

Washington State Farmworker Housing Trust

2009 Community Capacity Fund

Request For Proposals

The Washington State Farmworker Housing Trust (the Trust) has united growers, farmworker advocates, rural housing providers and other concerned citizens to address the critical shortage of decent, affordable housing for farmworkers and their families in our state. The mission of the Trust is to build a better and more sustainable agricultural community in the state of Washington by securing and investing resources to meet the full spectrum of housing and related needs of farmworkers in our state.

In April 2005 the Trust convened housing providers, technical assistance providers, private and public lenders, growers and advocates in Yakima for a two-day conference. The conference goal was to identify the barriers to developing the full spectrum of farmworker housing and the tools needed to significantly increase the rate of housing production. The consensus reached at the conference forms the framework for the Trust's Community Capacity Fund (CCF).

In 2007-2008, the Trust awarded \$190,000 in CCF grants and supported the development of 10 new affordable farmworker housing developments consisting of 260 new homes in eight counties. This year, the Trust will award a total of \$410,000 in CCF grants to help nonprofit and public housing organizations in Washington State expand their capacity to develop and manage farmworker housing. Eligible applicants may apply for each of the three different CCF grants available.

Areas of Investments in 2009

Community-Based Rental Housing (Year-round and seasonal-occupancy):

- Housing Development – Resources to support additional farmworker housing development personnel within nonprofit and public housing organizations that have the potential to sustain in-house development capacity. Total funds available: \$300,000. Average award amount: \$100,000 over two years.
- Asset/Property Management - Resources to enhance the ability of nonprofit and public housing organizations to own and manage farmworker housing and build a stronger sense of community within their developments. Total funds available: \$50,000. Average award amount: \$10,000.

Homeownership Programs:

- Resources to support the development or expansion of homeownership programs for farmworkers and their families. Total funds available: \$60,000. Average award amount: \$15,000.

Eligible Applicants

- Nonprofit and public housing organizations proposing to expand their capacity to provide additional farmworker housing in Washington State.
- **Please Note: in order to qualify for a Trust investment, housing units must be reserved or set-aside for farmworkers and their families; a preference is not sufficient.**

Eligible Uses of Funds

Eligible uses include third-party technical assistance, training, systems development/documentation, equipment and information technology that directly supports the development and/or on-going management of farmworker housing. Housing Development grants are to be used to hire and support additional farmworker housing development personnel. These grants may not be used to support existing farmworker housing development staff. Homeownership grants may also be used to support additional farmworker homeownership program personnel.

All housing activities from pre-development through occupancy are eligible. Construction costs ('bricks and boards') are not an eligible use, however some construction related and site-specific activities may require NEPA approval by a cognizant agency. The Trust is not a NEPA cognizant agency. The grantee will be responsible for securing NEPA approval if applicable.

Grant funds will be disbursed on a reimbursement basis and upon achieving specific benchmarks. Benchmarks will be proposed by applicants in their applications and may be revised as part of the contracting process.

Selection Criteria

Proposals should address those needs within the organization that will be most effective in expanding organizational capacity to develop and/or manage safe, decent affordable farmworker housing. The Trust seeks to provide a balance of support for both existing housing programs and new initiatives; therefore, organizations of all capacity levels are encouraged to apply. Applications will be reviewed using the following criteria:

- Number of new housing developments proposed and increased production over current levels.
- Feasibility and soundness of approach/work plan.
- Reasonableness of costs, including adequate supporting detail.
- Ability to sustain increased production and/or expanded capacity.
- Geographic diversity.
- Diversity of housing types. Expanding the range of housing types provided by an organization is also encouraged.
- Demonstrated need for Community Capacity Funds.

Award Conditions

The following conditions should be considered when applying for any of the Trust's CCF grants.

- If selected as a finalist, the CCF applicant must participate in organizational capacity assessments:
 - Initial organizational assessments will assist applicants in refining their capacity plans, inform the review/award/contracting process and establish a baseline for evaluating the success of the CCF's investment.
 - Contract completion assessments will document quantitative and qualitative improvements.
 - Finalists' project activities and deliverables may be adjusted based on the assessments.
- CCF grantees must participate actively in team meetings to foster best practices, provide mutual support and accountability as well as seek economies of scale through cooperation (e.g. cooperative purchasing or services.) Grantees will meet once to twice/year. There may also be a limited number of conference calls between meetings.
- CCF grantees must participate in coordinated fundraising with the Trust:
 - Provide letters of support for Trust fundraising proposals (including all Trust operations and programs, not just Capacity.)

- Provide information on housing development pipelines and other program information as reasonably requested by the Trust for advocacy, reporting and fundraising purposes.
- Collect resident data as required by the Trust at leasing conferences and annual recertifications (or other points in residents' tenure) for all of the CCF participant's farmworker housing developments. Grantees will be compensated for collecting this information; such compensation will be in addition to the grant award.
 - Resident survey data will be used to:
 - Demonstrate the benefits of decent, affordable farmworker housing and the resulting public cost savings for the general public, private and public funders and elected officials.
 - Update/supplement the Trust's 2006 Farmworker Survey.
 - Inform future housing design/development
 - Improve service delivery systems
- Acknowledge the Trust as a funder at ground breakings, grand openings, etc. (for development proposals) and in related news releases.
- Collaborate with the Trust on general CCF publicity.
- Submit progress and close-out reports in Trust format as specified in the grant contract.
- **Organizations applying for funds for additional housing development personnel must:**
 - Identify intended capital financing sources for additional developments and provide an assessment of the availability of such financing.
 - Identify matching funds (remaining Capacity Funds are not sufficient to cover the full cost of additional housing developers and related expenses.)
 - Demonstrate increased number and/or frequency of new developments, not just more units. Expanding the range of housing types provided by an organization is also encouraged.
 - Commit to using any developer fees that are realized through the new personnel's work to the development and management of farmworker housing or resident services for a minimum of 5 years in order to sustain the increased level of production. A minimum of 70% of developer fees must be dedicated to on-going farmworker housing development.
- Trust supported seasonal-occupancy housing must support and abide by the Trust's *Statement of Rights & Responsibilities*.
- Trust supported seasonal-occupancy developments must meet the full International Building Code.

Important Dates

May 8, 2009	RFP posted on Trust website, www.farmworkerhousingtrust.org RFP mailed to potential applicants
June 8, 2009	Community Capacity Fund Application DUE
July 2009	Independent Investment Review Team reviews applications and selects finalists
July/August 2009	Finalists notified, organizational assessments of finalists conducted
August 31, 2009	Award notification
September 2009	Grant Contracts negotiated
October 2009	CCF projects begin

Application Instructions

Application can be accessed on our Trust website, www.farmworkerhousingtrust.org. **CCF applications must be emailed by 5:00 p.m. Monday, June 8, 2009 to: info@farmworkerhousingtrust.org**. Also submit one (1) paper copy in an appropriately sized 3-ring binder by mail, postmarked by June 8 to:

Washington State Farmworker Housing Trust
1402 Third Avenue, Suite 709
Seattle, WA 98101

Complete applications should include:

- 2009 CCF Application (Sections I, II and III)
- If applying for a Community-Based Rental Housing Development Staff Grant, include:
 - Section IV
 - Development Staff Work Plan (utilize template)
 - Budget (utilize template)
- If applying for a Community-Based Rental Housing Asset/Property Management Grant, include:
 - Section V
 - Work Plan (utilize template)
 - Budget (utilize template)
- If applying for a Homeownership Grant, include:
 - Section VI
 - Work Plan (utilize template)
 - Budget (utilize template)
- 501(c) Determination Letter (for nonprofits)
- List of Board of Directors with affiliations or qualifications
- Strategic and/or Business Plan (if available)
- Most recent financial statements
- Audit report showing the past two fiscal years. If audits have not been completed, IRS Forms 990 for the past two years

Independent Review and Disclosure:

The Trust Board of Directors includes representation from farmworker housing providers to assure expertise in the field. The organizations these Directors represent are necessarily CCF participants based on their leadership in providing farmworker housing. To address this conflict of interest, an independent Investment Review Team will review all proposals and make recommendations to the Trust Board. The Trust Board will make final decisions on CCF investments, however all Board Members affiliated with any proposal are recused from these decisions.