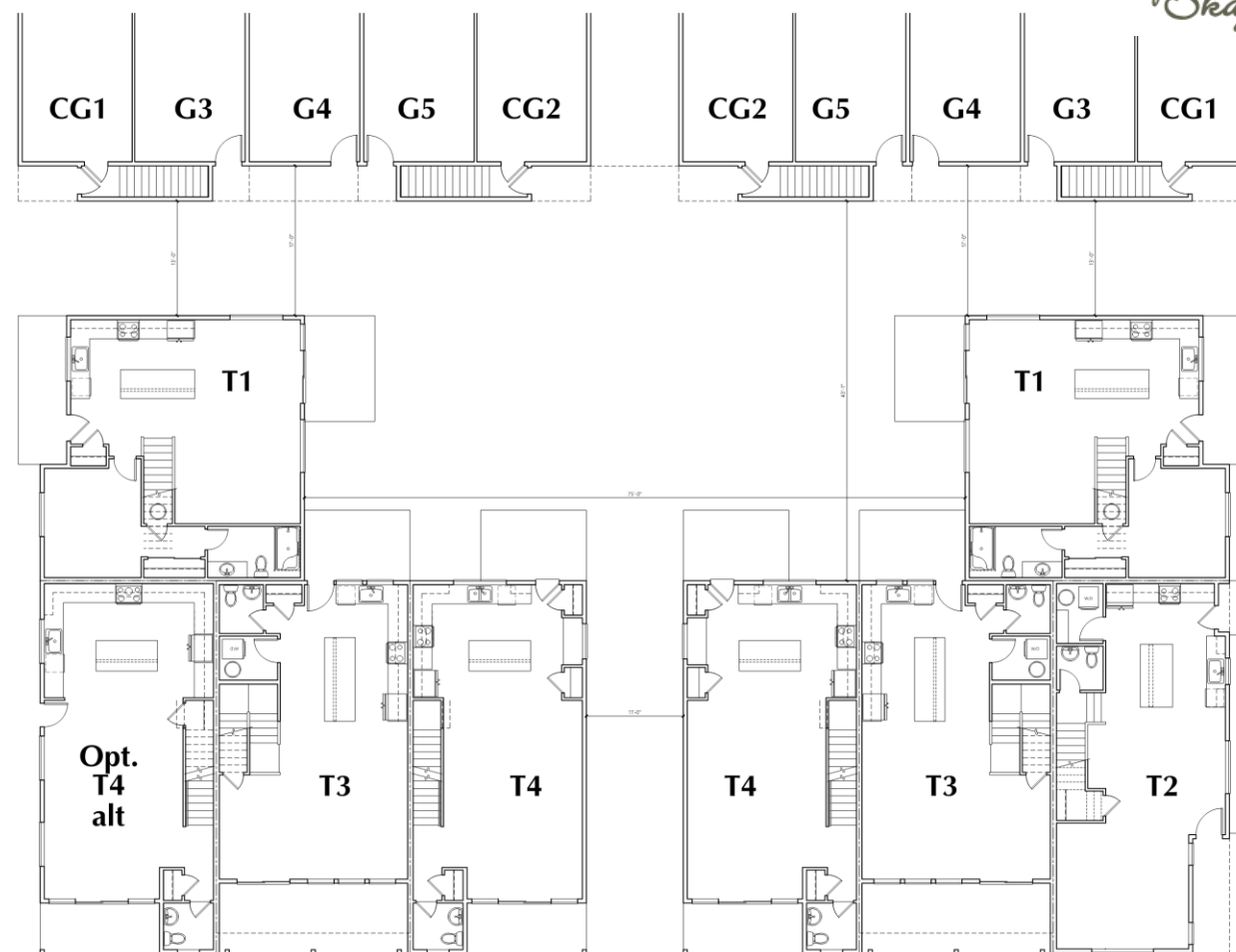


Creekside Commons Overview

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

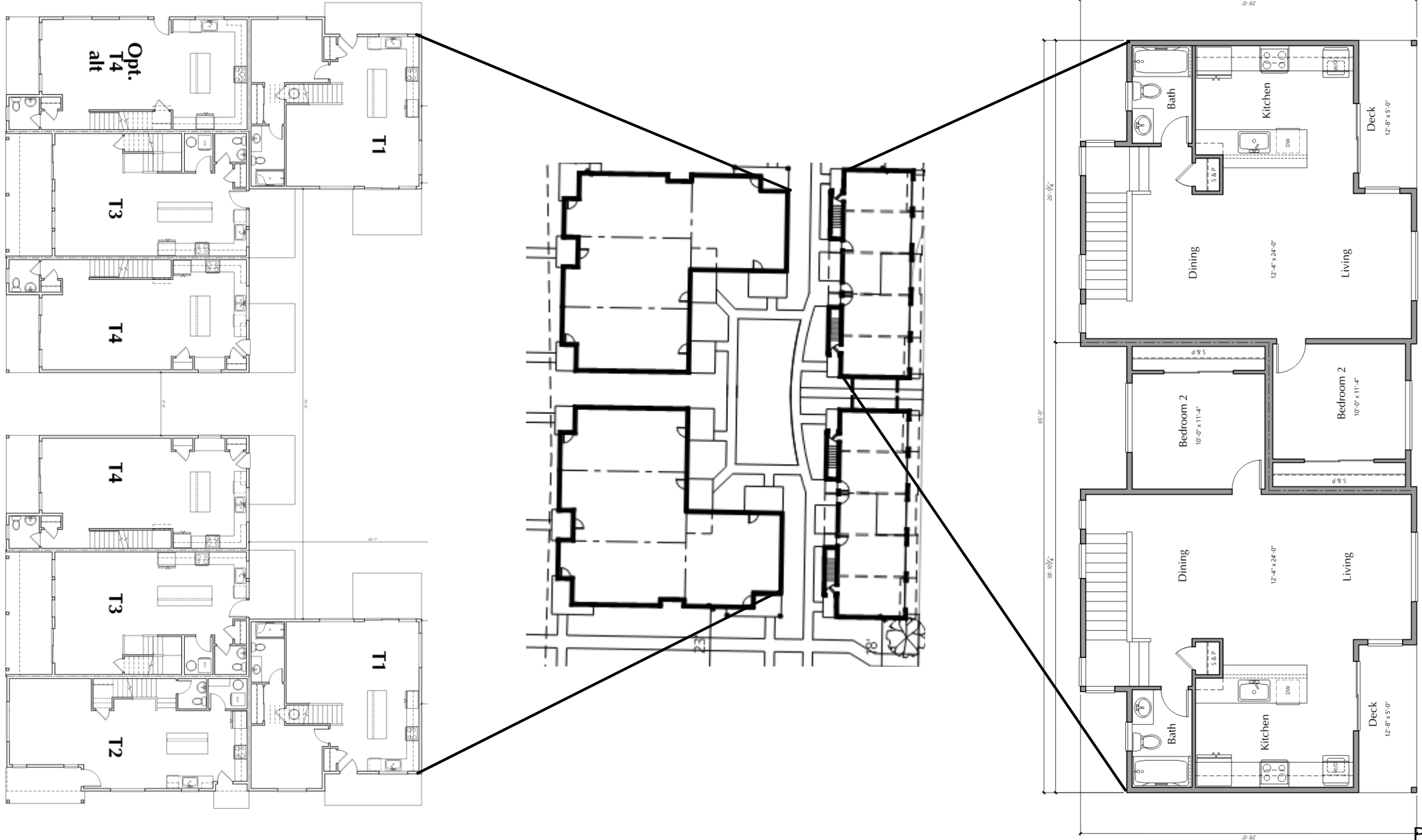


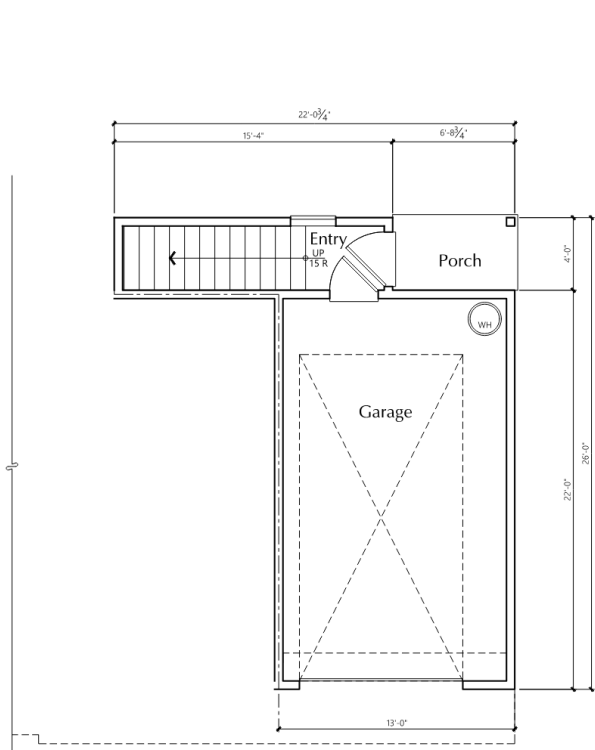
Courtyard Cluster



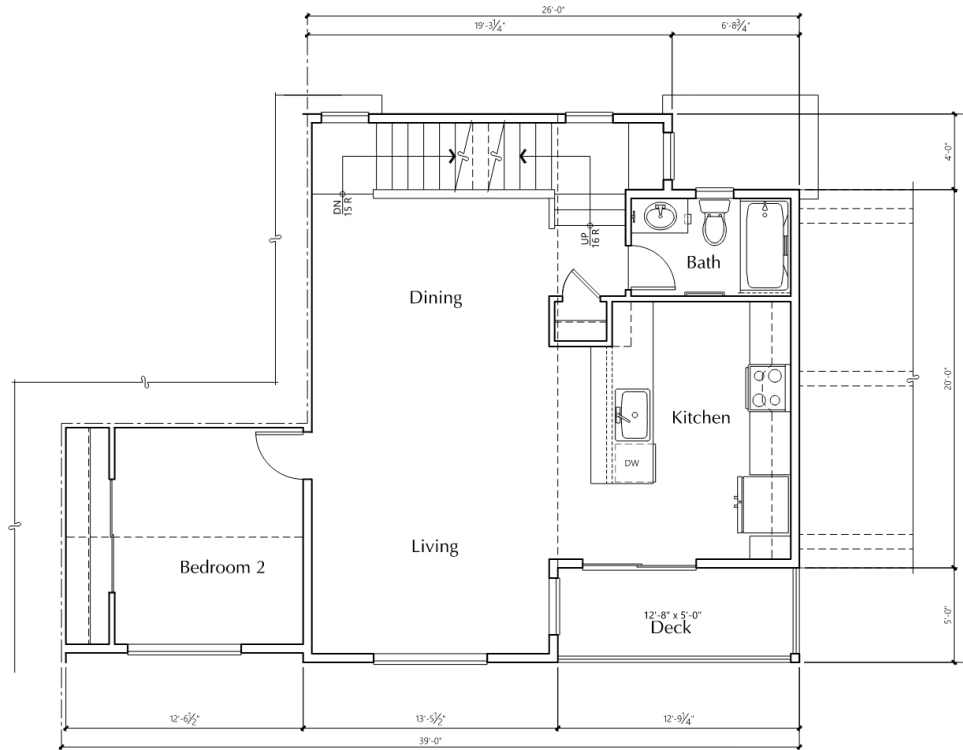
Courtyard Cluster

Sample Unit Layouts

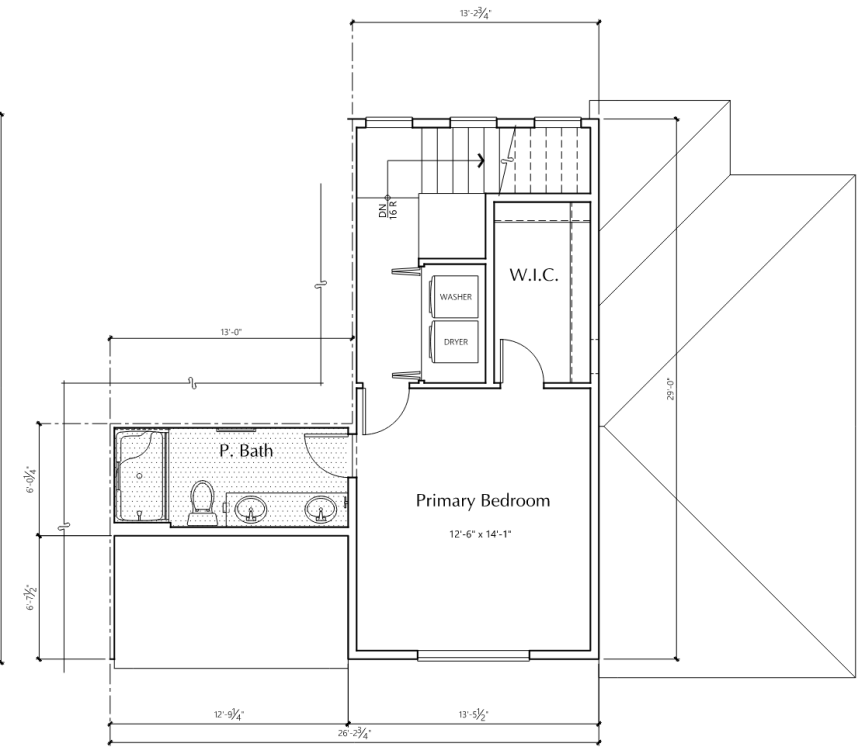




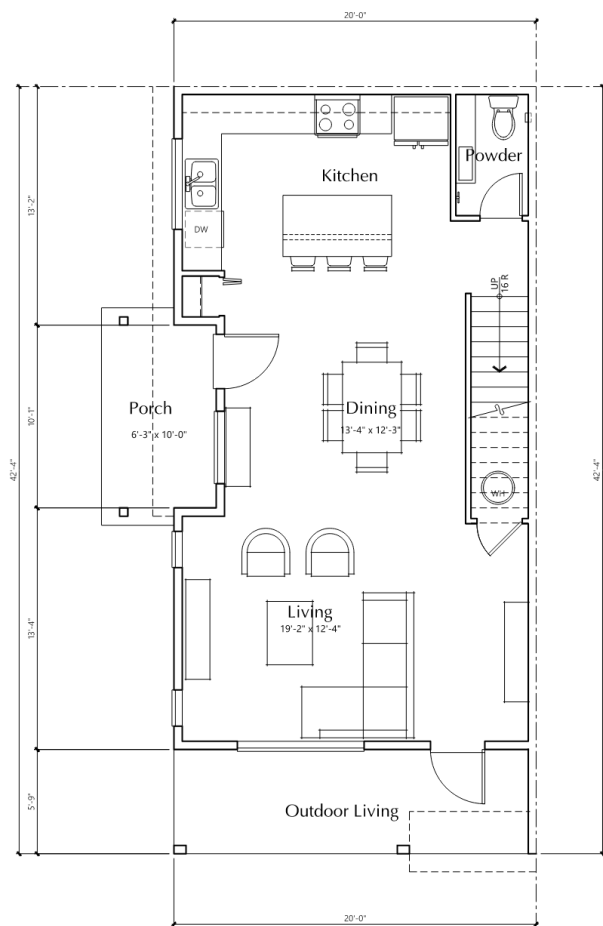
UNIT C2 LOWER LEVEL PLAN
1/4" = 1'-0"



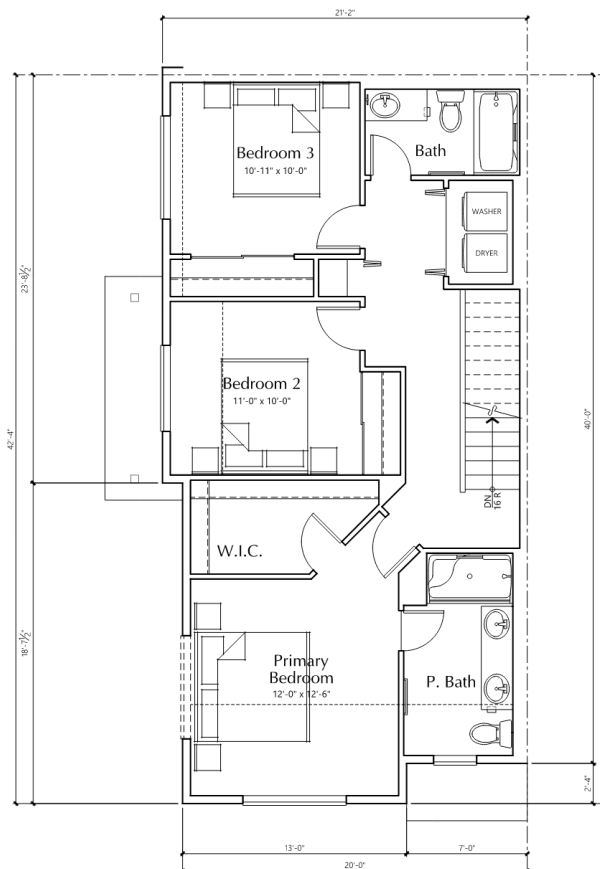
UNIT C2 MIDDLE LEVEL PLAN
1/4" = 1'-0"



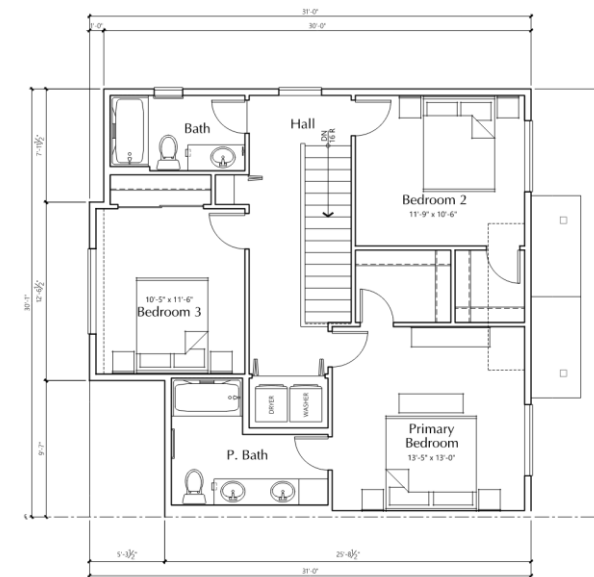
UNIT C2 UPPER LEVEL PLAN
1/4" = 1'-0"



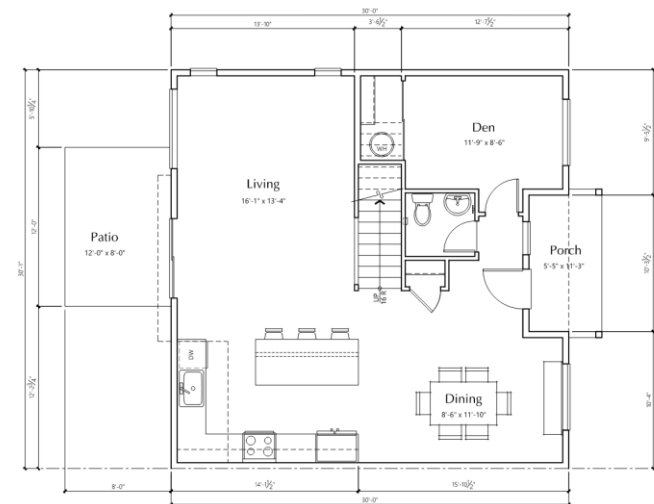
UNIT T20 LOWER LEVEL PLAN
1/4" = 1'-0"



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



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

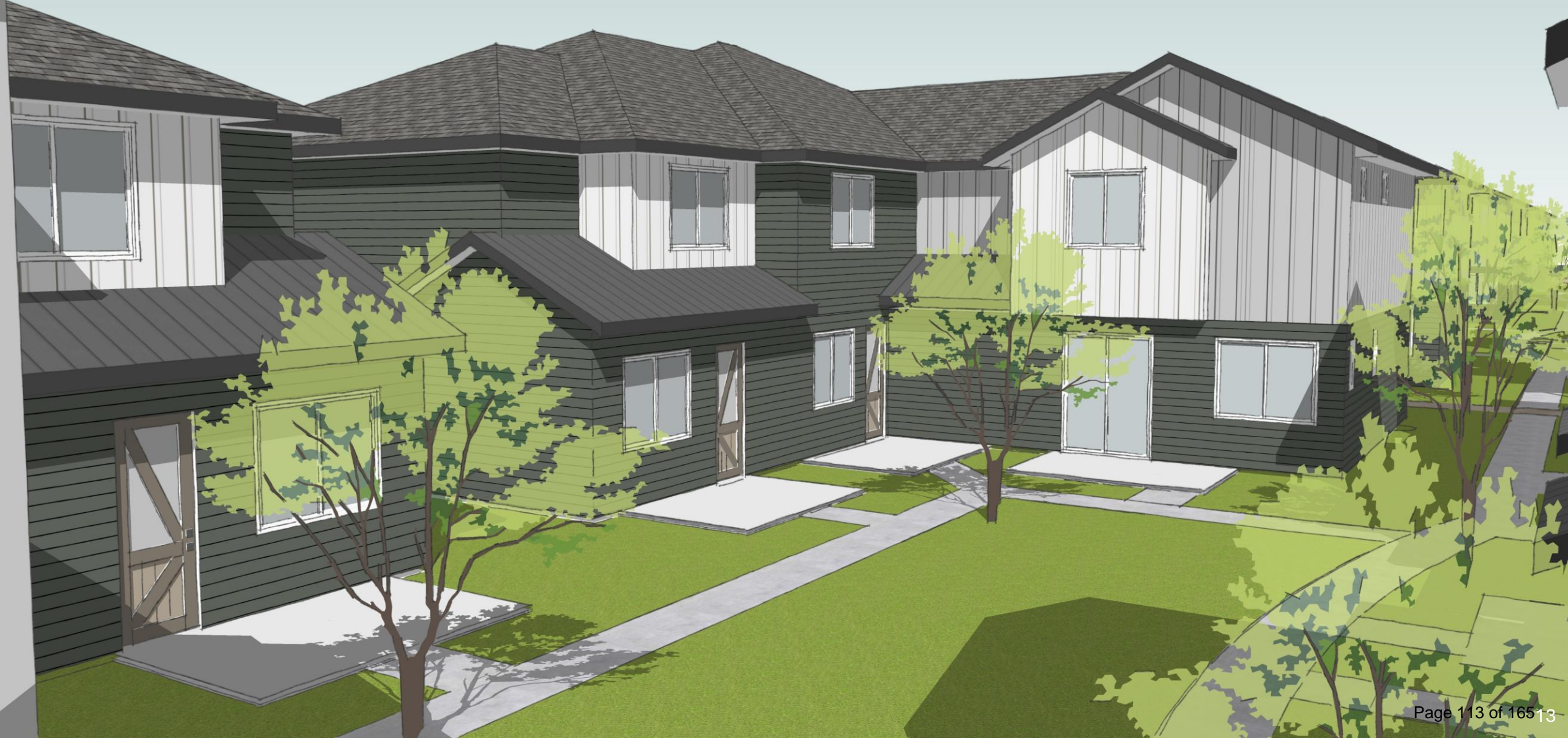


UNIT T10 LOWER LEVEL PLAN
1/4" = 1'-0"







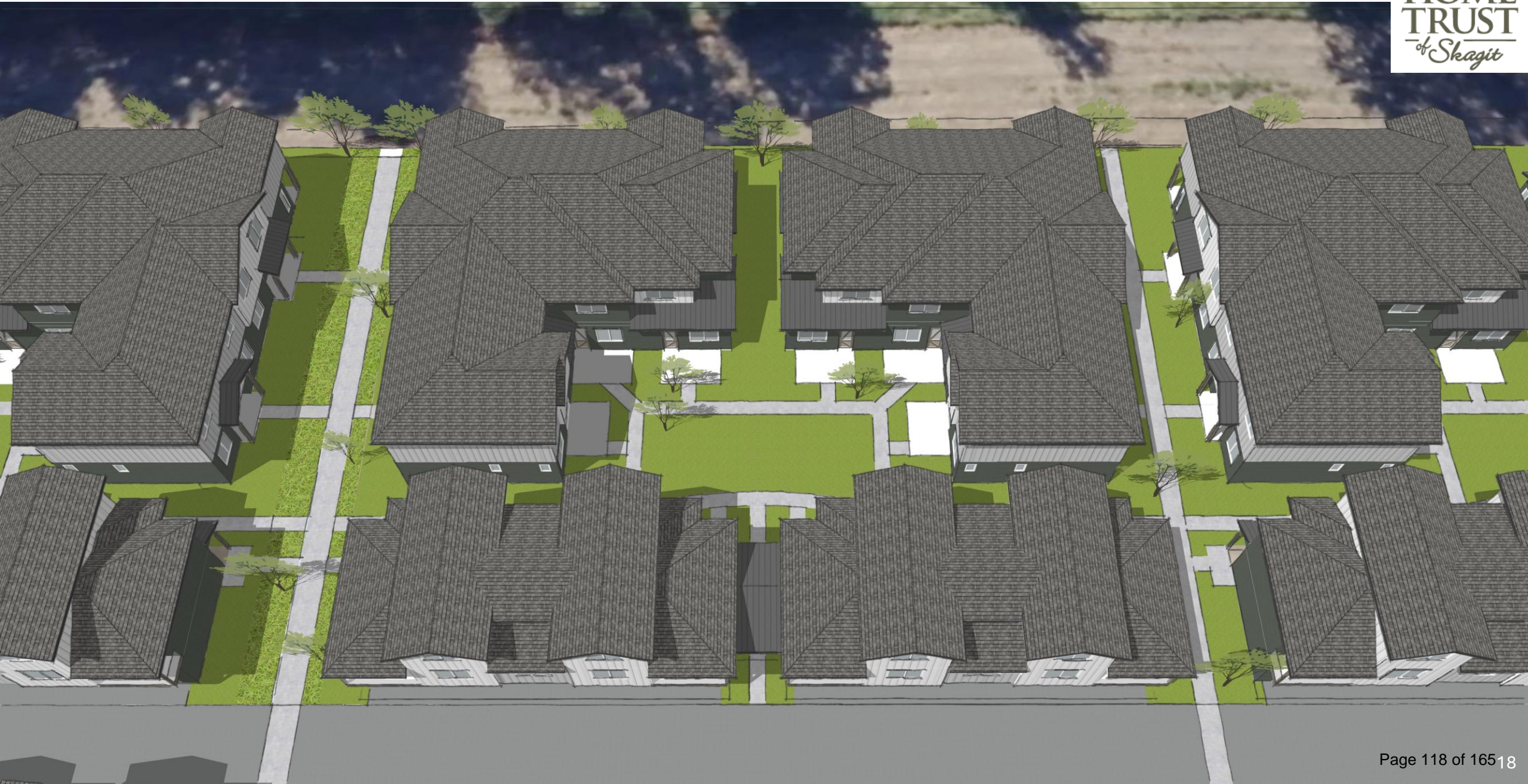


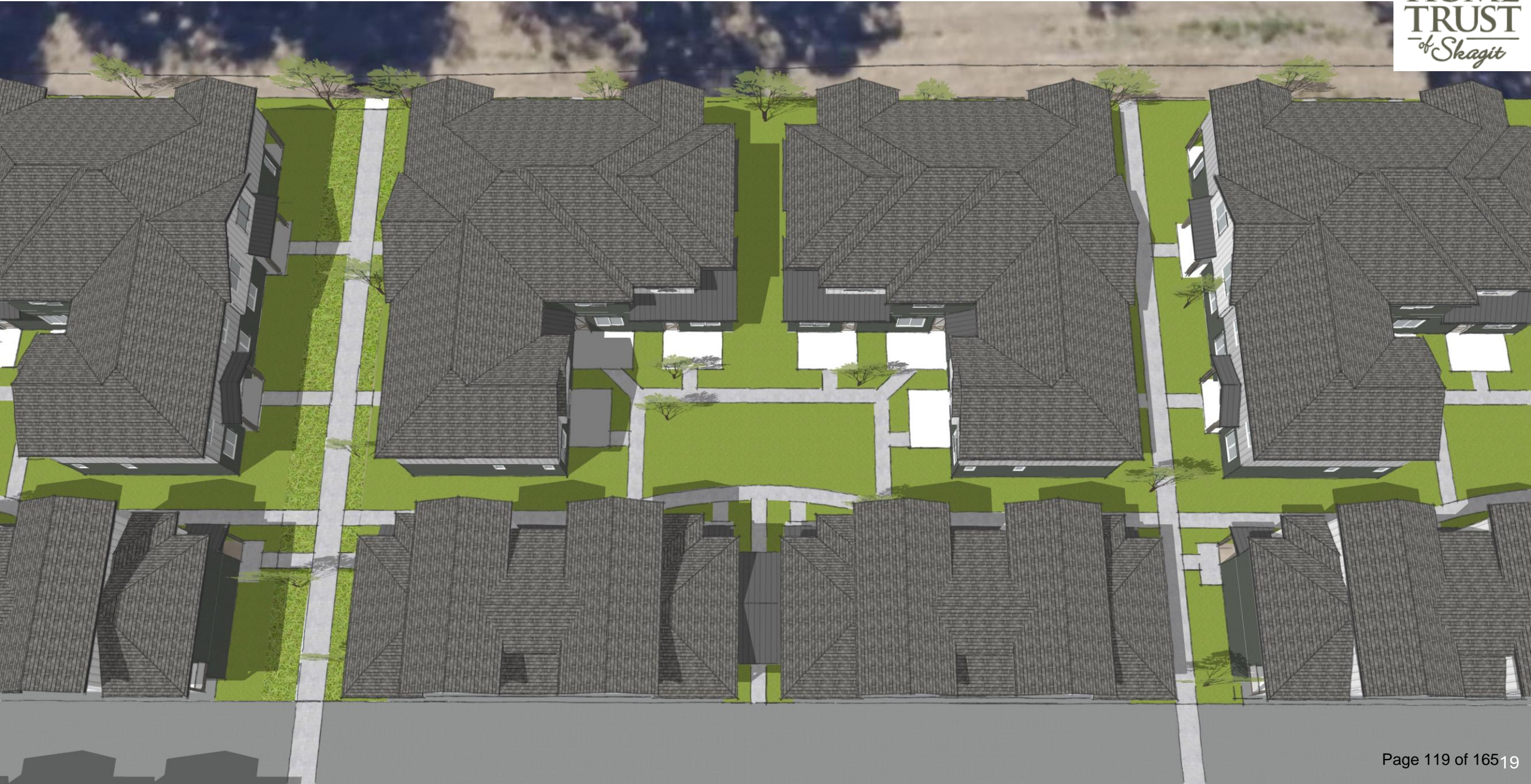








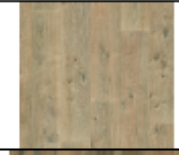
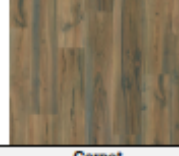


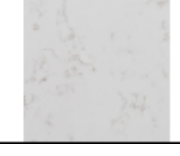





















Example Specifications

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

Example Specifications (cont.)

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







Example Specifications (cont.)

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

Example Specifications (cont.)

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!

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<u>Persons Per Household*</u>	<u>3</u>		<u>3</u>	
60% AMI	\$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	\$1,946		\$1,946	
<i>Delta</i>	\$0		\$0	
<u>Home Trust of Skagit</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	

Fiscal Year	60% AMI		60% AMI	
	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 (*proj.*)

\$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
<u>2022</u>
<u>2023</u>
<u>2024</u>
<u>2025</u>
Projected (CAGR-based)

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

Levy Rate
9.2257

Max
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	\$203,920	\$203,920	\$203,920
45.32%	45.32%	45.32%	45.32%
\$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	\$94	\$94	\$94
0.25%	0.25%	0.25%	0.25%
\$150	\$150	\$150	\$150
\$0	\$0	\$0	\$0
0.25%	0.25%	0.25%	0.25%
<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	
45.32%	\$203,920	45.32%
	\$246,080	
	6.60%	
	\$1,572	
	\$346	
0.25%	\$94	0.25%
	\$150	
0.25%	<u>\$0</u>	0.25%
	<u>\$2,162</u>	
	\$2,162	
	\$0	
<hr/>		
	\$203,920	
	\$203,920	
	1.0	
	4.0	

<u>Persons Per Household*</u>	3		3	
80% AMI	\$81,952		\$81,952	
FHA 38% (annual)	\$31,142		\$31,142	
FHA 38% (monthly)	\$2,595		\$2,595	
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)	\$136,058	30.24%	\$136,058	30.24%
Mortgage	\$313,942		\$313,942	
Interest Rate	6.60%		6.60%	
Monthly Payment	\$2,005		\$2,005	
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>\$2,595</u>		<u>\$2,595</u>	
Maximum Allowed <i>Delta</i>	\$2,595 \$0		\$2,595 \$0	
<u>Home Trust of Skagit</u>				
Grant Request	\$1,360,583		\$1,088,467	
Funding Per Home	\$136,058		\$136,058	
Homes Allocated	10.0		8.0	
People Allocated	30.0		24.0	

Fiscal Year	80% AMI		80% AMI	
	3-Person HH	YoY Growth	4-Person HH	YoY Growth
2022	\$65,650	—	\$72,900	—
2023	\$72,900	11.04%	\$78,750	8.02%
2024	\$72,150	-1.03%	\$80,150	1.78%
2025	\$78,800	9.22%	\$87,520	9.20%
2026 (<i>proj.</i>)	\$81,952	6.41%	\$91,021	6.33%

2027 (*proj.*)

\$85,230

6.41%

\$94,662

6.33%

<u>3</u>		<u>3</u>		<u>3</u>	
\$81,952		\$81,952		\$81,952	
\$31,142		\$31,142		\$31,142	
\$2,595		\$2,595		\$2,595	
\$499,000		\$499,000		\$499,000	
\$49,000		\$49,000		\$49,000	
\$450,000		\$450,000		\$450,000	
\$136,058	30.24%	\$136,058	30.24%	\$136,058	30.24%
\$313,942		\$313,942		\$313,942	
6.60%		6.60%		6.60%	
\$2,005		\$2,005		\$2,005	
\$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>\$2,595</u>		<u>\$2,595</u>		<u>\$2,595</u>	
\$2,595		\$2,595		\$2,595	
\$0		\$0		\$0	
\$816,350		\$544,233		\$272,117	
\$136,058		\$136,058		\$136,058	
6.0		4.0		2.0	
18.0		12.0		6.0	

Source
<u>2022</u>
<u>2023</u>
<u>2024</u>
<u>2025</u>
Projected (CAGR-based)

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

Levy Rate
9.2257
Max
 4%

Projected
(CAGR-based)

4%

<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
\$91,021	\$91,021	\$91,021	\$91,021
\$34,588	\$34,588	\$34,588	\$34,588
\$2,882	\$2,882	\$2,882	\$2,882
\$499,000	\$499,000	\$499,000	\$499,000
\$49,000	\$49,000	\$49,000	\$49,000
\$450,000	\$450,000	\$450,000	\$450,000
\$91,092	\$91,092	\$91,092	\$91,092
20.24%	20.24%	20.24%	20.24%
\$358,908	\$358,908	\$358,908	\$358,908
6.60%	6.60%	6.60%	6.60%
\$2,292	\$2,292	\$2,292	\$2,292
\$346	\$346	\$346	\$346
\$94	\$94	\$94	\$94
0.25%	0.25%	0.25%	0.25%
\$150	\$150	\$150	\$150
\$0	\$0	\$0	\$0
0.25%	0.25%	0.25%	0.25%
<u>\$2,882</u>	<u>\$2,882</u>	<u>\$2,882</u>	<u>\$2,882</u>
\$2,882	\$2,882	\$2,882	\$2,882
\$0	\$0	\$0	\$0
\$910,924	\$728,739	\$546,555	\$364,370
\$91,092	\$91,092	\$91,092	\$91,092
10.0	8.0	6.0	4.0
40.0	32.0	24.0	16.0

will have an occupancy of 3 or 4 persons.

	<u>4</u>	
	\$91,021	
	\$34,588	
	\$2,882	
	\$499,000	
	\$49,000	
	\$450,000	
<i>20.24%</i>	\$91,092	<i>20.24%</i>
	\$358,908	
	6.60%	
	\$2,292	
	\$346	
<i>0.25%</i>	\$94	<i>0.25%</i>
	\$150	
<i>0.25%</i>	<u>\$0</u>	<i>0.25%</i>
	<u>\$2,882</u>	
	\$2,882	
	\$0	
	\$182,185	
	\$91,092	
	2.0	
	8.0	

City of Sedro-Woolley Housing and Human Services Funding Request 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 deadline. Contact Charlie Bush with questions at 360-855-9921.

Request Process Open: Friday, October 10, 2025.

Request Deadline: Wednesday, October 29th at 4:30 PM. Projects will be reviewed and awarded by the City Council after deadline passes.

Funding Period: Contracts can fund activity from November 2025 through December 2026.

Funding Limitation: Services provided must benefit Sedro-Woolley residents.

Funds Available With This Request				
Funding Type	1590 Operating	1406	Opioid	General Fund
Funding Requirements	Operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services.	<p>1. Projects must serve those at or below 60% AMI.</p> <p>2. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services. In addition to investing in traditional subsidized housing projects, this authority could potentially be used to provide for land acquisition, down payment assistance, and home repair so long as recipients meet the income guidelines.</p> <p>3. Funding the operations and maintenance costs of new units of affordable or supportive housing.</p> <p>4. Funds can also be used for rental assistance to tenants.</p>	Refer to the One Washington MOU , Exhibit A.	Project must serve the poor and infirm. City Council funding priorities are affordable housing services, behavioral health services, and substance use disorder services.
Funds Available	\$0	\$0	\$0	\$300,000

Applicant Completes the Section Below

Project Name

Youth Mental & Behavioral Health

Agency Name

Boys & Girls Clubs of Skagit County

Contact Person

Ian Faley

Mailing Address

P.O. Box

City

Sedro-Woolley

State

WA

Phone Number

360-202-9021

Email Address

ifaley@skagitclubs.org

Federal Tax ID#

91-1670669

UBI#

601-751-611

Primary Street Address

915 McGarigle St

City

Sedro-Woolley

State

WA

Zip Code

98284

Tax Parcel ID# (if applicable)

P131746

Type of Organization or Company

Youth Development Non-Profit

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

Yes.

Funding Request

20,000

Total Project Budget

\$62,688.00

Average Median Income (AMI) of Population Served

47,040 (42%)

If applicable, multiple population group notes

Low-income, minority population, at-risk youth

In attached pages that will serve as the beginning point for drafting the scope of work to your contract, briefly summarize the project proposed or supported by your application. Highlight how your funding request will satisfy the funding requirements (for the type of funds available) listed at the top of this document in the "Funds Available With This Request" table?

Date

10/29/2025

Name of Authorized Representative

Ian Faley

Title

EVP/CDO

Proposal Summary – Targeted Behavioral & Mental Health Supports

Boys & Girls Clubs of Skagit County – Funding Request for the City of Sedro-Woolley

Project purpose & alignment with City priorities:

This program provides targeted behavioral and mental health supports for youth (ages 5–18) who are low-income, unhoused/unstably housed, medically fragile, and qualify as "at-risk." It directly advances Sedro-Woolley Council priorities by delivering behavioral health services, linking members and families to behavioral & mental health supports that are critical to current & future thriving, as part of the mentorship work that happens at the Clubs each day.

Population served:

While the mental & behavioral health supports are offered to all members– for the sake of this proposal, we will place a priority focus for our most at-risk youth, experiencing housing instability or family medical hardship, foster youth, and families with limited access to behavioral health care. Services are age-tiered to meet developmental needs: Early childhood/elementary (5–11), middle school (12–14), and teens (15–18).

Core services & delivery model (targeted, evidence-based):

- **On-site mental health supports**
 - Trained mental-health staff providing short-term, trauma-informed individual therapy and family engagement using evidence-based techniques (CBT, play therapy for younger children, DBT-informed skills for teens).
 - Behavioral intervention specialist to design individualized behavior plans and run behavior-management coaching for staff and volunteers.
- **Group interventions & skills curricula**
 - Social Emotional Learning (SEL) groups for elementary



BOYS & GIRLS CLUBS
OF SKAGIT COUNTY

Administrative Office

3302 Cedardale Rd.

STE A-100

Mount Vernon, WA 98274

360-419-3723 P|F

[SkagitClubs.org](https://www.SkagitClubs.org)

**Kids &
Teens &
Safe Places &
Mentorship &
Graduation**



WHATEVER IT TAKES TO BUILD GREAT FUTURES

youth (emotion identification, regulation, problem-solving), including PAX tools training.

- Cognitive-behavioral skill groups and motivational interviewing workshops for adolescents (coping skills, decision making, relapse prevention for substance use risk).
- Peer-support/mentorship for adolescents -- structured, supervised opportunities to build resilience.
- **Screening, triage & referral pathways**
 - Universal screening at enrollment and quarterly re-screening using validated tools appropriate by age (e.g., Strengths & Difficulties Questionnaire for younger children; PHQ-A/GAD-7 and S2BI/CRAFFT for adolescents).
 - Rapid triage for moderate to high-risk youth with warm handoffs to partnering community providers (UGD/Peacehealth, County Behavioral Health, SeaMar, outpatient SUD programs, school-based counselors, tele-behavioral health). In place partnerships with these local agencies ensure expedited access.
- **Integrated case management & family stabilization**
 - Case managers link families to housing navigation, rental assistance programs, Medicaid enrollment support, transportation vouchers, and medical services – addressing the social determinants that exacerbate mental health issues.
 - Family education and caregiver coaching to increase treatment adherence and reduce crisis recurrence.
- **Crisis response & diversion**
 - Staff trained in Youth Mental Health First Aid and de-escalation; clear protocols to avoid unnecessary emergency room utilization: on-site stabilization, immediate telehealth consults, and prioritized referrals to community crisis teams.

Substance use disorder focus:

Prevention curriculum for middle and high school youth, confidential screening and brief interventions, relapse-prevention groups, and direct referral agreements with SUD treatment providers. For youth already in treatment, the Club provides ongoing mentorship, recovery support, and family engagement to reduce dropout.

Access, equity & cost model:

WHATEVER IT TAKES TO BUILD GREAT FUTURES

All core services are provided at no cost to qualifying families, and are built into the rhythm and schedule of Club programs. Behavioral & mental health specialists are included in on-going programming, and work with members in small group settings, or individualized meeting times to ensure best supports.

Staffing & quality assurance:

Certified behavioral specialists, trained youth development staff, and supervision by a clinical director is part of our program schedule. Continuous quality monitoring includes fidelity checks of curricula, regular clinical chart review, and quarterly reports.

Outcomes & evaluation:

Key metrics collected at baseline, 6 months and 12 months: reductions in behavior incidents at Club and school, improved attendance/engagement, improvements on validated symptom scales, number of SUD referrals completed, and housing stability outcomes for families served. Targets and data collection methods will be proposed in a full scope of work. This tracking is part of our member database for tracking, and built into the individual surveys that we conduct with members to ensure a data-informed outcome-driven Club experience.

Budget & sustainability (summary):

City funding will help program implementation, case management, transportation supports, and partnership coordination for a 12-month period, leveraged with private grants, and Club fundraising to scale and sustain services.

Closing statement:

This program offers a trauma-informed, developmentally appropriate, and equity-centered continuum of behavioral health services that intentionally serves Sedro-Woolley's at-risk youth and their families, already a significant part of our Sedro-Woolley Boys & Girls Club—reducing crisis events, strengthening family stability, and creating clear pathways into housing and SUD treatment. We welcome the opportunity to provide a detailed budget and implementation timeline upon request.

WHATEVER IT TAKES TO BUILD GREAT FUTURES

Budget:

Programming & Direct Service		\$37,300.00
Specialist Support		\$19,500.00
Curriculum & Materials (PAX Tools x 9)		\$4,500.00
Training (PAX Tools & MH First Aid)		\$660.00
Travel		\$728.00
		\$62,688.00

WHATEVER IT TAKES TO BUILD GREAT FUTURES



BOYS & GIRLS CLUBS
OF SKAGIT COUNTY

WHY SUPPORT THE BOYS & GIRLS CLUBS

➔ We provide a safe, positive, fun, and productive place for youth to be, after school and during the summer.

➔ We lead the nation in out of school outcome-based programming, that is engaging and developmentally appropriate.

➔ We provide *Academic Success Programs* that help our members **LEARN**, get tutoring help with their homework, and stay on track to graduate, with a plan for the future.

➔ We provide *Healthy Lifestyle Programs* that help our members **LIVE**, stay active & fit, learn nutritional wellbeing, and avoid risky behaviors. We provide a snack or meal to all our members, after-school.

➔ We provide *Good Character & Citizenship Programs* that help our members **LEAD**, become engaged in their communities, understand their rights & responsibilities as citizens, and model great character.

➔ We ensure that all our youth receive mentorship opportunities through high-quality & compassionate staff, trained in the best practices of youth development.

➔ We operate twelve Club sites, and one library outreach location throughout Skagit County; Anacortes, Burlington, Concrete, Mount Vernon, and Sedro-Woolley.

➔ We partner with all our local school districts to ensure that all youth have access to the Clubs, after school, regardless of where they're coming from.

➔ We ensure that a family's financial situation is not a barrier for any member to attend the club.

➔ Our facilities are specifically dedicated to youth and the programs that interest them the most.

➔ We are a recognized leader in Skagit County for organizational transparency, measuring outcomes, and analyzing data trends as it relates to our efforts.

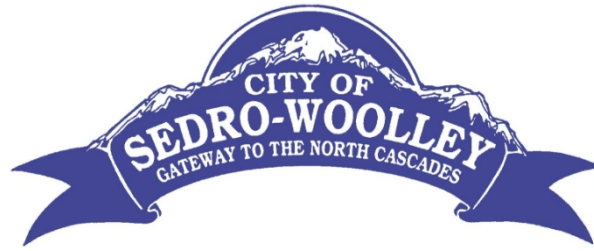
➔ As a federated organization, we have the opportunity to access regional, national, & international resources, to better serve our youth, but also have the local control & leadership to best address our community's specific needs.

LEARN

LIVE

LEAD

3302 Cedardale Rd. STE A-100
Mount Vernon, WA 98274
360-419-3723 (phone/fax)
www.skagitclubs.org



City Council Agenda Item

Agenda Item No.: f.2.

Date: November 5, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Ordinance 2108-25 - 2026 Property Tax - 1st Read

RECOMMENDED ACTION:

First read, no recommended action. A public hearing will be held on November 12, 2025.

BACKGROUND/SUMMARY INFORMATION:

The City must pass a property tax ordinance annually, as a part of the budget process, to establish the total property tax that will be levied for the upcoming year. This ordinance, along with other documents, must be turned in to Skagit County by November 28, 2025. The attached documents include a draft 2026 property tax ordinance, as well as documents provided from Skagit County.

Also attached is a summary 2026 Property Tax document that walks through how property tax is calculated and some common questions. During the study session, Finance Director Kelly Kohnken will walk through this document and answer any questions the council has related to the property tax calculation. This summary document can be referred back to when the council or community members have questions about property tax.

Two highlights:

- An annual increase of 1% reduces the likelihood that the city will need a levy lid lift in the future.
- The proposed 1% increase for 2026 will increase the city's portion of property tax on a \$532,448 home by \$14 (or \$1.17 per month).

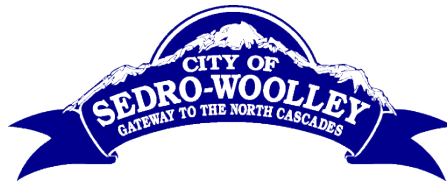
FISCAL IMPACT, IF APPROPRIATE:

A 1% increase in property tax in 2026 is \$50,504.

ATTACHMENTS:

1. Ordinance 2108-25_Property Tax_1%
2. Levy Info Letter_Skagit County
3. Refund Levy Notice_Skagit County
4. Preliminar Assessed Value_Skagit County
5. Levy Certification_DOR_Form 64-0100

6. 2026 Property Tax Info



ORDINANCE NO. 2108-25

AN ORDINANCE APPROVING THE PROPERTY TAX LEVY AT AN INCREASE OF 1% FOR THE CITY OF SEDRO-WOOLLEY, WASHINGTON.

WHEREAS, the City Council of the City of Sedro-Woolley has met and considered its budget for the calendar year 2026 and properly given notice of the public hearing held November 12, 2025; and,

WHEREAS, the city actual levy amount from the previous year was \$5,033,083; and

WHEREAS, the population of the city is more than 10,000; and

WHEREAS, the Implicit Price Deflator (IPD) for property taxes due in 2026 is 2.44%.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY DO ORDAIN AS FOLLOWS:

An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$50,504 which is a percentage increase of 1% from the previous year's maximum lawful levy. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, and annexation that have occurred (\$84,296), banked capacity (\$17,357) and refunds made (\$2,583).

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 12th DAY OF NOVEMBER 2025.

ATTEST:

Julia Johnson, Mayor

Kelly Kohnken, Finance Director

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

Danny Hagen
Assessor

Annette M. DeVoe
Chief Deputy Assessor



SKAGIT COUNTY

Office of the Assessor

Administration Building, Room 204
700 South 2nd Street
Mount Vernon, WA 98273
Phone: 360.416.1780 Fax: 360.416.1790
E-Mail assessor@co.skagit.wa.us

October 16, 2025

TO: Skagit County Taxing Districts

FROM: Annette DeVoe

RE: 2026 Property Tax Levy Information

.....

Enclosed is the **preliminary** assessed value information for the taxes to be collected in 2026. The values used in the calculations include the **2024/2025** value for the state utilities. The levy calculations use a 1% (or amount approved by voters where applicable) increase and assume all resolutions/ordinances have been submitted. **These values will continue to change and will update them when the 25/26 state assessed values are received. For districts with property tax ballot measures we have calculated the preliminary levy info as if the measure passed.**

All Tax districts regardless of population will be allowed to levy 1% more than they collected in 2025 if they submit a Resolution/Ordinance stating the **amount of the increase** and the **percentage of increase** from the previous year levy by November 30th, 2025. The deadline is extended to Monday because 11/30 is a Sunday, but since the Commissioner's must compile and certify on Monday, we would greatly appreciate having all docs before Thanksgiving. We can take them by email if that helps. We have included the Levy Certification to the Commissioners and the Resolution/Ordinance.

For most districts the forms are to be submitted to the Skagit County Commissioner's. I am happy to assist by routing them to a shared file if you provide them by email or deliver to the Assessor's office. Budget Request forms are sent by the Skagit County Auditor and arrived separately.

If you have any questions regarding the 2025 levy, or would like assistance, please contact me. Office hours are Monday thru Friday, 8:30 a.m. to 4:30 p.m.

Annette DeVoe
adevoe@co.skagit.wa.us
360-416-1778

Danny Hagen
Assessor

Annette M. DeVoe
Chief Deputy Assessor



SKAGIT COUNTY

Office of the Assessor

Administration Building, Room 204
700 South 2nd Street
Mount Vernon, WA 98273
Phone: 360.416.1780 Fax: 360.416.1790
E-Mail assessor@co.skagit.wa.us

September 22, 2025

NOTICE OF AN AVAILABLE REFUND LEVY

Subject to the maximum statutory rate

We have been notified by the Skagit County Treasurer's office that the full amount of the taxes levied for the prior year were not collected due to abatements and cancellations in the tax rolls.

In accordance with RCW 84.69.180 your district may request that these funds be levied by refund levy in addition to your budget certification, up to the districts statutory maximum rate for collection in the 2026 Levy year.

If you would like the refund levy amount in addition to your districts 2026 Budget request, please add it to the Administrative Refund line and include it in your Total Levy Certification amount on the updated DOR form provided in this packet.

Note this is a change from previous years where this document was signed and returned to the Assessor. The change is based on advisement from the Department of Revenue, and they have updated the Levy Certification form to accommodate refund requests.

CITY – SEDRO WOOLLEY

Tax district

\$ 2,583.48

Refund amount

**PRELIMINARY ASSESSED VALUE
FOR COMPUTATION OF PROPERTY
LEVY FOR DISTRICTS WITH
POPULATION MORE THAN 10,000
2025 LEVY FOR 2026 TAXES**

TAXING DISTRICT: CITY OF SEDRO WOOLLEY-LID LIFT PORTION

Tax Base for Regular Levy	
1. Preliminary total district taxable value (excluding boats, timber assessed value and senior citizen exemptions from regular levy). Tax base for regular levy:	\$2,076,442,909
2. preliminary 2024-2025 State Assessed Utility value:	\$15,357,686
Preliminary Total Tax Base for Regular Levy	<u>\$2,091,800,595</u>
Tax Base for Excess and Voted Bond Levies	
3. Less assessed value of the senior citizen/disability exempt property:	\$27,491,600 *
4. Plus Timber Assessed Value (TAV):	\$0
5. Tax Base for Excess and Voted Bond Levies (1+2-3+4):	<u>\$2,064,308,995</u>

**PRELIMINARY
LEVY LIMIT CALCULATION
2025 LEVY FOR 2026 TAXES**

A.	Highest regular tax which could have been lawfully levied beginning with the 1985 levy. Year: 2024-2025 \$5,050,440 X 101,000% = \$5,100,945 (Actual levy taken: \$5,033,083.04 inc Senior Portion Banked Capacity \$17,357.29)
B.	Current year's assessed value of new construction, improvements and wind turbines, solar, biomass and geothermal facilities in original district before the annexation occurred times last years levy rate. A.V. \$27,935,600 X 2.5794133743 / \$1,000 = \$72,057 Annexed Area \$4,744,800 X 2.5794133743 / \$1,000 = \$12,239
C.	Current year's assessed value of state assessed property in original district if annexed, less last years value of state assessed property. The remainder to be multiplied by last year's regular levy rate. \$ 15,357,686 less \$15,357,686 equals \$ - Current Yr. A.V. Previous Yr. A.V. Remainder \$ - X 2.5794133743 / \$1,000 = \$ - Remainder Last Years Levy Rate
D.	Refund Levy (Amount levied that was not collected in previous tax years) \$ 2,583.48
E.	Less Estimated SR Ex amount generated \$ 33,217.00
F.	Regular Property Tax Limit: A+B+C +D - E=LID LIFT PORTION <u>\$5,154,607</u>

**PRELIMINARY LEVY RATE
COMPUTATION**

LID LIFT LEVY RATE	
Type of Taxing District:	
Statutory maximum dollar rate for taxing district:	\$3.3750
The dollar amount of the certified levy divided by the assessed value	
\$5,154,607 / \$2,064,308,995 = 2.49701 *	
For Regular Rate, enter the lesser of the statutory maximum dollar rate or the certified levy rate:	\$2.49701
<i>*Not to exceed the Statutory Maximum rate shown above!</i>	

* Creates SR portion @ Pre Original Lid Lift rate \$27,491,600/1,000 * 24/25 levy rate of 1.2082661562 = \$33,217 ESTIMATED SR POR
LID LIFT portion \$ 5,154,607 + SR portion \$33,217 = TOT estimated levy capacity \$ 5,187,824

LEVY LIMITATIONS WORKSHEET

TAXING DISTRICT SKAGIT City SEDRO WOOLLEY LID LIFT 24 Levy for 25 Taxes

Instructions for electronic version of form - Fill in highlighted cells all other self populate.

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).					
Year	<u>2024</u>	<u>\$4,860,891.98</u>	<u>×</u>	<u>101.000%</u>	<u>=</u> <u>\$4,909,500.90</u>
		Highest Lawful Levy Since 1985		Limit Factor/Max Increase 101%	
B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).					
	<u>\$52,008,900</u>	<u>×</u>	<u>2.617286883000</u>	<u>÷</u>	<u>\$1,000</u> <u>=</u> <u>\$136,122.21</u>
	A.V.		Last Year's Levy Rate		
C. Tax increment finance area increment AV increase (RCW 84.55.010(1)(e)) (value included in B & D cannot be included in C)					
	<u>\$0</u>	<u>×</u>	<u>2.617286883000</u>	<u>÷</u>	<u>\$1,000</u> <u>=</u> <u>\$0.00</u>
	A.V.		Last Year's Levy Rate		
D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).					
	<u>\$15,357,686</u>	<u>-</u>	<u>\$14,588,787</u>	<u>=</u>	<u>\$ 768,899.00</u>
	Current Year's A.V.		Previous Year's A.V.		Remainder
	<u>\$768,899</u>	<u>×</u>	<u>2.617286883000</u>	<u>÷</u>	<u>\$1,000</u> <u>=</u> <u>\$2,012.43</u>
	Remainder from Line D		Last Year's Levy Rate		
E. Regular property tax limit:					<u>A+B+C+D</u> <u>=</u> <u>\$5,047,635.54</u>

Parts F through H are used in calculating the additional levy limit due to annexation.

F. To find the rate to be used in G, take the levy limit as shown in Line E above and divide it by the current assessed value of the district, excluding the annexed area.					
	<u>\$5,047,635.54</u>	<u>÷</u>	<u>\$1,938,044,014</u>	<u>×</u>	<u>\$1,000</u> <u>=</u> <u>2.604499951259</u>
	Total in Line E		Assessed Value Less Annexed AV		
G. Annexed area's current assessed value including new construction and improvements, times the rate in Line F.					
	<u>\$1,076,900</u>	<u>×</u>	<u>2.604499951259</u>	<u>÷</u>	<u>\$1,000</u> <u>=</u> <u>\$2,804.79</u>
	Annexed Area's A.V.		Rate in Line F		
H. Regular property tax limit including annexation					<u>E+G</u> <u>=</u> <u>\$5,050,440.33</u>

I. Statutory maximum calculation					
Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library, or has a firefighters pension fund.					
	<u>3.600000000000</u>	<u>-</u>		<u>+</u>	<u>3.600000000000</u>
District base levy rate			Fire or RFA Rate		Library Rate
	<u>\$1,939,120,914</u>	<u>×</u>	<u>3.600000000000</u>	<u>÷</u>	<u>\$1,000</u> <u>=</u> <u>\$6,980,835.29</u>
A.V. of District			Statutory Rate Limit		Statutory Amount

J. Highest lawful Levy For This Tax Year (Lesser of H and I)	<u>=</u> <u>\$5,050,440.33</u>
K. New highest lawful levy since 1985 (Lesser of I & H minus C, unless A (before limit factor increase) is greater than I or H minus C, then A before the limit factor increase)	<u>=</u> <u>\$5,050,440.33</u>

L. Tax Base For Excess Levies	
1. Regular levy taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy)	<u>\$1,939,120,914</u>
2. Less assessed value of the senior citizen exemption of less than \$40,000 income or 65% of the median household income for the county based on lower of frozen or market value.	<u>\$20,911,035</u>
3. Plus Timber Assessed Value (TAV)	
4. Tax base for excess and voted bond levies	<u>(1-2+3)</u> <u>\$1,918,209,879</u>

Excess Levy Rate Computation - Excess levy amount divided by the assessed value in Line L4 above.					
	<u>Levy Amount</u>	<u>÷</u>	<u>\$1,918,209,879</u>	<u>×</u>	<u>\$1,000</u> <u>=</u> <u>0.000000000000</u>
			A.V. from Line L4 above		
Bond Levy Rate Computation - Bond levy amount divided by the assessed value in Line L4 above.					
	<u>Levy Amount</u>	<u>÷</u>	<u>\$1,918,209,879</u>	<u>×</u>	<u>\$1,000</u> <u>=</u> <u>0.000000000000</u>
			A.V. from Line L4 above		

Population: Less than 10,000 10,000 or more

Was a resolution/ordinance adopted authorizing an increase over the previous year's levy? Yes No

Was a second resolution/ordinance adopted authorizing an increase over the IPD? Yes No N/A

If so, what was the percentage increase? _____ Calculated % Increase 0.000000000000%

A. Previous year's actual levy adjusted by the increases as stated in ordinance or resolution (RCW 84.55.120).

Year <u>2023</u>	<u>\$4,860,891.98</u>	+	<u>0.00</u>	=	<u>\$4,860,891.98</u>
	Previous Year's Actual Levy		Plus Resolution Increase Amount		
Year <u>2023</u>	<u>\$4,860,891.98</u>	×	<u>0.000000000000%</u>	=	<u>\$4,860,891.98</u>
	Previous Year's Actual Levy		Resolution Percentage of Increase		

B. Amount for new construction, improvements, & certain green energy (Line B page 1) = \$136,122.21

C. Amount for increment value increase (Line C page 1) = \$0.00

D. Amount for increase in value of state-assessed property (Line D, page 1) = \$2,012.43

E. Amount for increase in annexation (Line G, page 1) = \$2,804.79

F. Total levy amount authorized, including the annexation Lesser of A+(B+C+D+E) = \$5,001,831.41

G. Total levy amount authorized by resolution (F) plus amount refunded or to be refunded (RCW 84.55.070).

<u>\$5,001,831.41</u>	+	_____	=	<u>\$5,001,831.41</u>
Total from Line F		Amount to be Refunded		Amount allowable per

H. Total amount certified by county legislative authority or taxing district as applicable. (RCW 84.52.020 and RCW 84.52.070) = \$5,046,005.00

I. Levy limit from line H on page 1, plus amount refunded or to be refunded (RCW 84.55.070).

<u>\$5,050,440.33</u>	+	<u>\$0.00</u>	=	<u>\$5,050,440.33</u>
Line H, Page 1		Amount to be Refunded		Total

J. Amount of taxes recovered due to a settlement of highly valued disputed property (RCW 84.52.018).

<u>\$5,001,831.41</u>	-	_____	=	<u>\$5,001,831.41</u>
Lesser of G, H, or I		Amount Held in Abeyance		Total

K. Statutory limit from line I on page 1 (dollar amount, not the rate) = \$6,980,835.29

L. Lesser of J & K \$5,001,831.41

M. **Levy Corrections** Year of Error: _____

1. Minus amount over levied (if applicable) _____

2. Plus amount under levied (if applicable) _____

N. **Total: L +/- M** \$5,001,831.41

O. **Regular Levy Rate Computation Without Levy Error Correction**
Use this rate in next year's levy calculations unless it's changed due to levy error, other limitation, or there's a road levy shift.

<u>\$5,001,831.41</u>	÷	<u>\$1,939,120,914</u>	×	<u>\$1,000</u>	=	<u>2.579432449977</u>
Lesser of K and L		Amount on line L1 on page 1				rate w/o error correction

P. **Regular Levy Rate Computation:** Lesser of K and N divided by the assessed value in line L1 on page 1.
Use this rate for the current year's tax roll unless it is changed due to another levy limitation such as the \$5.90 limit.

<u>\$5,001,831.41</u>	÷	<u>\$1,939,120,914</u>	×	<u>\$1,000</u>	=	<u>2.579432449977</u>
Lesser of K & N		Amount on line L1 on page 1				rate before aggregate check

Q. **Road Levy Shift Rate Computation - (Do not enter a shift amount in both shift fields.)**

R. _____ **OR** _____
Amount shifted TO this taxing district Amount shifted FROM this taxing district

S. \$5,001,831.41 ÷ \$1,939,120,914 × \$1,000 = 2.579432449977
Post Shift Levy Amount Amount on line L1 on page 1 Post Shift Levy Rate

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I _____ (Name),
 _____ (Title), for _____ (District name),
 do hereby certify to the _____ (Name of county) County legislative authority
 that the _____ (Commissioners, Council, Board, etc.) of said district requests
 that the following levy amounts be collected in _____ (Year of collection) as provided in the district's
 budget, which was adopted following a public hearing held on _____ (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount , which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

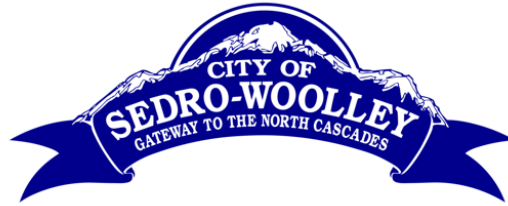
Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

2026 Property Tax



How is Property Tax Calculated?

Long answer: There are many factors that play into the budgeted levy.

- The city starts with the prior year budgeted levy, \$5,033,083.
- The city can increase the budgeted levy by 1% of the highest regular tax which could have been lawfully levied. The highest lawful levy in 2025 was \$5,050,440 , 1% of this amount would be \$50,504.
- The city can also increase the levy by the banked capacity, \$17,357. Banked capacity is the difference between the prior year actual budgeted levy, \$5,033,083, and the prior year's highest lawful levy, \$5,050,440.
- The budgeted levy is also increased based on the assessed value of new construction and improvements multiplied by the current levy rate. New construction of \$32,680,400 (divided by \$1,000), multiplied by the 2025 levy rate of \$2.5794, would result in an increase in the budgeted levy of \$84,296.
- Based on the amounts above and a refund levy of \$2,583, the estimated 2026 budgeted levy would be \$5,187,824, broken out between the regular levy of \$5,154,716 and senior exemptions of \$33,217.
- The regular budgeted levy amount, \$5,154,607, is divided by the assessed value of regular property within city limits, estimated at \$2,064,308,995 (divided by \$1,000), resulting in a levy rate of \$2.4970. Assessed value is calculated by the Skagit County Assessor.

Short answer: The prior year budgeted levy, plus 1% (if approved by council), plus the banked capacity, plus the value of new construction.

	Prior Year Budgeted Levy	\$5,033,083
+	1% (Approved by Council)	\$50,504
+	Banked Capacity	\$17,357
+	New Construction	\$84,296
+	Refund Levy	\$2,583
=	Total Budgeted Levy Amount	\$5,154,607
	Exemptions	\$33,217
	Total Budgeted Levy Amount	\$5,154,607
÷	Assessed Value/\$1,000 <small>(calculated annually by Skagit County Assessor)</small>	\$2,064,309
=	Levy Rate	\$2.4970

How Does this Impact Individual Properties?

The levy rate is multiplied by the assessed value of the individual property, divided by \$1,000.

	Levy Rate	\$2.4970
✘	Assessed Value of Property	\$532,448/\$1,000 = \$532.45
▬	Property Tax	\$1,329.52

In the example of a \$532,448 home, with a \$2.4970 levy rate, the city property tax would be \$1,330.

Does an Increase in Assessed Value Result in an Increase in Property Tax?

Not necessarily. The total assessed value of all property within city limits does not determine the total amount of property tax collected. The total amount of property tax collected is called the budgeted levy. The budget levy is set by city council, with restrictions described above.

Does an increase in the assessed value of an individual home increase property tax for the homeowner? It depends. In the example below, the total of all assessed value in the city increases by 4.8% and an individual property value increases by 4.8%, there is no change in the property tax assessment for that property, all other things remaining the same. If the assessed value of an individual property increases by a greater percentage than the assessed value of all property, property taxes will increase for the individual property.

Description	2025 Actuals	2026 Example 1	2026 Example 2	2026 Example 3
Budgeted Levy	5,001,794	5,001,794	5,001,794	5,001,794
Assessed Value	1,939,120,914	2,031,628,595	2,031,628,595	2,031,628,595
Levy Rate	2.5794	2.4620	2.4620	2.4620
Individual Property Value	532,448	557,849	564,395	543,097
City Property Tax	1,373	1,373	1,390	1,337
Percent Increase		0%	1.2%	-2.6%

Increased in Assessed Value of All Properties		4.8%	4.8%	4.8%
Increased in Assessed Value of All Individual Properties		4.8%	6%	2%

You can see in this example, the budgeted levy is staying the same, but the assessed value is increasing. This results in a decrease in the levy rate.

How Does the City's 1% Increase Impact an Individual Property?

A 1% increase in the budgeted levy, will likely results in a 1% increase for the individual property of the city's portion. As noted above, the increases to the assessed value of the individual property

compared to the increases in assessed value for all properties within city limits plays a significant role as well. Assuming the increase is 4.8% for both, if the budgeted levy is increased 1%, property tax for a \$532,448 home would increase 1% or \$14 from 2025 to 2026.

Description	2025 Actuals	2026 Example 1
Budgeted Levy	5,001,794	5,051,812
Assessed Value	1,939,120,914	2,031,628,595
Levy Rate	2.5794	2.4866
Individual Property Value	532,448	557,849
City Property Tax	1,373	1,387
Percent Increase		1%

Increased in Assessed Value of All Properties		4.8%
Increased in Assessed Value of All Individual Properties		4.8%

Does New Construction Increase Property Taxes for Existing Homes?

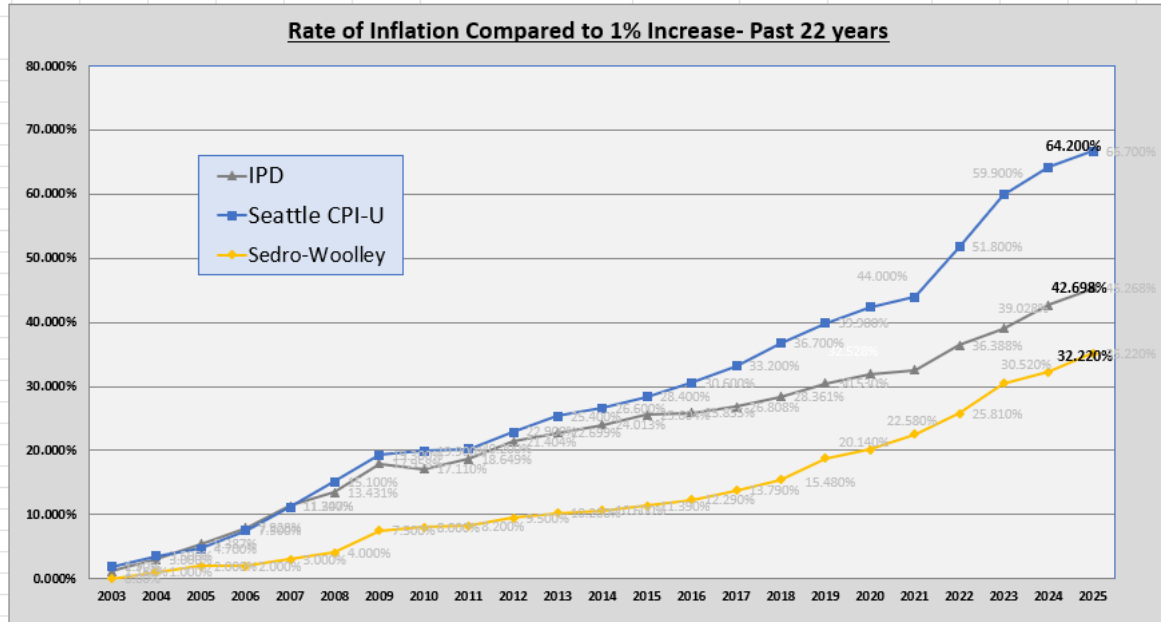
No. In the below example, new construction resulted in \$32,680,400 of new assessed value, it would also increase the budgeted levy by \$84,296 ($\$32,680,400 \times \$1,000 \times \2.5794). If the assessed value increased 4.8%, similar to other examples, there would be no increase to property tax for existing properties.

Description	2025 Actuals	New Construction	2026 Example
Budgeted Levy	5,001,794	84,296	5,086,090
Assessed Value	1,939,120,914	32,680,400	2,065,868,046
Levy Rate	2.5794		2.4620
Individual Property Value	532,448		557,849
City Property Tax	1,373		1,373
Percent Increase			0%

Does Property Tax Keep Up with Inflation?

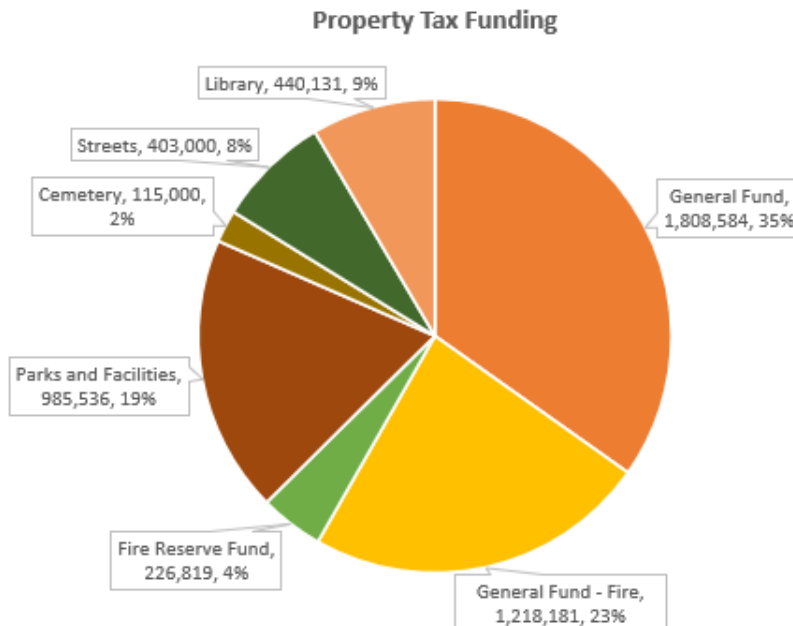
No. The chart displays two inflation indicators in relation to the city’s property tax growth. The CPI-U is the Consumer Price Index for All Urban Consumers, an inflation measure from the U.S. Bureau of Labor Statistics that tracks the price changes of a market basket of goods and services. IPD is the Implicit Price Deflator, a measure of inflation calculated by the U.S. Bureau of Economic Analysis, it reflected a broader range of goods and services than the CPI-U.

Inflation since 2003 has increased by approximately 64.2% according to the CPI-U or 42.7% according to the IPD. The city's property tax has increased by 32.22%. The chart does not include levy lid lifts as these increases have direct associated services and expenditures.



What Does Property Tax Fund?

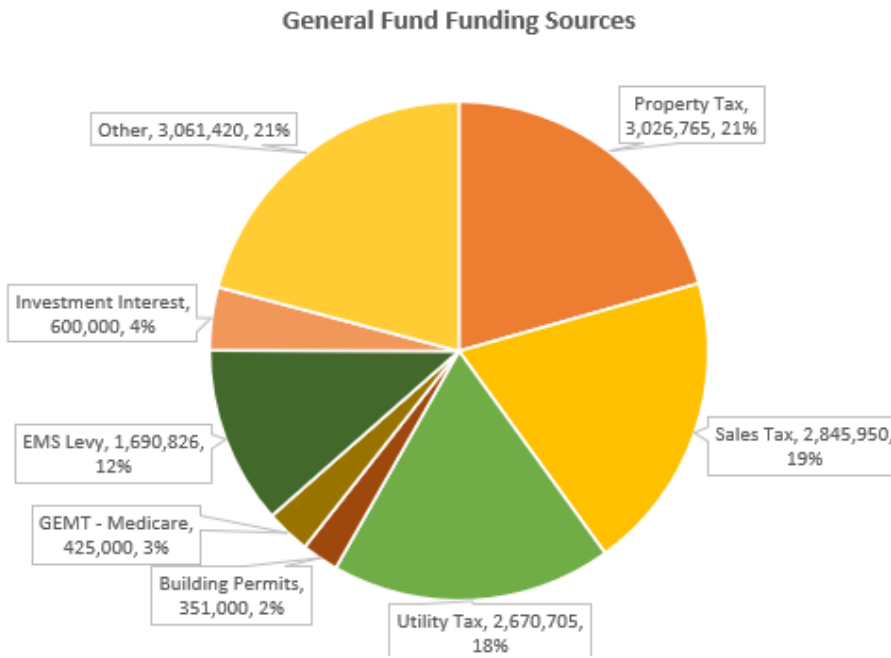
Property tax funds the General Fund, Fire Reserve Fund, Parks and Facilities Fund, Cemetery Fund, Street Fund, and Library Fund.



Fund	2026 Amount
General Fund	1,808,584
General Fund - Fire	1,218,181
Fire Reserve Fund	226,819
Parks and Facilities	985,536
Cemetery	115,000
Streets	403,000
Library	440,131
Total	5,197,251

How Much Does Property Tax Fund the General Fund?

In the current 2026 budget, property tax funds 21% of the General Fund. Combined with the EMS levy, property tax funds 33% of the General Fund.



Do Other Jurisdictions Levy Property Tax?

Yes, other jurisdictions also collect property tax. The below \$509,000 property funds the Port of Skagit Coutny, City of Sedro-Woolley, Medic One Services, Skagit County, Sedro-Woolley School District, United General District 304, Conservation Futures Fund, and the state school levy.

2025 Property Tax, Assessments, and Fees		
Tax District	Rate	Amount
PORT DISTRICT 2	0.2280	\$109.90
SEDRO WOOLLEY	2.5794	\$1,243.54
MEDIC 1 SERVICES	0.4700	\$226.59
SKAGIT COUNTY	0.9097	\$438.59
SCHOOL DISTRICT 101	2.6560	\$1,280.48
HOSPITAL DISTRICT 304	0.0943	\$45.45
CONSERVATION FUTURES FUND	0.0312	\$15.05
STATE LEVY	2.2571	\$1,088.12
Special Assessment and Fees		
2025 Property Tax, Assessments, and Fees Total:		\$4,447.70

Other Resources

The Washington State Department of Revenue website includes a “Property tax – How the 1% on increases in property taxes” page. This page includes a helpful section on how the state school levy has changed over time. <https://dor.wa.gov/forms-publications/publications-subject/tax-topics/property-tax-how-1-property-tax-levy-limit-works>

The Municipal Research and Service Center also have information on its “Property Tax Basics” page. <https://mrsc.org/explore-topics/finance/revenues/property-tax>

What’s Next?

The city will use this data and present an ordinance to council approving the 2026 budgeted levy. A first read of the ordinance is scheduled for the November 5, 2025, study session, and a second read for November 12, 2025. The final ordinance and other documentation are due to Skagit County by November 28, 2025.