

# WASHINGTON STATE HOUSING FINANCE COMMISSION

## BOARD MEETING PACKET

JANUARY 23, 2025



## Public Engagement at Commission Meetings

Members of the public are welcome at all the meetings of the Housing Finance Commission board. These include monthly business meetings as well as work sessions, which typically take place quarterly.

### Sharing Your Thoughts

We are committed to providing a fair, respectful and safe opportunity for all voices to be heard. Public comment is not part of Commission work sessions, but business meetings offer two opportunities:

- **Public hearings (specific topics):**  
Most Commission meetings begin with public hearings on specific financing projects or other decisions that will come to the Commission for a decision in the near future. Please limit comments during this time to those directly related to the hearing topic.
- **Public comment period (any topic):**  
During this period, which takes place at the end of the business meeting, the Commissioners listen to public concerns and comments on any topic related to the work of the Commission. Anyone who wishes to speak can take this opportunity. The starting time for the public comment period depends on the length of the Commission's other business. The Commissioners may not respond to your comment or question during the meeting, but staff may follow up with you with your consent.
- **Zoom Chat**  
The chat feature is disabled in all Commission meetings and work sessions, as phone attendees cannot participate.

### Raising Your Hand

The meeting chair will ask you to "raise your hand" or otherwise indicate that you would like to speak. If online, use the Zoom "raise hand" feature. Attendees on the telephone can press \*9 to "raise a hand." Whether or not you are able to virtually raise a hand, the chair will provide time and opportunity for all to share their comments before closing the public comment period.

### Community Standards

- Please keep your comments brief (2 minutes). The chair may ask you to bring your statement to a close after that time, especially if others are waiting to speak.
- Please keep your comments respectful. Any remarks or behavior that is rude, abusive, or otherwise disruptive will not be tolerated. This specifically includes slurs regarding protected classes as outlined by federal and state statute, such as race/ethnicity, disability, religion, sexual orientation, gender identity, etc. For complete list of state protected classes, visit [hum.wa.gov](http://hum.wa.gov).
- Those who do not follow these standards will be asked to leave or removed from the meeting.

**WASHINGTON STATE HOUSING FINANCE COMMISSION  
COMMISSION MEETING AGENDA**

YOU ARE HEREBY NOTIFIED that the Washington State Housing Finance Commission will hold a **Special Meeting** in the **27<sup>th</sup> Floor Board Room**, located at **1000 Second Avenue, Seattle, WA 98104-3601**, on Thursday, January 23, 2025, at 1:00 p.m., to consider the items in the agenda below.

Pursuant to RCW 42.30.030(2), which encourage public agencies to provide for public access to meetings, this meeting can also be viewed via Zoom or joined telephonically.

To join virtually, please go to [Zoom Meeting](#), go to “Join” or “Join a Meeting” and enter:

**Webinar/Meeting ID: 864 5523 3711  
Passcode: 974046**

Participants who wish to participate telephonically in the United States, please dial either toll free number: **1 (888) 788-0099** or **1 (877) 853-5247**

**Participants wishing to provide public comments, please see public engagement opportunities on page one above for instructions.**

- I. **Chair: Approval of the Minutes from the December 12, 2024, Special Meeting (5 min.)**
- II. **Steve Walker: Employee Recognition (10 mins)**
- III. **Chair: Conduct a Public Hearing on the following:**
  - A. **Westside School, OID # 24-143A**  
**Bianca Pyko:** The proposed issuance of one or more series of tax-exempt and/or taxable revenue bonds to refund existing Commission obligations issued to finance and refinance the rehabilitation, conversion and expansion of nonprofit educational facilities, to finance the acquisition, rehabilitation, improvement and expansion and equipping of existing nonprofit facilities located at 10404 34th Avenue SW & 3210 SW 106<sup>th</sup> Street, Seattle, WA 98146, owned and to be owned and operated by The Westside School, a Washington nonprofit corporation and an organization described under section 501(c)(3), Proceeds of the bonds may also be used to pay all or a portion of the costs of issuing the bonds. The total estimated bond amount is not expected to exceed \$9,000,000. (5 min.)
  - B. **Evergreen School, OID # 24-144A**  
**Dan Schilling:** The proposed issuance of one or more series of tax-exempt and/or taxable revenue bonds to (i) finance costs of demolition of existing structures and the acquisition, construction and equipping of a new approximately 24,000 square foot Early Childhood Center on The Evergreen School’s South Campus, (ii) finance the costs of construction, rehabilitation, renovation, remodeling and equipping of approximately 7,500 square feet of existing educational facilities space on The

Evergreen School's North Campus, (iii) fund a debt service reserve fund for the Bonds, (iv) finance capitalized interest on the bonds, and (v) pay all or a portion of the costs of issuing the bonds. The project is located at 14817-15201 Meridian Avenue N., 2019 N. 150th Street and 14900-14912 Burke Avenue N., Shoreline, WA 98133, owned and to be owned and operated by The Evergreen School, a Washington nonprofit corporation and an organization described under section 501(c)(3). The total estimated bond amount is not expected to exceed \$39,000,000. (5 min.)

**C. Rucker Avenue, OID # 21-53A**

**Dan Schilling:** The proposed issuance of one or more series of tax-exempt and/or taxable revenue notes to finance a portion of the costs for the acquisition, construction and equipping of a 214-unit multifamily housing facility located at 3102-3132 Rucker Avenue & 1310 Pacific Avenue, Everett, WA 98201. Proceeds of the bonds may also be used to pay all or a portion of the costs of issuing the bonds. The total estimated bond amount is not expected to exceed \$60,000,000. (5 min.)

**IV. Consider and Act on the Following Action Items:**

**A. Resolution No. 25-19 - for Housing Counseling**

**Lisa DeBrock/Emily Northrup:** A resolution memorializing the Commission's provision of housing counseling services with the US Department of Housing and Urban Development (HUD) - (10 mins.)

**V. Informational Report on Department of Commerce Activities. (10 min.)**

**VI. Executive Director's Report (10 min.)**

**VII. Commissioners' Report (10 min.)**

**VIII. Chair: Consent Agenda (5 min.)**

**A. Homeownership & Homebuyer Education Programs Monthly Activities Report**

**B. Asset Management and Compliance Monthly Activities Report**

**C. Financial Statements as of December 31, 2024**

**D. Quarterly Program Status Reports as of December 31, 2024**

**1. Homeownership Division**

**2. Multifamily and Community Facilities Division**

**3. Asset Management & Compliance**

**4. Administration & Human Resources**

**5. IT Division**

**6. Finance Division**

- IX. Chair: Miscellaneous Correspondence and Articles of Interest (5 min.)**
  - A. Miscellaneous Correspondence and Articles of Interest**
  - B. HFC Events Calendar**
- X. Chair: Public Comment**
- XI. Executive Session (if necessary)**
- XII. Adjourn**

Nicole Bascomb-Green, Chair

Consent Agenda items will only be discussed at the request of a Commissioner.

**WASHINGTON STATE  
HOUSING FINANCE COMMISSION  
MINUTES**

**December 12, 2024**

The Commission meeting was called to order by Chair Nicole Bascomb-Green at 1:01 p.m. in the Level A Federal Reserve Vault Conference Room, located at 1015 Second Avenue, Seattle, Washington 98104 and via Zoom. Those Commissioners present via Zoom were: Chair Bascomb-Green, Jason Richter, Ken Larsen, Lowel Krueger, Michone Preston, and Tedd Kelleher (joined the meeting at 1:05 p.m.). Commissioner Bill Rumpf was present in-person in the Level A Federal Reserve Vault Conference Room.

**Approval of the  
Minutes**

The November 21, 2024 Commission meeting minutes were approved as distributed.

**Action Item:  
Resolution No. 24-  
129, Spring  
District/120<sup>th</sup>  
ETOD, OID #24-  
56A**

Ms. Lisa Vatske, Director, Multifamily Housing & Community Facilities (MHCF) Division, stated that this is a resolution approving the issuance of one or more series of tax-exempt and/or taxable revenue notes to provide a portion of the financing for the acquisition, construction and equipping of a 234-unit multifamily housing facility located at vacant parcels at approximately 1865 120th Avenue E., adjacent to the Sound Transit Operation & Maintenance Facility East, Bellevue, WA 98005, to be owned by NE 120th ETOD LLLP, a Washington limited liability limited partnership. Proceeds of the notes may also be used to pay all or a portion of the costs of issuing the notes. The total estimated note amount is not expected to exceed \$75,000,000. The public hearing was held September 19, 2024.

Ms. Vatske concluded that Chase Bank has issued a note commitment letter for an amount not to exceed \$70,000,000. She added that this was one of the projects

that is part of the WSHFC/Sound Transit MOU for transit-oriented developments of affordable housing.

Mr. Krueger moved to approve the resolution. Mr. Rumpf seconded the motion. The resolution was unanimously approved.

**Action Item:  
Resolution No. 24-  
136, Viridian  
Grove, OID #23-  
40A**

Ms. Vatske stated that this is a resolution approving the issuance of one or more series of tax-exempt and/or taxable revenue notes to provide a portion of the financing for the acquisition, construction and equipping of a 98-unit multifamily housing facility located at 5228 South Mason Avenue, Tacoma, WA 98409, to be owned by VBT Viridian Grove LLC, a Washington limited liability company. Proceeds of the notes may also be used to pay all or a portion of the costs of issuing the notes. The total estimated note amount is not expected to exceed \$35,000,000. The public hearing was held October 24, 2024.

Ms. Vatske stated that a note purchase commitment letter was issued by Anthem Insurance Companies for an amount not to exceed \$26,000,000.

Mr. Larsen moved to approve the resolution. Mr. Krueger seconded the motion. The resolution was unanimously approved.

**Action Item:  
Resolution No. 24-  
119, Westgate  
Terrace &  
Parkland Terrace,  
OID #24-49A-B**

Ms. Vatske stated that this is a resolution approving the issuance of one or more series of tax-exempt and/or taxable revenue notes to provide a portion of the financing for the acquisition and rehabilitation of (i) a 101-unit multifamily housing facility known as Westgate Terrace and (ii) a 52-unit multifamily housing facility known as Parkland Terrace, each in Longview, WA 98632, to be owned by Reliant - Longview, LLC, a Delaware limited liability company. Proceeds of the notes may also be used to pay all or a portion of the costs of issuing the notes. The project addresses and estimated maximum note amounts are noted below:

<b>Project:</b>	<b>Westgate Terrace Apartments</b>
Project Address	2024 Tibbetts Drive Longview, WA 98632  101 Units
Total Estimated Project Cost	\$28,350,463
Estimated Maximum Note Amount for this Project	\$17,000,000

<b>Project:</b>	<b>Parkland Terrace Apartments</b>
Project Address	3133 Maryland Street Longview, WA 98632  52 Units
Total Estimated Project Cost	\$14,757,889
Estimated Maximum Note Amount for this Project	\$8,850,000
Total Aggregate Maximum Note Amount for the Projects	\$25,850,000 (a portion of which may be taxable)

Ms. Vatske stated that two note purchase commitment letters were issued - the first from Citibank for an amount not to exceed \$18,500,000; and the second, a Series B subordinate loan from The Reliant Group, for an amount not to exceed \$4,500,000.

Ms. Vatske noted that the interest rates issued by Citibank were rather high, initially at 12%, but expected to lock on January 1, 2025 at around 6 to 7%.

Mr. Larsen moved to approve the resolution. Mr. Rumpf seconded the motion. The resolution was unanimously approved.

**Action Item:  
Resolution No. 24-  
134, Carryover of  
Private Activity  
Bond Cap**

Ms. Vatske stated that this was an annual resolution to approve the carryforward of Private Activity Volume Bond Cap.

Ms. Vatske stated further that every year, at the end of the calendar year, the Commission receives any unused bond cap from the other categories of state bond issuers, for the Commission to utilize within three years. She anticipates the



Commission to receive an allocation of carryforward volume cap, and the exact amount will be known towards the end of December. Once known, the Executive Director will negotiate with the Department of Commerce the final amounts for the Single-Family and Multifamily categories. She concluded that this resolution authorizes the Executive Director to make these negotiations with Commerce.

Mr. Krueger asked if there was an initial estimate as to how much the Commission will receive in carryforward for 2025. Ms. Vatske replied that she didn't know the exact amount at this time, but that there is still approximately \$450 million from this year.

Mr. Krueger moved to approve the resolution. Mr. Richter seconded the motion. The resolution was unanimously approved.

**Action Item:  
Resolution No. 24-133,  
Reauthorization of  
Funding for  
Beginning  
Farmer/Rancher  
Program**

Ms. Vatske stated that this was an annual resolution for the Commission issuing bonds for the Beginning Farmer/Rancher (BFR) Program. She added that typically the request is for up to \$2 million each year. This past year, only one BFR transaction was done. Typically, there are 2 to 4 BFR transactions done a year, with a maximum yearly allocation limit of \$2 million. She concluded that this was a request for Commissioners to approve \$2 million in bonds to fund the BFR program for 2025.

Mr. Krueger moved to approve the resolution. Mr. Richter seconded the motion. The resolution was unanimously approved.

**Action Item:  
Approval of Single-  
Family Programs  
Investment  
Banking &  
Underwriting  
Services  
Recommendations**

Ms. Lisa DeBrock, Director, Homeownership Division, stated that this was a request for approval by Commissioners for the selection, through a Request for Proposals (RFP) process, of Single-Family Programs Investment Banking and Underwriting Services firms for the next two years.

Ms. DeBrock stated further that Single-Family Investment Bankers are active members of the Commission's Finance team and provide services related to the

issuance of the Commission's Single-Family programs bonds. Investment banking services include participation on the single-family finance team to develop and structure each bond issue. The underwriting firms are responsible for purchasing the Commission's bonds, providing wide distribution of the bonds, and maintaining a secondary market in the Commission's bonds.

Ms. DeBrock then mentioned that the RFP was released on October 11, 2024, with a pre-bid conference held on November 1, 2024, and proposals due on November 12, 2024. Eighteen responses were received, and the list of firms that submitted proposals was included in the board memo located in the board meeting packet.

Ms. DeBrock commented that members of the Homeownership and Finance Divisions reviewed the proposals as a panel, and, due to the Commission anticipating doing a relatively small amount of bond sales over the next two years along with consulting with legal counsel and the Executive Director, oral interviews were not conducted.

She added that the criteria for the proposals the panel reviewed were the following: cost and fee expenses, the cost effectiveness to the Commission, the proposers' capital adequacy, and the ability to underwrite bonds. Also, the panel looked at the firms' reputations for service, and each proposer's demonstrated commitment to diversity, equity, and inclusion. The panel also looked at the qualifications of the individuals to be assigned to serve the Commission and the accessibility of the underwriters' personnel to the Commission and its staff. The experience and record of the proposers in selling bonds nationally or regionally to institutional and/or retail investors were examined as well, along with successful prior participation.

Ms. DeBrock noted that this fiscal year, as in previous years, there is limited bond cap available, and that \$200 million has been issued last year to assist 469 homebuyers under the House Key program, and that the same amount or slightly less will be issued for this current fiscal year.

She added that the House Key program mainly serves homebuyers at or below 80% of area median income (AMI). As prices continue to rise in Washington, the House Key program helps the Commission reach those underserved communities that are below market interest rates, and really does keep homeownership in reach for many of the participating homebuyers.

Ms. DeBrock concluded by stating that the Commission was very happy with the current team and recommends keeping RBC Capital Markets as Senior Manager, and the Co-Managing firms of both Wells Fargo Securities and Morgan Stanley.

Mr. Larsen moved to approve the recommended RFP selections as noted above by Ms. DeBrock. Mr. Krueger seconded the motion. The motion was unanimously approved.

**Informational  
Report on  
Department of  
Commerce  
Activities**

Mr. Kelleher mentioned the following from the monthly informational Department of Commerce activities report that was included in the board packet:

Homeownership Unit, Housing Division:

The Homeownership Unit has concluded its review of submitted applications, and a proposed award list is being submitted to management for review and approval. Awards are expected to be announced mid-to-late December but may be pushed back if needed. Notification will be sent if the announcements are pushed past December.

Local Government Division:

Commerce recently announced \$3 million in grants for 16 cities and four counties across Washington to streamline local building permit review processes. The funding will help create digital permitting processes and consolidate permit reviews, reducing the time needed to process and approve residential building permits, which are moves that strengthen the state's pipeline of new housing production.

**Action Item:  
Approval of  
Proposed 2025  
WSHFC Legislative  
Agenda**

Mr. Steve Walker, Executive Director, stated that this is an annual request for approval by Commissioners to approve the Commission's Legislative Agenda for 2025.

Mr. Walker stated that there would be no agency lead support legislation by the Commission in 2025. He noted that the state is operating at a deficit of around \$10 billion, which will be a challenge this legislative session.

Mr. Walker then mentioned items in the Support Agenda (also listed in the memo provided in the board meeting packet):

Increase Rental Housing Supply:

- Fund the state Housing Trust Fund at a historically high level in the biennial capital budget.
- Seek a permanent source of funding for the Housing Trust Fund.
- Support transit-oriented development (TOD) to increase affordable housing supply in Washington State.
- Support condominium reform to encourage more construction of condominiums, through reforms to statutory warranties, construction defect litigation, inspection requirements, and other regulations.
- Support efforts to accelerate housing production and reduce the cost of building housing.
- Support a Housing Accountability Act to limit the ability of cities or counties to block affordable housing development.
- Support funding to establish a new Housing Research Center to provide timely analysis and data driven, state-specific research to formulate bold strategies and

policies in partnership with the Puget Sound Regional Council and the University of Washington.

Fund Other Housing Programs and Supportive Services:

- Support legislation to authorize an expanded Real Estate Excise Tax (REET) for affordable housing.
- Support investments in affordable homeownership to create new homes for buyers that include those eligible for the Covenant Homeownership Account (CHA) Program, among other programs.
- Support modifications of the Foreclosure Fairness Act (FFA) suggested through the FFA Working Group.
- Support investments in the Foreclosure Prevention Network (including the hotline, counseling, Commerce, and civil legal aid).
- Support efforts to ensure that any proposed cuts to the budget do not negatively impact affordable housing programs and related services.

Close Racial Gaps in Homeownership:

- Support new programs that expand homeownership opportunities for BIPOC households.
- Support the Washington Future Fund legislation initiated by the State Treasurer's Office creating a pathway to home ownership for low-income Washingtonians.
- Support legislation to amend lending and real-estate systems built on structural racism for tenant protection.
- Seek increased funding for statewide Right to Counsel programs to meet statutory requirements.

- Support efforts to establish well-calibrated rent stabilization, among other tenant protections, to increase resident stability while ensuring housing providers can sustainably operate affordable housing and create new housing.

Mr. Walker added that an internal team is getting ready to meet every Friday morning to track the legislative session and to look for those strategic opportunities to realize on the Commission's Mission. He added further that the Commission supports language regarding housing stabilization and preservation.

Mr. Rumpf asked if there was a report provided to the Commission regarding rent stabilization. Mr. Walker replied that there will be an update, but not a final report. Ms. Vatske added that there would be no further formal recommendations regarding rent stabilization. Mr. Rumpf suggested that this could be a topic for a presentation/discussion at the next Commission Work Session in February 2025.

Mr. Rumpf moved to approve the proposed Legislative Agenda for 2025. Mr. Larsen seconded. The motion was unanimously approved.

## **Executive Director's Report**

Mr. Walker then mentioned a few items from the Executive Director's Report, which was included in the board packet, as follows:

### **Multifamily & Community Facilities (MHCF):**

7 deals closed in 7 business days- special appreciation and shout out to the Pacifica Law Group team, especially to Jill Wagner, Lanna Do, and Rachel Giles-Klein. They are clearly the unsung heroes ensuring all the details and paperwork is in place. In addition, appreciation and shout out to the MHCF Bonds team, Jason Hennigan, Dan Schilling, Bianca Pyko closing her first project, Shukri Rodol, Yasna Osses, and Kate Held for all their efforts to facilitate and document the projects on the Commission's end. MHCF is gearing up for at least another 4 -6 more bond closings in the next few weeks and going into the new year.

Ongoing meetings and discussions continue regarding addressing the current portfolio stability issues and increasing requests and discussions around legislation.

**Homeownership:**

Covenant Homeownership Act (CHA): As of December 9, 2024, the Commission has 198 loans with CHA reservations in 20 counties with 142 confirmed loan closings. A formal report is also being developed by the Commission regarding CHA.

In November, for the Commission’s other homeownership programs, there were \$153 million in new reservations, assisting a total of 401 households.

**Asset Management & Compliance (AMC):**

As of December 2024, AMC has successfully completed 100% of Bond reviews and on-site physical inspections. However, unlike in previous years, AMC will not achieve 100% completion of all tax credit annual report reviews by this date. This shortfall is due to several factors: a staffing shortage, considerable time dedicated to the implementation of HOTMA, increased time spent reviewing on-site inspection reports, and substantially more time spent issuing noncompliance notices because of inspection deficiencies. The latter is due to changes introduced by NSPIRE, the new policy requiring reviewing and reporting all inspection findings regardless of severity. The Commission is now operating under a modified goal to complete 100% of all federal compliance period Tax Credit reports by March 31, 2025 (which is all that is required according to federal statute), thereby meeting the business objective of reviewing within 12 months from the report receipt dates and issuing compliance status letters. Please refer to the AMC Activity Report, November 2024 for details.

**Finance:**

Tony Moore and Miyuki Rapp have begun a training course for Power Query, a functionality in Excel that will help automate and streamline processes and relieve the administrative burden. It is a 23-module course after which they will be awarded a certificate proving competency.

Last week the Governor issued Directive #24-19, setting a freeze on hiring, goods & equipment purchases, service contracts, and travel. Each of these creates a process for exemptions where appropriate. Finance Division staff have been working to update policies and procedures to incorporate this new directive for the agency.

**Other information from Steve:**

Staff joined Steve in Olympia last week for the State Auditor's Office (SAO) Audit presentation and Commission testimony on Eventual Tenant Ownership (ETO) to the Joint Legislative Audit Review Committee (JLARC).

The Commission continues to see press coverage on ETO, specifically regarding how it relates to ongoing disenrollment activities with the Nooksack Indian Tribe.

Steve gave an update that the three families that were served 14-day notices to vacate have voluntarily vacated their units. Three additional families remain. No families have been forcibly removed from their units. Finally, the remaining three families have court cases scheduled in the next couple days. In addition, the Commission is continuing to follow this closely and is working with the Governor's Office.

Steve added that in the coming year, the first ETO units in the 18 properties that participate in ETO will have homeownership opportunities offered to those residents that have qualified.

Finally, Steve attended the NCSHA Board Meeting and Executive Director's Forum in Washington, DC. He has heard from new administration insiders about



the focus of the incoming Trump administration and the 119<sup>th</sup> Congress with regards to housing.

Steve has heard that there will be a keen focus on federal homeownership policy next year. Priority issues will include the scope and role of the federal government – from FHA to Fannie Mae and Freddie Mac, to the Federal Home Loan Banks, new tools for starter home construction, and regulatory reforms that could impact all phases of the mortgage financing process.

While affordable rental housing advocates and industry participants face a complex and challenging environment going into 2025, key HUD and USDA programs face potentially serious cuts. On the other hand, the proposed tax bill may create opportunities to expand rental housing production tools, from components of Housing Credits and Housing Bonds to Opportunity Zones.

Mr. Rumpf asked if Governor-elect Ferguson has been briefed by the Commission and/or Commerce regarding their respective housing programs. Mr. Walker and Mr. Kelleher replied that reports are being made. Mr. Walker added that staff are developing a “white paper” as an introduction to the Commission and the functions/programs it offers.

**Consent Agenda**

The consent agenda was approved as distributed.

**Public Comment Section**

The Chair opened the public comment section. No members of the public commented.

**Adjournment**

The meeting was adjourned at 1:53 p.m.

**Signature**

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NOTICE OF PUBLIC HEARING

The Washington State Housing Finance Commission (the “Commission”) will hold an open public hearing with respect to a proposed plan of financing for the issuance by the Commission of one or more series of tax-exempt and/or taxable revenue obligations (the "Bonds") to finance and refinance the acquisition and rehabilitation of existing nonprofit facilities owned and to be owned and operated by The Westside School, a Washington nonprofit corporation and an organization described under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). The Bonds may be issued in one or more series from time to time and may include series of refunding obligations. The public hearing will be held in person and by telephone starting at 1:00 p.m., Thursday, January 23, 2025. Participants wishing to join telephonically in the United States, please dial either toll free number: (888) 788-0099 or (877) 853-5247. Participants wishing to attend in person may attend in the 27th Floor Board Room of the Commission's offices located at 1000 Second Avenue, Seattle, Washington 98104-3601.

Pursuant to RCW 42.30.030(2), which encourage public agencies to provide for public access to meetings, this meeting can also be viewed via Zoom.

**To join virtually, please go to [www.zoom.us](http://www.zoom.us), go to “Join a Meeting” or “Join,” and enter:**

**Webinar/Meeting ID: 864 5523 3711  
Passcode: 974046**

The Bonds will be issued pursuant to Chapter 43.180 of the Revised Code of Washington for the purpose of financing an exempt facility under Section 145 of the Code.

The proceeds of the Bonds will be used to provide financing for the following project:

Project:	Westside School
Project Address:	10404 34th Avenue SW & 3210 SW 106 <sup>th</sup> Street Seattle, WA 98146
Total Estimated Project Cost:	\$8,400,000
Estimated Maximum Bond Amount:	\$9,000,000

Proceeds of the Bonds may be used to refund existing Commission obligations issued to finance and refinance the rehabilitation, conversion and expansion of nonprofit educational facilities, to finance the acquisition, rehabilitation, improvement and expansion and equipping of existing nonprofit facilities, and to pay all or a portion of the costs of issuing the Bonds.

This notice and the provision of toll-free telephone access to the hearing are intended to comply with the public notice requirements of Section 147(f) of the Code. Written comments with respect to the Project and the proposed plan of financing with respect to the Bonds may be mailed or faxed to the attention of Bianca Pyko, WSHFC, Multifamily Housing and Community Facilities Division, 1000 Second Avenue, Suite 2700, Seattle, WA 98104-3601 or to (206) 587–5113, for receipt no later than 5:00 p.m. on Wednesday, January 22, 2025. Public testimony will be heard from all interested members of the public attending the hearing in person or via the telephone or internet. The Commission will consider the public

testimony and written comments in determining if the project will receive funding from tax-exempt and/or taxable obligations. Testimony and written comments regarding land use, zoning and environmental regulation should be directed to the local jurisdiction that is authorized to consider these matters when issuing building permits for the project.

Anyone requiring an accommodation consistent with the Americans with Disabilities Act should contact the Multifamily Housing and Community Facilities Division at 206-464-7139 or 1-800-767-HOME (in state) at least 48 hours in advance of the hearing.

The results of the hearing will be sent to the Governor for approval.

## Nonprofit Facilities Program

<b>Project Name</b>	The Westside School
<b>Developer</b>	The Westside School
<b>Description</b>	The bonds will be used to fund the refinance of the acquisition and rehabilitation of existing school facilities, to finance the acquisition of its currently leased preschool facility and making capital improvements to its campus.
<b>Location</b>	10404 34th Avenue SW 3210 SW 106 <sup>th</sup> Street Seattle, WA 98146
<b>Relation to Mission and Goals</b>	To provide effective, low-cost financing for nonprofit housing.
<b>Project Type</b>	Refinance of an existing debt, acquisition and rehabilitation of an existing nonprofit facility.
<b><i>Financial Information</i></b>	
<b>Estimated Tax-Exempt Bond Amount (Not to exceed)</b>	\$8,400,000
<b>Total Estimated Project Costs</b>	\$9,000,000
<b>Bond Structure</b>	Private Placement
<b>Lender</b>	First Citizens Bank and Trust Company
<b>Action</b>	Public Hearing for OID # 24-143A
<b>Anticipated Closing Date</b>	March 2025

NOTICE OF PUBLIC HEARING

The Washington State Housing Finance Commission (the “Commission”) will hold an open public hearing with respect to a proposed plan of financing for the issuance by the Commission of one or more series of tax-exempt and/or taxable revenue obligations (the “Bonds”) to finance the construction, expansion, rehabilitation, improvement, renovation, remodeling, installation and/or equipping of nonprofit facilities owned and to be owned and operated by The Evergreen School, a Washington nonprofit corporation and an organization described under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”). The Bonds may be issued as one or more series issued from time to time and may include series of refunding obligations. The public hearing will be held in person and by telephone starting at 1:00 p.m., Thursday, January 23, 2025. Participants wishing to join telephonically in the United States, please dial either toll free number: (888) 788-0099 or (877) 853-5247. Participants wishing to attend in person may attend in the 27th Floor Board Room of the Commission's offices located at 1000 Second Avenue, Seattle, Washington 98104-3601.

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**Webinar/Meeting ID: 864 5523 3711**

**Passcode: 974046**

The Bonds will be issued pursuant to Chapter 43.180 of the Revised Code of Washington for the purpose of financing an exempt facility under Section 145 of the Code.

The proceeds of the Bonds will be used to provide financing for the following project:

Project:	The Evergreen School Project
Project Addresses:	15201 Meridian Avenue N. 2019 N. 150th Street 14912 Burke Avenue N. 14900 Burke Avenue N. 14829 Meridian Avenue N. 14817 Meridian Avenue N. Shoreline, WA 98133
Total Estimated Project Cost:	\$40,000,000
Estimated Maximum Bond Amount:	\$39,000,000

Proceeds of the Bonds may be used to (i) finance costs of demolition of existing structures and the construction and equipping of a new approximately 24,000 square foot Early Childhood Center on The Evergreen School’s South Campus, (ii) finance the costs of construction, rehabilitation, renovation, remodeling and equipping of approximately 7,500 square feet of existing educational facilities space on The Evergreen School’s North Campus, (iii) fund a debt service reserve fund for the Bonds, (iv) finance capitalized interest on the Bonds, and (v) pay all or a portion of the costs of issuing the Bonds.

This notice and the provision of toll-free telephone access to the hearing are intended to comply with the public notice requirements of Section 147(f) of the Code. Written comments with respect to the Project and the proposed plan of financing with respect to the Bonds may be mailed or faxed to the attention of Dan Schilling, WSHFC, Multifamily Housing and Community Facilities Division, 1000 Second Avenue, Suite 2700, Seattle, WA 98104-3601 or to (206) 587-5113, for receipt no later than 5:00 p.m. on Wednesday, January 22, 2025. Public testimony will be heard from all interested members of the public attending the hearing in person or via the telephone or internet. The Commission will consider the public testimony and written comments in determining if the project will receive funding from tax-exempt and/or taxable obligations. Testimony and written comments regarding land use, zoning and environmental regulation should be directed to the local jurisdiction that is authorized to consider these matters when issuing building permits for the project.

Anyone requiring an accommodation consistent with the Americans with Disabilities Act should contact the Multifamily Housing and Community Facilities Division at (206) 464-7139 or (800) 767-HOME (in state) at least 48 hours in advance of the hearing.

The results of the hearing will be sent to the Governor for approval.

## Nonprofit Facilities Program

<b>Project Name</b>	Evergreen School
<b>Developer</b>	The Evergreen School
<b>Description</b>	The Bonds will be used to fund the costs of demolition of existing structures and the construction and equipping of a new approximately 24,000 square foot Early Childhood Center on The Evergreen School's South Campus. The school also plans to finance the costs of construction, rehabilitation, renovation, remodeling and equipping of approximately 7,500 square feet of existing educational facilities space on The Evergreen School's North Campus.
<b>Location</b>	15201 Meridian Avenue N. 2019 N. 150th Street 14912 Burke Avenue N. 14900 Burke Avenue N. 14829 Meridian Avenue N. 14817 Meridian Avenue N. Shoreline, WA 98133
<b>Relation to Mission and Goals</b>	To provide effective, low-cost financing for nonprofit housing
<b>Project Type</b>	New construction, and rehabilitation of an existing nonprofit facility
<b><i>Financial Information</i></b>	
<b>Estimated Tax-Exempt Bond Amount (Not to exceed)</b>	\$39,000,000
<b>Total Estimated Project Costs</b>	\$40,000,000
<b>Bond Structure</b>	Public Sale
<b>Underwriter</b>	Stifel
<b>Action</b>	Public Hearing for OID # 24-144A
<b>Anticipated Closing Date</b>	March 2025

NOTICE OF PUBLIC HEARING

The Washington State Housing Finance Commission (the "Commission") will hold an open public hearing with respect to a proposed plan of financing for the issuance by the Commission of one or more series of tax-exempt and/or taxable revenue obligations (the "Notes") to finance a portion of the costs for the acquisition, construction and equipping of a multifamily housing facility in Everett, Washington, to be owned by Pacific Rucker, LLC, a Washington limited liability company. The Notes may be issued as one or more series issued from time to time and may include series of refunding obligations. The public hearing will be held in person and by telephone starting at 1:00 p.m., Thursday, January 23, 2025. Participants wishing to join telephonically in the United States, please dial either toll free number: (888) 788-0099 or (877) 853-5247. Participants wishing to attend in person may attend in the 27th Floor Board Room of the Commission's offices located at 1000 Second Avenue, Seattle, Washington 98104-3601.

Pursuant to RCW 42.30.030(2), which encourage public agencies to provide for public access to meetings, this meeting can also be viewed via Zoom.

**To join virtually, please go to [www.zoom.us](http://www.zoom.us), go to "Join a Meeting" or "Join," and enter:**

**Webinar/Meeting ID: 864 5523 3711  
Passcode: 974046**

The Bonds will be issued pursuant to Chapter 43.180 of the Revised Code of Washington for the purpose of financing an exempt facility under Section 145 of the Code.

The proceeds of the Notes will be used to provide financing for the following project:

Project:	Rucker Avenue
Project Address:	3102-3132 Rucker Avenue & 1310 Pacific Avenue, Everett, WA 98201
Total Estimated Project Cost:	\$107,489,830
Estimated Maximum Note Amount:	\$60,000,000

Proceeds of the Notes will be used to provide a portion of the financing for the acquisition, construction and equipping of a 214-unit multifamily housing facility in Everett, WA, and to pay all or a portion of the costs of issuing the Notes. Each apartment will be a complete and separate dwelling unit consisting of living, eating and sanitation facilities. A percentage of the total units will be set aside for persons or households with low incomes.

This notice and the provision of toll-free telephone access to the hearing are intended to comply with the public notice requirements of Section 147(f) of the Code. Written comments with respect to the Project and the proposed plan of financing with respect to the Notes may be mailed or faxed to the attention of Dan Schilling, WSHFC, Multifamily Housing and Community Facilities Division, 1000 Second Avenue, Suite 2700, Seattle, WA 98104-3601 or to (206) 587-5113, for receipt no later than 5:00 p.m. on Wednesday, January 22, 2025. Public testimony will be heard from all interested members of the public attending the hearing in person or via the telephone or internet. The Commission will consider the



public testimony and written comments in determining if the project will receive funding from tax-exempt and/or taxable obligations. Testimony and written comments regarding land use, zoning and environmental regulation should be directed to the local jurisdiction that is authorized to consider these matters when issuing building permits for the project.

Anyone requiring an accommodation consistent with the Americans with Disabilities Act should contact the Multifamily Housing and Community Facilities Division at 206-464-7139 or 1-800-767-HOME (in state) at least 48 hours in advance of the hearing.

The results of the hearing will be sent to the Governor for approval.

# Multifamily Housing Program

<b>Project Name</b>	Rucker Avenue		
<b>Developer</b>	DevCo, LLC		
<b>Description</b>	<p>The construction of a multifamily housing facility located in Everett, Washington. Ten percent of the units will be set aside for disabled persons and ten percent for large households.</p> <p>DevCo will be partnering with Rise Up Academy. Rise Up Academy provides high quality early childhood education to children of Snohomish County without regard of their economic or behavioral status. All residents of Rucker Apartments will have access to the program.</p> <p>Rise Up Academy focuses on closing the achievement gap, access to technology, nutritious meals, interaction with positive role models from the community, all part of the early childhood holistic family approach.</p> <p>The project will also provide amenities to support residents including outdoor plazas, computer/business center, dog walk and outdoor recreation areas.</p>		
<b>Location</b>	3102 - 3132 Rucker Avenue 1310 Pacific Avenue, Everett, WA 98201		
<b>Project Type</b>	New Construction		
<b>Units</b>	One Bedroom	140	
	Two Bedroom	53	
	Three Bedroom	21	
	<b>Total</b>	<b>214</b>	
<b>Housing Tax Credits</b>	Yes		
<b>Income Set-Aside</b>	100% at 60%		
<b>Regulatory Agreement Term</b>	Minimum 40 years		
<b>Evaluation Plan Scoring</b>	Cost Efficient Development		2
	Systemic Barrier		6
	CBO Ownership		8

CBO Inclusion	5
Community Engagement Process	2
Application of Community Engagement	3
Donation in Support of Local Nonprofit Programs	2
Property Type	3
Energy Efficiency, Healthy Living, & Renewable Energy – New Construction	10
<b>Total Points</b>	<b>41</b>

**Estimated Tax-Exempt Note Amount (Not to exceed)** \$60,000,000

**Note Structure** Private Placement

**Lender** Citi Community Capital

**Development Budget**

Acquisition Costs	\$4,900,000
Construction	\$74,485,572
Soft Costs	\$16,423,329
Financing Costs	\$9,414,039
Capitalized Reserves	\$1,068,000
Other Development Costs	\$1,628,435
<b>Total Development Costs</b>	<b>\$107,919,375</b>

**Permanent Sources**

Tax Exempt Bond	\$38,680,000
Soft Loan	\$15,720,000
Deferred Developer Fee	\$6,836,884
Income from Operations	\$2,358,066
Tax Credit Equity at \$0.844 per credit x 10 years	\$44,324,425
<b>Total Permanent Sources</b>	<b>\$107,919,375</b>

**Total Development Cost Limit**

Project's Total Development Cost Limit	\$97,587,763
Total Development Cost (minus land and reserves)	\$100,382,785
Waiver	Approved

**Project Operations**

<i>Unit Size</i>	<i>Market Rents</i>	<i>Proposed Rent Range</i>
One Bedroom	\$1,850	\$1,451
Two Bedroom	\$2,450	\$1,739
Three Bedroom	\$3,100	\$1,995

**Action**

Public Hearing for OID # 21-53A

**Anticipated Closing Date**

April 2025

WASHINGTON STATE HOUSING  
FINANCE COMMISSION

RESOLUTION NO. 25-19

A RESOLUTION of the Washington State Housing Finance Commission  
Memorializing the Commission’s Provision of Housing Counseling Services with  
the U.S. Department of Housing and Urban Development (HUD).

WHEREAS, the Washington State Housing Finance Commission (the “Commission”) is  
committed to promoting affordable and sustainable housing for the residents of Washington  
State; and

WHEREAS, the Commission and the U.S. Department of Housing and Urban  
Development (“HUD”) utilizes funding from HUD to administer housing counseling services  
through a network of nonprofit agencies across Washington State in accordance with 24 CFR §  
214.103(a); and

NOW THEREFORE, BE IT RESOLVED THAT, the Washington State Housing Finance  
Commission is hereby authorized to act as an intermediary organization and administer housing  
counseling services through its network of HUD-approved nonprofit agencies, ensuring that  
these services are delivered by HUD-certified counseling staff in compliance with all applicable  
HUD guidelines, policies, and procedures.

ADOPTED by the Washington State Housing Finance Commission this 23<sup>rd</sup> day of  
January, 2025.

WASHINGTON STATE HOUSING  
FINANCE COMMISSION

By \_\_\_\_\_  
Chair

ATTEST:

By \_\_\_\_\_  
Secretary

APPROVAL AS TO FORM:

By \_\_\_\_\_  
General Counsel

Washington State Housing Finance Commission  
Homeownership Programs  
Fiscal Year Loan Production  
July 1, 2024 - December 31, 2024

\*Fiscal Year Goal - 5,000 households purchase an affordable home using the Home Adv/HK programs.

Percentage of Goal reached YTD - 51.4%

<b>HOME ADVANTAGE</b>			
	Loans	\$ Volume	% Households of Color
Conventional FNMA	90	\$ 37,289,217	37.8%
Conventional FHLMC	335	\$ 136,524,366	30.7%
Government	1717	\$ 694,862,171	37.6%
Energy Spark	0	\$ -	0.0%
Covenant Homeownership	127	\$ 48,533,746	100.0%
Total	2269	\$ 917,209,500	40.1%

<b>HOUSE KEY OPPORTUNITY</b>			
	Loans	\$ Volume	% Households of Color
Conventional FNMA	142	\$ 37,126,840	38.7%
Conventional FHLMC	32	\$ 8,934,560	43.7%
Government	124	\$ 36,102,229	31.5%
Total	298	\$ 82,163,629	36.3%

<b>DOWNPAYMENT ASSISTANCE</b>			
	Loans	\$ Volume	% Households of Color
Home Adv 0%	2045	\$ 32,842,291	36.8%
Home Adv Needs Based 1%	3	\$ 29,900	33.3%
Opportunity	269	\$ 3,815,284	36.8%
HomeChoice	13	\$ 183,650	15.4%
Bellingham	2	\$ 80,000	0.0%
East King County	1	\$ 20,000	0.0%
Pierce County	0	\$ -	0.0%
Seattle	0	\$ -	0.0%
Tacoma	0	\$ -	0.0%
University of WA	3	\$ 181,590	66.7%
Veterans	2	\$ 20,000	50.0%
Clark County DPA	0	\$ -	0.0%
Social Justice DPA (Non-Commission)	10	\$ 100,000	100.0%
Covenant (Non-Commission)	139	\$ 15,206,455	100.0%
Total	2487	\$ 52,479,170	40.5%

Washington State Housing Finance Commission/Homeownership Division  
 Counseling & Grants:  
 Default Counseling, Pre-Purchase and Other Homeowner Assistance  
**Report for December 2024**

Grant Name/ Description/Service Area	Granting Entity	Subgrantees/ Partners	Grant Amount/ Date	Amount Disbursed to Date	Balance Remaining	Grant Expiration
<b>HUD SuperNOFA 2023</b> Default and Pre-Purchase Counseling. Service Area: <b>Statewide</b>	Department of Housing and Urban Development	AFS; CVH; KCLT; OIC; OPAL; Parkview; RRCA; SNAP	\$271,690	0.00	\$271,690	3/31/2025
<b>HAF Counseling Pay-Per- Service Grant FY 2025</b> Default Housing Counseling. Service Area: <b>Statewide</b>	U.S. Department of the Treasury	AFS; OIC; NJP; Parkview; RRCA; SNAP; ULMS;	\$1,100,000 FY2025	\$645,000	\$455,000	12/31/2025
<b>Foreclosure Fairness Act</b> Default Housing Counseling and Mediation. Service Area: <b>Statewide</b>	Department of Commerce	WHRC; AFS; NJP; Parkview; RRCA; SNAP; ULMS;	\$2,100,000 FY2025	\$141,600	\$1,958,400	6/30/2025 & None
<b>HAF Application Assistance</b> Post-HAF Application Assistance Service Area: <b>Statewide</b>	U.S. Department of the Treasury	AFS; OIC; NJP; Parkview; RRCA; SNAP; ULMS;	\$1,100,000 FY2025	\$302,700	\$797,300	12/31/2025

AFS – American Financial Solutions CVH – Columbia Valley Affordable Homeownership ECDLR – El Centro de la Raza KCLT – Kulshan Community Land Trust NJP – Northwest Justice Project OPAL – Opal Community Land Trust	OIC – Opportunities Industrialization Center Parkview – Parkview Services RRCA – Rural Resources Community Action SNAP – Spokane Neighborhood Action Partners WHRC – Washington Homeownership Resource Center
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**HOMEOWNERSHIP PROGRAMS**

HOMEBUYER EDUCATION PRODUCTION and HOME LOAN TRAINING

July 1, 2024 - December 31, 2024

**HOMEBUYER CLASS**

Fiscal year goal - 800 classes, 8,000 participants by June 30, 2025

Percentage of goal reached YTD: 84.5%

	<b>Classes</b>	<b>Participants</b>
<b>Virtual:</b>	332	2,053
<b>In-Person:</b>	222	1,564
<b>Online Classes:</b>	3,147	3,147
<b>Total:</b>	<b>3,701</b>	<b>6,764</b>

Classes not yet reporting participation: 135

Data lags 3 months due to data collection process

**In-Person and Virtual All-Time Totals 1992 to Present**

<b>Classes:</b>	47,295
<b>Participants</b>	251,388

**PROGRAM TRAINING ATTENDEES**

Fiscal year goal - 10 Instructor classes by June 30, 2025

Percentage of goal reached YTD: 60%

<b>Month</b>	<b>Classes</b>	<b>Attendees</b>
July	1	35
August	1	45
September	1	38
October	1	38
November	1	40
December	1	41
January		
February		
March		
April		
May		
June		
<b>Total:</b>	<b>6</b>	<b>237</b>



# ASSET MANAGEMENT & COMPLIANCE ACTIVITY REPORT

## REPORTING MONTH: December 2024

The Asset Management & Compliance Division is charged with ensuring the long-term viability of Commission financed or assisted projects. This is accomplished through project compliance monitoring efforts and training of program users.

**PROGRAM PURPOSE:** To ensure that the public benefits of all Commission housing programs are fulfilled.

**BUSINESS OBJECTIVE:** Review 100% of required compliance annual reports within 12 months from report receipt dates and issue compliance status letters.

Within the 12-month period, staff will:

- Review required Owner's Annual Certification and other reporting materials.
- review resident certification packages for 5% - 20% (depending on type of review year) of the units for required reviews.
- notify the Internal Revenue Service of any noncompliance discovered in tax credit projects.
- notify the Multifamily Housing division of any significant noncompliance issues.

### Tax Credit Reports \*

Calendar Year 2024	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	GOAL	% COMPLETED
REPORTS REVIEWED	1	16	16	19	16	16	16	19	20	20	20	22	201	250	80%

Calendar Year 2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	GOAL	% COMPLETED
REPORTS REVIEWED	2	2	16	84	207	143	44	68	73	92	122	205	1,058	1,055	100%

Tax credit reports are due January 31<sup>st</sup> of every year for the previous calendar year.

### Bond Reports \*\*

Calendar Year 2024	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	GOAL	% COMPLETED
REPORTS REVIEWED	6	19	14	20	7	4	0	0	0	0	0	0	70	70	100%

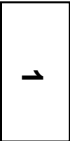
  

Calendar Year 2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	GOAL	% COMPLETED
REPORTS REVIEWED	11	21	44	2	0	0	0	1	0	0	0	0	79	75	105%

Bond reports are due January 7<sup>th</sup> of every year for the previous calendar year.

**Notes:** \* Tax credit reporting bridges two fiscal program years. This fiscal year, only reporting on federal compliance period projects being inspected.

\*\* Goal total for bonds indicates both bond property annual reports and initial reports for Acquisition-Rehab bonds and New Construction bonds quarterly reporting as needed. New properties with both bonds and tax credits are reviewed as bonds until placed in service, then converted to tax credits for annual reviews.



# ASSET MANAGEMENT & COMPLIANCE ACTIVITY REPORT

## REPORTING MONTH: December 2024

**BUSINESS OBJECTIVE:** *Complete on-site review of 33<sup>1/3</sup>% of all projects by December 31, 2024.*

Within the 12-month calendar year, the Commission will:

- conduct on-site inspections of 33<sup>1/3</sup>% of projects monitored according to HUD inspection standards.
- inspect 20% of all low-income units for health and safety issues.
- notify the Internal Revenue Service of any project noncompliance discovered through the inspections.

### Project Inspections

Calendar Year 2024	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	GOAL	% COMPLETED
ON-SITES COMPLETED	1	2	30	45	58	48	65	67	40	10	0	0	366	366	100%

Calendar Year 2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	GOAL	% COMPLETED
ON-SITES COMPLETED	4	2	45	54	52	56	52	54	55	1	0	0	375	375	100%

**NOTE:** Cumulative totals for all goals may be greater or lesser than goal totals as new projects are coming on-line throughout the year; placed in service dates for projects can move forward or be delayed, affecting the number of reports and/or inspections that need to be completed each year. Inspections are sometimes canceled due to delayed placed in service dates or for other reasons.

**COMPLIANCE TRAININGS:** The next Tax Credit Compliance Workshops are scheduled for:  
**February 11-12, 2025 – TC Fundamentals (virtual)**

The next Bond Compliance Workshop is scheduled for:  
**TBD**



WASHINGTON STATE  
**HOUSING FINANCE  
COMMISSION**

Nicole Bascomb-Green  
*Chair*  
Steve Walker  
*Executive Director*

December 11, 2024

Commissioners  
Washington State Housing Finance Commission  
Seattle, Washington

We have compiled the UNAUDITED statement of Net Position of the Washington State Housing Finance Commission (the “Commission”) General Operating Fund as of November 30, 2024, and the related statement of Activities and Changes in Net Position for the month ended, in accordance with generally accepted accounting principles.

This compilation is limited to presenting, in the form of financial statements, information that is accurate to the best of our knowledge and belief. These statements have not been audited or reviewed by an independent third party.

We have elected to omit substantially all of the disclosures required by generally accepted accounting principles including the statement of cash flow. If the omitted disclosures were included in the financial statements, they might influence the users' conclusions about the Commission's financial position, results of operations and changes in financial position. Accordingly, these financial statements are not designed for those who are not informed about these matters.

Prepared by: Shirleen Noonan  
Shirleen Noonan  
General Operations Manager

Approved by: Sharon Hu  
Sharon Hu  
Senior Controller

WASHINGTON STATE  
HOUSING FINANCE COMMISSION  
GENERAL OPERATING FUND

November 30, 2024

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(See Accountant's Compilation Report)

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**Washington State Housing Finance Commission**  
**Statement of Net Position**  
**Fund: General Operating Fund**  
**Division: All**  
**November 30, 2024**  
(See Accountant's Compilation Report)

	Current Year	Prior Year	Variance		
			Amount	%	
<b>ASSETS</b>					
Cash and Cash Equivalents:					
Demand Deposits	\$ 7,195,493	\$ 7,937,721	\$ (742,228)	(1)	-9%
Money Market Accounts	111,331,382	145,350,389	(34,019,007)	(1)	-23%
Investment Securities	7,625,730	9,446,961	(1,821,231)	(1)	-19%
Interest Receivable	953,239	954,685	(1,446)		0%
Fees Receivables	14,601,864	13,819,355	782,509		6%
Prepaid Expenses & Other Receivable	3,316,500	1,209,025	2,107,475	(2)	174%
Furniture and Fixtures (net of depreciation)	469,769	289,303	180,466	(3)	62%
Intangible Lease Asset (net of amortization)*	-	763,411	(763,411)	(4)	-100%
Net Pension Asset*	1,894,532	1,767,016	127,516		7%
<i>Total Assets</i>	<u>147,388,509</u>	<u>181,537,866</u>	<u>(34,149,357)</u>		<u>-19%</u>
Deferred Outflow of Resources (Pension & OPEB Contributions) *	4,490,914	5,479,906	(988,992)		-18%
<i>Total Assets and Deferred Outflows</i>	<u>\$ 151,879,423</u>	<u>\$ 187,017,772</u>	<u>\$ (35,138,349)</u>		<u>-19%</u>
<b>LIABILITIES</b>					
Accounts Payable and Other Liabilities	\$ 8,256,804	\$ 8,340,364	\$ (83,560)		-1%
Unearned Fee Income	87,917,562	124,189,436	(36,271,874)	(5)	-29%
Accrued Payroll Payable	2,049,802	1,771,146	278,656	(6)	16%
Lease Liability*	-	719,844	(719,844)	(4)	-100%
Net Pension Liability *	3,454,593	3,584,711	(130,118)		-4%
<i>Total Liabilities</i>	<u>101,678,761</u>	<u>138,605,501</u>	<u>(36,926,740)</u>		<u>-27%</u>
Deferred Inflow of Resources (Change in Investment Return/Assumptions - Pension & OPEB) *	4,935,541	6,907,214	(1,971,673)		-29%
<b>NET POSITION</b>					
Invested in Capital Assets	469,769	289,304	180,465	(3)	62%
Committed - Housing Washington *	122,628	350,886	(228,258)		-65%
Unrestricted	44,672,724	40,864,867	3,807,857		9%
<i>Total Net Position</i>	<u>45,265,121</u>	<u>41,505,057</u>	<u>3,760,064</u>		<u>9%</u>
<i>Total Liabilities, Deferred Inflows and Net Position</i>	<u>\$ 151,879,423</u>	<u>\$ 187,017,772</u>	<u>\$ (35,138,349)</u>		<u>-19%</u>

- (1) Fluctuations in these accounts are considered in aggregate. The decrease is primarily due to the drawdown of funds for the Homeowner Assistance Fund (HAF) program.
- (2) The increase in prepaids and other receivables balance is primarily due to greater receivables related to principal and interest advanced on GNMA securities serviced by IHFA.
- (3) The increase in net capital assets reflects the deposit made on the purchase of new office furniture and equipment, offset by continued depreciation and amortization of capital assets.
- (4) These accounts reflect the implementation of GASB 87 in which long-term, non-ownership-transferring leases are recorded as an intangible right-of-use asset and a lease liability. Adjustments are made at year-end to record the amortization of the office rent lease asset and reduction in related lease liability.
- (5) The overall decrease in unearned fee income is primarily due to the drawdown of funds from the HAF program, established in Section 3206 of the American Rescue Plan Act of 2021, plus a relatively smaller increase due to Covenant Homeownership grant funds received.
- (6) The increase in accrued payroll payable is primarily due to higher vacation and sick leave balances, and effects of the 3% COLA and general increases at the beginning of the fiscal year.
- \* These balances are adjusted only at year-end.

**Washington State Housing Finance Commission**  
**Statement of Activities and Changes in Net Position**  
**Fund: General Operating Fund**  
**Division: All**  
**For The Year To Date Ending: November 30, 2024**  
(See Accountant's Compilation Report)

	Current Period	Current Year to Date	Prior Year to Date	Variance	
				Amount	%
<i>Revenues:</i>					
Fee Income	\$ 4,476,415	\$ 17,203,803	\$ 14,685,003	\$ 2,518,800	(1) 17%
Interest Earned & Realized Gain	1,243,756	6,828,779	5,963,417	865,362	(2) 15%
Other	17,013	105,253	101,065	4,188	4%
<i>Total Unadjusted Revenues</i>	<u>5,737,184</u>	<u>24,137,835</u>	<u>20,749,486</u>	<u>3,388,349</u>	<u>16%</u>
<i>Expenses:</i>					
Salaries, Wages, and Employee Benefits	1,063,930	5,367,597	4,830,679	536,918	(3) 11%
Travel & Conferences	17,775	192,104	118,322	73,782	(4) 62%
Professional Fees	229,525	1,152,201	1,316,958	(164,757)	(5) -13%
Office Expense	243,784	1,265,088	1,082,156	182,932	(6) 17%
<i>Total Expenses</i>	<u>1,555,014</u>	<u>7,976,990</u>	<u>7,348,116</u>	<u>628,874</u>	<u>9%</u>
<i>Adjustments</i>					
<i>Revenues:</i>					
Unrealized Gain/(Loss) on Investments	151,335	985,241	656,554	328,687	50%
Grant Revenue	3,265,402	24,062,707	28,819,762	(4,757,055)	-17%
<i>Expenses:</i>					
Grant Pass-Through	3,265,402	24,062,707	28,819,762	(4,757,055)	-17%
<i>Total Adjustments</i>	<u>151,335</u>	<u>985,241</u>	<u>656,554</u>	<u>328,687</u>	<u>50%</u>
Excess of Revenues over Expenses	<u>4,333,505</u>	<u>17,146,086</u>	<u>14,057,924</u>	<u>3,088,162</u>	<u>22%</u>
<i>Net Position</i>					
Total net position, beginning of period	40,931,616	28,119,035	27,447,133	671,902	2%
Current Increase (Decrease) - to Net position	<u>4,333,505</u>	<u>17,146,086</u>	<u>14,057,924</u>	<u>3,088,162</u>	<u>22%</u>
Total net position, end of year	<u>\$ 45,265,121</u>	<u>\$ 45,265,121</u>	<u>\$ 41,505,057</u>	<u>\$ 3,760,064</u>	<u>9%</u>

- (1) The increase in interest income is due to a higher rate of return compared to the prior. In addition, the LGIP balance, not allocated to HAF, was moderately greater.
- (2) Increase in fee income is primarily due to increased revenue from the Homeownership division's Home Advantage program, coupled with an acceleration of income related to the Citi Securitization program.
- (3) The increase in salary and benefits expenses is a reflection of a 3% cost of living wage increase for all staff on July 1, 2024, plus an approximately 10% increase in staff headcount compared to the prior year.
- (4) The increase in travel and conference fee expenses is primarily due to in-state travel expenses incurred for lodging and transportation related to the Housing Washington conference held in Spokane. In the prior year, the conference was held in Tacoma.
- (5) The decrease in professional fees expenses is primarily due to reduced expenses related to the special purpose program fee with NFHA in the Homeownership Division, while slightly offset by an increase in property inspection related expenses in the Asset Management & Compliance Division.
- (6) The increase in office expense is due to the sponsorship of Housing Washington conference program and events held in September 2024, along with greater other office expenses from the migration to cloud computing.
- \* Effective 1/1/2013, 25% of the Home Advantage Program revenue was transferred to the Single-family bond program's Commission Fund to ensure future indenture and program flexibility. Due to an ease in the revenue generated from the Home Advantage program, the 25% allocation has been suspended indefinitely, effective 7/1/23, until it is determined to be beneficial to the Commission Fund to resume allocation and transfers.

**Washington State Housing Finance Commission**  
**Detailed Statement of Activities**  
**Fund: General Operating Fund**  
**Division: All**  
**For The Year To Date Ending: November 30, 2024**  
(See Accountant's Compilation Report)

	Variance-YTD vs. PY Actuals		Prior YTD	YTD	YTD	Variance-YTD Budget to	
	%	Amount	Actual	Actual	Budget	Amount	%
<i>Revenues:</i>							
Program Fees	22.1%	\$ 2,270,261	\$ 10,292,139	\$ 12,562,400	\$ 11,857,567	\$ 704,833	5.9%
Issuance, Application, and Servicing Fees	5.7%	248,539	4,392,864	4,641,403	2,724,899	1,916,504	70.3%
Interest Earned & Realized Gain	14.5%	865,362	5,963,417	6,828,779	5,894,387	934,392	15.9%
Other Income	4.1%	4,188	101,065	105,253	373,432	(268,179)	-71.8%
<b>Total Unadjusted Revenues</b>	<b>16.3%</b>	<b>3,388,350</b>	<b>20,749,486</b>	<b>24,137,834</b>	<b>20,850,285</b>	<b>3,287,550</b>	<b>15.8%</b>
<i>Expenses:</i>							
Salaries & Wages - Staff & Temp. Svcs	11.5%	430,546	3,753,217	4,183,763	4,944,737	(760,974)	-15.4%
Employee Benefits - Staff	9.9%	106,373	1,077,461	1,183,834	1,375,996	(192,162)	-14.0%
Conference, Education & Training	28.3%	13,286	47,028	60,314	125,982	(65,668)	-52.1%
Travel out of state - Staff	-11.0%	(6,247)	56,867	50,620	109,328	(58,708)	-53.7%
Travel in state - Staff	462.6%	66,744	14,427	81,171	101,449	(20,278)	-20.0%
Accounting Fees	4.0%	4,080	103,000	107,080	105,583	1,497	1.4%
Legal Fees	-2.2%	(5,612)	253,127	247,515	333,750	(86,235)	-25.8%
Financial Advisor Fees	5.7%	7,833	137,167	145,000	151,333	(6,333)	-4.2%
Investment Management Fees	8.8%	6,424	72,945	79,369	90,833	(11,464)	-12.6%
Office Rent/Conf. Room Rentals	-29.6%	(67,631)	228,490	160,859	254,645	(93,786)	-36.8%
Furniture & Equipment Rental	-75.9%	(7,949)	10,470	2,521	11,282	(8,761)	-77.7%
Advertising	7.3%	3,629	49,860	53,489	133,390	(79,901)	-59.9%
Publications/ Subscriptions/ Dues	-13.7%	(5,948)	43,309	37,361	55,025	(17,664)	-32.1%
Deliveries	77.9%	373	479	852	2,133	(1,281)	-60.1%
Insurance	16.7%	4,455	26,752	31,207	27,563	3,644	13.2%
Meeting Expense	293.8%	83,582	28,449	112,031	134,480	(22,449)	-16.7%
Equipment & Building Maintenance	1024.2%	12,413	1,212	13,625	44,592	(30,967)	-69.4%
Software Maint. Support & Other Info Svcs	22.4%	123,834	551,847	675,681	769,940	(94,259)	-12.2%
Non-capitalized Equipment/Supplies	14.8%	5,034	34,054	39,088	101,703	(62,615)	-61.6%
Postage	7.7%	21	274	295	2,158	(1,863)	-86.3%
Printing	-25.1%	(1,279)	5,091	3,812	5,821	(2,009)	-34.5%
State Services	99.5%	1,284	1,291	2,575	2,904	(329)	-11.3%
Supplies	145.7%	17,274	11,859	29,133	20,042	9,091	45.4%
Telephone	9.9%	2,966	29,937	32,903	23,915	8,988	37.6%
Contract Services	-23.6%	(177,482)	750,719	573,237	718,882	(145,645)	-20.3%
Depreciation	18.5%	10,872	58,783	69,655	89,292	(19,637)	-22.0%
<b>Total Expenses</b>	<b>8.6%</b>	<b>628,875</b>	<b>7,348,118</b>	<b>7,976,990</b>	<b>9,736,758</b>	<b>(1,759,768)</b>	<b>-18.1%</b>
<i>Adjustments</i>							
<i>Revenues:</i>							
Unrealized Investments Gain/(Loss)	50.1%	328,687	656,554	985,241	-	985,241	NA
Grant Revenue	-16.5%	(4,757,055)	28,819,762	24,062,707	25,396,934	(1,334,227)	-5.3%
<i>Expenses:</i>							
Grant Pass-Through	-16.5%	(4,757,055)	28,819,762	24,062,707	25,396,934	(1,334,227)	-5.3%
	50.1%	328,687	656,554	985,241	-	985,241	NA
<b>Excess of Revenues over Expenses- adjusted</b>	<b>22.0%</b>	<b>3,088,162</b>	<b>14,057,922</b>	<b>17,146,085</b>	<b>11,113,527</b>	<b>6,032,559</b>	<b>54.3%</b>
Less transfer to Commission Fund	NA	-	-	-	-	-	NA
<b>Excess of Revenues over Expenses (Net of Transfers)</b>	<b>22.0%</b>	<b>\$ 3,088,163</b>	<b>\$ 14,057,922</b>	<b>\$ 17,146,085</b>	<b>\$ 11,113,527</b>	<b>\$ 6,032,559</b>	<b>54.3%</b>

**WASHINGTON STATE HOUSING FINANCE COMMISSION  
HOMEOWNERSHIP PROGRAMS  
COVENANT HOMEOWNERSHIP DPA LOAN PRODUCTION  
July 1, 2024 - December 31, 2024**

COUNTY	COVENANT DPA PURCHASED AMOUNT TOTAL	# PURCHASED COVENANT DPA LOANS	AVERAGE PURCHASED LOAN AMOUNT	AVERAGE PURCHASE PRICE	AVERAGE HOUSEHOLD INCOME	AVERAGE FAMILY SIZE	NUMBER COVENANT DPA LOANS "CLOSED"	AVERAGE "CLOSED" DPA LOAN AMOUNT
Adams								
Asotin								
Benton	\$ 156,067	2	\$ 78,034	\$ 352,500	\$ 70,408	2.0	3	\$ 77,119
Chelan								
Clallam								
Clark	\$ 85,500	1	\$ 85,500	\$ 385,000	\$ 90,000	2.0	1	\$ 85,500
Columbia								
Cowlitz							1	\$ 86,241
Douglas								
Ferry								
Franklin							2	\$ 92,472
Garfield								
Grant	\$ 80,800	1	\$ 80,800	\$ 329,000	\$ 64,172	6.0	1	\$ 80,800
Grays Harbor	\$ 55,000	1	\$ 55,000	\$ 224,900	\$ 60,132	2.0	1	\$ 55,000
Island								
Jefferson								
King	\$ 6,404,886	53	\$ 120,847	\$ 533,804	\$ 103,707	1.9	71	\$ 123,768
Kitsap	\$ 281,189	3	\$ 93,730	\$ 405,000	\$ 80,571	1.3	3	\$ 93,730
Kittitas	\$ 87,406	1	\$ 87,406	\$ 396,995	\$ 64,435	2.0	1	\$ 87,406
Klickitat								
Lewis	\$ 71,014	1	\$ 71,014	\$ 303,000	\$ 71,580	2.0	2	\$ 75,806
Lincoln								
Mason	\$ 334,075	4	\$ 83,519	\$ 370,250	\$ 81,735	2.0	4	\$ 83,519
Okanogan								
Pacific	\$ 84,000	1	\$ 84,000	\$ 420,000	\$ 79,694	6.0	1	\$ 84,000
Pend Oreille								
Pierce	\$ 5,997,948	55	\$ 109,054	\$ 474,416	\$ 85,727	2.4	71	\$ 109,929
San Juan								
Skagit	\$ 90,950	1	\$ 90,950	\$ 386,000	\$ 69,696	3.0	2	\$ 93,729
Skamania								
Snohomish	\$ 276,866	2	\$ 138,433	\$ 619,000	\$ 119,612	1.0	6	\$ 130,791
Spokane	\$ 385,700	5	\$ 77,140	\$ 337,980	\$ 74,687	2.0	8	\$ 78,208
Stevens								
Thurston	\$ 431,126	4	\$ 107,782	\$ 489,000	\$ 100,740	3.5	6	\$ 106,287
Wahkiakum								
Walla Walla							1	\$ 78,400
Whatcom	\$ 212,000	2	\$ 106,000	\$ 470,000	\$ 89,561	2.5	3	\$ 103,061
Whitman								
Yakima	\$ 171,928	2	\$ 85,964	\$ 367,500	\$ 71,508	1.5	2	\$ 85,964
<b>TOTAL</b>	<b>\$ 15,206,455</b>	<b>139</b>	<b>\$ 109,399</b>	<b>\$ 480,499</b>	<b>\$ 91,787</b>	<b>2.2</b>	<b>190</b>	<b>\$ 110,788</b>



**WASHINGTON STATE HOUSING FINANCE COMMISSION  
HOMEOWNERSHIP PROGRAMS  
DOWNPAYMENT ASSISTANCE PRODUCTION (ACTIVE/INACTIVE)  
July 1, 2024 - December 31, 2024**

<b>Active Programs - Current FY totals</b>
<b>Active Programs - Historical totals</b>
<b>Inactive Programs - Historical totals</b>
<b>Active/Inactive Combined totals</b>

<b>ACTIVE PROGRAMS</b>						
		July 1, 2024 - December 31, 2024		Historical Totals - Active Programs		
DPA PROGRAM	Launch Date	Number of Loans	Dollars Lent	Number of Loans Total	Total Dollars Loaned	Average Loan Amount
Bellingham DPA	February 2016	2	\$ 80,000	45	\$ 1,674,887	\$ 37,220
Home Advantage DPA	July 2012	2045	\$ 32,842,291	54,879	\$ 610,778,202	\$ 11,130
Home Advantage Needs Based	July 2014	3	\$ 29,900	2,268	\$ 21,193,143	\$ 9,344
HomeChoice	June 1997	13	\$ 183,650	1,613	\$ 20,590,428	\$ 12,765
House Key Opportunity	August 2012	269	\$ 3,815,284	4,245	\$ 46,062,739	\$ 10,851
East King County (ARCH) DPA	September 2005	1	\$ 20,000	83	\$ 2,389,891	\$ 28,794
Community Land Trust DPA	September 2004	0	\$ -	124	\$ 1,550,721	\$ 12,506
Seattle DPA	June 2004	0	\$ -	424	\$ 21,715,651	\$ 51,216
Pierce County DPA	July 2015	0	\$ -	19	\$ 447,300	\$ 23,542
Tacoma DPA	June 2014	0	\$ -	68	\$ 1,332,601	\$ 19,597
Veterans DPA	December 2006	2	\$ 20,000	83	\$ 612,099	\$ 7,375
Univ of WA DPA (non-Commission funds)	May 2019	3	\$ 181,590	22	\$ 1,783,030	\$ 81,047
Clark County DPA	March 2023	0	\$ -	23	\$ 1,330,142	\$ 57,832
<b>Total</b>		<b>2338</b>	<b>\$ 37,172,715</b>	<b>63,896</b>	<b>\$ 731,460,834</b>	



<b>INACTIVE PROGRAMS</b>						
DPA PROGRAM	Launch Date	Loans	Dollars	Average Loan Amount	End Date	Column1
House Key Plus	June 1999	6,301	\$ 26,735,036	\$ 4,243	June 2012	
House Key Extra	April 2000	27	\$ 165,075	\$ 6,114	July 2005	
House Key Rural	January 2001	193	\$ 1,760,117	\$ 9,120	December 2011	
House Key Schools	December 2006	195	\$ 1,477,698	\$ 7,578	March 2016	
House Key King County	September 2008	38	\$ 1,124,256	\$ 29,586	June 2010	
House Key Real Estate Owned	March 2009	893	\$ 6,448,429	\$ 7,221	July 2012	
House Key Federal Way	August 2009	11	\$ 314,213	\$ 28,565	December 2010	
New Home for You	February 2010	145	\$ 1,073,081	\$ 7,401	December 2014	
Home Advantage Rebound	January 2013	359	\$ 3,162,673	\$ 8,810	May 2014	
House Key Bremerton	July 2015	6	\$ 56,916	\$ 9,486	August 2016	
<b>Total</b>		<b>8,168</b>	<b>\$ 42,317,494</b>			

**Active and Inactive DPA Totals                      72,064    \$ 773,778,328**

**WASHINGTON STATE HOUSING FINANCE COMMISSION  
HOMEOWNERSHIP PROGRAMS  
HOME ADVANTAGE LOAN PRODUCTION  
July 1, 2024 - December 31, 2024**

COUNTY	HOME ADV	NUMBER	AVERAGE	AVERAGE	AVERAGE	AVERAGE	PROGRAM	# HA DPA	HA DPA	AVERAGE	# HA NEEDS	# HA NEEDS	AVE NEEDS
	LOAN	OF HA	LOAN	PURCHASE	HOUSEHOLD	FAMILY	MINORITY	LOANS	LOAN	HA DPA	BASED DPA	BASED LOAN	BASED DPA
	AMOUNT	LOANS	AMOUNT	PRICE	INCOME	SIZE	%	0% INT RATE	AMOUNT	LOAN	1% INT RATE	AMOUNT	AMOUNT
Adams	\$ 2,929,252	10	\$ 292,925	\$ 299,490	\$ 86,962	2.3	60.0%	9	\$ 105,424	\$ 11,714			
Asotin	\$ 1,691,877	6	\$ 281,980	\$ 289,833	\$ 88,351	2.5	0.0%	5	\$ 51,283	\$ 10,257			
Benton	\$ 48,795,507	136	\$ 358,790	\$ 368,694	\$ 106,598	2.8	42.6%	132	\$ 1,876,495	\$ 14,216			
Chelan	\$ 8,224,463	20	\$ 411,223	\$ 427,108	\$ 114,622	2.5	35.0%	19	\$ 326,096	\$ 17,163			
Clallam	\$ 6,713,785	18	\$ 372,988	\$ 384,467	\$ 108,579	2.6	11.1%	17	\$ 243,080	\$ 14,299			
Clark	\$ 44,944,024	102	\$ 440,628	\$ 452,770	\$ 119,742	3.0	27.5%	98	\$ 1,719,510	\$ 17,546			
Columbia	\$ -	0		\$ -	\$ -				\$ -				
Cowlitz	\$ 27,750,798	77	\$ 360,400	\$ 367,995	\$ 102,910	2.7	9.1%	77	\$ 1,113,068	\$ 14,455			
Douglas	\$ 6,408,320	15	\$ 427,221	\$ 438,747	\$ 121,900	3.5	60.0%	15	\$ 250,267	\$ 16,684			
Ferry	\$ 407,483.00	1	\$ 407,483	\$ 415,000	\$ 126,609	4.0	0.0%	1	\$ 16,299	\$ 16,299			
Franklin	\$ 28,596,085	76	\$ 376,264	\$ 387,087	\$ 105,592	2.8	67.1%	72	\$ 1,062,626	\$ 14,759			
Garfield	\$ 255,290	1	\$ 255,290	\$ 260,000	\$ 73,127	1.0	0.0%	1	\$ 10,211	\$ 10,211			
Grant	\$ 17,717,378	58	\$ 305,472	\$ 311,805	\$ 97,030	2.4	50.0%	58	\$ 690,993	\$ 11,914			
Grays Harbor	\$ 15,069,573	47	\$ 320,629	\$ 331,033	\$ 101,249	2.5	23.4%	43	\$ 561,417	\$ 13,056			
Island	\$ 8,989,433	20	\$ 449,472	\$ 457,705	\$ 121,901	3.4	15.0%	20	\$ 340,765	\$ 17,038			
Jefferson	\$ 2,049,057	5	\$ 409,811	\$ 418,807	\$ 132,312	3.4	0.0%	5	\$ 84,616	\$ 16,923			
King	\$ 100,300,170	207	\$ 484,542	\$ 527,139	\$ 127,150	2.4	63.3%	150	\$ 3,000,086	\$ 20,001			
Kitsap	\$ 44,615,670	109	\$ 409,318	\$ 428,039	\$ 116,561	2.3	19.3%	99	\$ 1,602,080	\$ 16,183			
Kittitas	\$ 4,489,391	13	\$ 345,338	\$ 366,242	\$ 98,516	2.3	15.4%	11	\$ 152,202	\$ 13,837			
Klickitat	\$ 1,777,407	5	\$ 355,481	\$ 362,040	\$ 131,226	2.0	0.0%	5	\$ 69,917	\$ 13,983			
Lewis	\$ 11,764,617	33	\$ 356,504	\$ 365,812	\$ 103,430	2.2	9.1%	31	\$ 439,222	\$ 14,168			
Lincoln	\$ 1,794,814	6	\$ 299,136	\$ 309,083	\$ 113,491	4.7	0.0%	6	\$ 70,186	\$ 11,698			
Mason	\$ 20,591,555	60	\$ 343,193	\$ 355,276	\$ 99,698	2.2	25.0%	55	\$ 756,723	\$ 13,759			
Okanogan	\$ 4,421,726	16	\$ 276,358	\$ 290,006	\$ 93,954	2.8	43.7%	13	\$ 148,708	\$ 11,439	1	\$ 9,900	\$ 9,900
Pacific	\$ 2,504,741	7	\$ 357,820	\$ 375,536	\$ 104,385	2.9	14.3%	6	\$ 85,162	\$ 14,194			
Pend Oreille	\$ 1,147,980	4	\$ 286,995	\$ 293,500	\$ 90,711	2.0	0.0%	4	\$ 45,440	\$ 11,360			
Pierce	\$ 198,598,112	434	\$ 457,599	\$ 481,687	\$ 119,314	2.8	52.3%	366	\$ 6,817,991	\$ 18,628			
San Juan	\$ -			\$ -									
Skagit	\$ 21,312,979	47	\$ 453,468	\$ 468,679	\$ 120,727	2.6	44.7%	46	\$ 835,540	\$ 18,164			
Skamania	\$ 404,456	1	\$ 404,456	\$ 413,000	\$ 80,347	1.0	0.0%	1	\$ 16,178	\$ 16,178			
Snohomish	\$ 71,774,738	134	\$ 535,632	\$ 553,237	\$ 131,367	2.6	34.3%	129	\$ 2,736,880	\$ 21,216			
Spokane	\$ 80,714,730	244	\$ 330,798	\$ 342,308	\$ 101,073	2.6	18.4%	223	\$ 2,871,744	\$ 12,878	1	\$ 10,000	\$ 10,000
Stevens	\$ 2,596,106	8	\$ 324,513	\$ 330,500	\$ 93,454	2.5	0.0%	8	\$ 105,129	\$ 13,141			
Thurston	\$ 42,715,273	101	\$ 422,923	\$ 438,743	\$ 114,511	2.3	21.8%	90	\$ 1,524,654	\$ 16,941			
Wahkiakum	\$ 471,306	1	\$ 471,306	\$ 480,000	\$ 159,955	3.0	0.0%	1	\$ 18,852	\$ 18,852			
Walla Walla	\$ 7,842,651	22	\$ 356,484	\$ 363,593	\$ 103,308	2.5	45.5%	22	\$ 310,931	\$ 14,133			
Whatcom	\$ 17,756,044	43	\$ 412,931	\$ 440,179	\$ 110,009	2.2	20.1%	33	\$ 539,129	\$ 16,337			
Whitman	\$ 4,460,003	15	\$ 297,334	\$ 311,467	\$ 99,607	2.5	1513.3%	14	\$ 154,820	\$ 11,059			
Yakima	\$ 54,612,706	167	\$ 327,022	\$ 335,734	\$ 97,421	2.9	77.8%	160	\$ 2,088,567	\$ 13,054	1	\$ 10,000	\$ 10,000
<b>TOTAL</b>	<b>\$ 917,209,500</b>	<b>2269</b>	<b>\$ 404,235</b>	<b>\$ 421,643</b>	<b>\$ 112,163</b>	<b>2.6</b>	<b>39.8%</b>	<b>2045</b>	<b>\$ 32,842,291</b>	<b>\$ 16,060</b>	<b>3</b>	<b>\$ 29,900</b>	<b>\$9,967</b>

\*Primary Mortgage.

WASHINGTON STATE HOUSING FINANCE COMMISSION  
HOMEOWNERSHIP PROGRAMS  
HOUSE KEY OPPORTUNITY/CASH WINDOW/OPEN MARKET AND OPPORTUNITY DPA PRODUCTION  
July 1, 2024 - December 31, 2024

COUNTY	HOUSE KEY LOAN AMOUNT	% OF TOTAL LOAN AMOUNT	NUMBER OF HK LOANS	AVERAGE LOAN AMOUNT	AVERAGE ACQUISITION COST	AVERAGE HOUSEHOLD INCOME	AVERAGE FAMILY SIZE	PROGRAM MINORITY %	GENERAL MINORITY POPULATION**	NUMBER OF OPPORTUNITY DPA LOANS	OPPORTUNITY DPA LOAN AMOUNT	AVERAGE OPPORTUNITY DPA LOAN	HUD AREA MEDIAN INCOME LIMIT
Adams	\$ 374,006	0.46%	2	\$ 187,003	\$ 192,500	\$ 50,497	1.5	0.0%	59.60%	2	\$ 26,914	\$ 13,457	\$ 47,900
Asotin									6.08%				\$ 60,100
Benton	\$ 2,299,490	2.80%	9	\$ 255,499	\$ 276,089	\$ 73,925	2.8	22.2%	23.70%	9	\$ 98,745	\$ 10,972	\$ 70,300
Chelan									30.33%				\$ 56,700
Clallam	\$ 279,300	0.34%	1	\$ 279,300	\$ 294,000	\$ 60,000	1.0	0.0%	15.02%	1	\$ 15,000	\$ 15,000	\$ 56,300
Clark	\$ 3,968,301	4.83%	14	\$ 283,450	\$ 342,998	\$ 70,472	2.4	42.8%	15.99%	11	\$ 164,500	\$ 14,955	\$ 73,900
Columbia									11.71%				\$ 60,000
Cowlitz	\$ 1,576,345	1.92%	6	\$ 262,724	\$ 275,667	\$ 65,761	3.0	16.7%	12.65%	5	\$ 73,736	\$ 14,747	\$ 58,100
Douglas	\$ 566,913	0.69%	2	\$ 283,457	\$ 292,500	\$ 66,194	2.5	50.0%	29.51%	2	\$ 29,492	\$ 14,746	\$ 56,700
Ferry									26.76%				\$ 43,600
Franklin	\$ 1,238,888	1.51%	4	\$ 309,722	\$ 320,000	\$ 80,838	3.8	50.0%	60.00%	4	\$ 60,000	\$ 15,000	\$ 70,300
Garfield									5.27%				\$ 69,700
Grant	\$ 1,108,900	1.35%	5	\$ 221,780	\$ 238,200	\$ 64,510	3.6	20.0%	43.18%	5	\$ 40,659	\$ 8,132	\$ 56,900
Grays Harbor	\$ 1,102,021	1.34%	5	\$ 220,404	\$ 229,080	\$ 55,767	2.0	20.0%	19.20%	5	\$ 67,255	\$ 13,451	\$ 56,800
Island									17.79%				\$ 74,200
Jefferson									10.32%				\$ 65,200
King	\$ 15,770,758	19.19%	53	\$ 297,561	\$ 376,111	\$ 88,194	2.5	69.8%	31.50%	50	\$ 735,580	\$ 14,712	\$ 89,600
Kitsap	\$ 4,213,669	5.13%	16	\$ 263,354	\$ 353,478	\$ 68,625	1.4	18.7%	20.33%	14	\$ 200,894	\$ 14,350	\$ 74,600
Kittitas	\$ 573,000	0.70%	3	\$ 191,000	\$ 345,000	\$ 53,211	3.7	33.3%	13.18%	3	\$ 45,000	\$ 15,000	\$ 65,800
Klickitat	\$ 814,266	0.99%	3	\$ 271,422	\$ 284,667	\$ 88,820	3.3	0.0%	17.83%	3	\$ 45,000	\$ 15,000	\$ 46,900
Lewis	\$ 2,180,357	2.65%	8	\$ 272,545	\$ 280,326	\$ 77,853	2.6	12.5%	12.39%	8	\$ 116,544	\$ 14,568	\$ 57,800
Lincoln	\$ 270,019	0.33%	1	\$ 270,019	\$ 275,000	\$ 56,717	2.0	0.0%	6.67%	1	\$ 15,000	\$ 15,000	\$ 60,300
Mason	\$ 1,633,590	1.99%	5	\$ 326,718	\$ 329,320	\$ 89,817	3.0	20.0%	15.82%	3	\$ 40,097	\$ 13,366	\$ 60,800
Okanogan	\$ 1,329,817	1.62%	7	\$ 189,974	\$ 207,071	\$ 68,387	2.7	14.3%	33.58%	6	\$ 74,380	\$ 12,397	\$ 51,900
Pacific	\$ 1,512,698	1.84%	6	\$ 252,116	\$ 266,321	\$ 65,641	2.3	0.0%	15.57%	6	\$ 80,786	\$ 13,464	\$ 53,500
Pend Oreille									10.46%				\$ 49,100
Pierce	\$ 12,088,989	14.71%	36	\$ 335,805	\$ 374,607	\$ 86,584	2.9	41.7%	27.50%	30	\$ 436,180	\$ 14,539	\$ 71,000
San Juan									6.62%				\$ 68,200
Skagit									22.10%				\$ 68,200
Skamania	\$ 319,113	0.39%	1	\$ 319,113	\$ 325,000	\$ 102,435	3.0	0.0%	10.34%	1	\$ 13,000	\$ 13,000	\$ 73,900
Snohomish	\$ 5,382,923	6.55%	14	\$ 384,495	\$ 401,492	\$ 93,748	2.6	35.7%	20.27%	13	\$ 195,000	\$ 15,000	\$ 89,600
Spokane	\$ 12,329,904	15.01%	52	\$ 237,114	\$ 274,173	\$ 61,600	2.7	19.3%	11.97%	45	\$ 643,715	\$ 14,305	\$ 64,500
Stevens	\$ 792,427	0.96%	4	\$ 198,107	\$ 210,400	\$ 58,356	2.0	0.0%	11.91%	4	\$ 54,593	\$ 13,648	\$ 54,700
Thurston	\$ 2,532,502	3.08%	8	\$ 316,563	\$ 330,875	\$ 81,259	2.4	0.0%	19.59%	6	\$ 90,000	\$ 15,000	\$ 71,500
Wahkiakum									8.14%				\$ 54,500
Walla Walla	\$ 551,738	0.67%	2	\$ 275,869	\$ 283,000	\$ 63,912	2.0	0.0%	26.91%	2	\$ 24,650	\$ 12,325	\$ 62,900
Whatcom	\$ 1,626,911	1.98%	8	\$ 203,364	\$ 256,817	\$ 61,895	2.0	12.5%	16.27%	7	\$ 102,513	\$ 14,645	\$ 67,600
Whitman	\$ 201,685	0.25%	1	\$ 201,685	\$ 209,000	\$ 55,244	1.0	0.0%	15.48%	1	\$ 14,222	\$ 14,222	\$ 67,600
Yakima	\$ 5,525,099	6.72%	22	\$ 251,141	\$ 261,363	\$ 65,691	3.2	86.4%	52.36%	22	\$ 311,829	\$ 14,174	\$ 53,200
<b>TOTAL</b>	<b>\$ 82,163,629</b>	<b>100.00%</b>	<b>298</b>	<b>\$ 275,717</b>	<b>\$ 316,336</b>	<b>\$ 74,518</b>	<b>2.6</b>	<b>36.3%</b>	<b>25.19%</b>	<b>269</b>	<b>\$ 3,815,284</b>	<b>\$ 14,183</b>	<b>\$ 62,933</b>

\*Primary Mortgagor.

**WASHINGTON STATE  
HOUSING FINANCE COMMISSION  
QUARTERLY STATUS REPORT**

**Program Summary  
Fiscal Year 2024 - 2025  
Quarter Ending: December 31, 2024**

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**Program: Multifamily Housing Program**

**Division: MHCF**

**Commission Goal:**

To provide equitable access and effective, low-cost financing for the new construction and preservation of multifamily housing for the homeless, farmworkers, other special needs populations and the general workforce at or below 60% of the area median income.

**Problem/Need:**

There is a lack of sufficient affordable rental housing throughout the State and the cost of housing exceeds the incomes of many households. Resources are insufficient to meet the affordable housing need.

**Program Goal:**

To create and preserve affordable rental housing and provide access to capital to underserved communities by removing barriers in program design.

**Business Objectives (Outputs/Outcomes):**

**1. Program wide:**

- a. Evaluate the impacts resulting from historic and systemic racism on Commission programs and processes, including the multifamily housing programs, change programs and develop new tools to mitigate the impact of such racism within the timeline and in alignment with the agency's racial equity strategic plan.

**First Quarter:** Continued technical assistance with applicants and ongoing engagement strategy with CBOs. Participated in several grand openings with organizations that completed projects under the new framework for allocating resources focused on CBO owned projects.

**Second Quarter:** Continued assessment and evaluation of CBO engagement and current policy framework.

- b. Evaluate opportunities for grant applications for all division programs and report quarterly to AMT and Administration. Ongoing through June 30, 2025.

**First Quarter:** No activity.

**Second Quarter:** No activity.

- c. Tax credit and housing bond policies reviewed annually, including total development costs limits to increase alignment with the Racial Equity Strategic Plan values. Ongoing through June 30, 2025.

**First Quarter:** The 9% Tax Credit Program 2025 policies were updated and approved by the Board in July and the Bond/4% Tax Credit Program 2025 policies were updated and approved by the Board in September.

**Second Quarter:** Fall allocation process and review of applications. Several workgroups were established to address current operating and financial issues with projects converting from construction to permanent financing.

- d. Continued process improvement and streamlining of application and placed in service functions by leveraging technologies such as Salesforce, Laserfiche, and more. Add additional programs as budget and timeline allows. Ongoing through June 30, 2025.

**First Quarter:** Made updates to the placed in service excel forms and reposted them to the Laserfiche form on our website.

**Second Quarter:** Assessment, documentation and development of a Laserfiche process to streamline the Subsidy Layering Review process.

- e. Perform analysis and assessment of current fee structure by December 31, 2024. Propose any modifications to fee schedule by May Budget planning process for implementation in new fiscal year.

**First Quarter:** No activity.

**Second Quarter:** No activity.

- f. Assess current staffing needs and objectives based on legislative, emerging program initiatives and automation by December 31, 2025. Provide internship opportunities, either through HDC program or other avenues, track and report progress by June 30, 2025.

**First Quarter:** Hired Bond Manager and completed recruitment and hiring for bond analyst vacancy created by promoting existing staff to the Manager position.

We coordinated with HDC on preparations for a new intern to start in the MHCF division in October.

**Second Quarter:** Continue to develop and train new staff and interns.

- g. Develop a preservation strategy to be piloted in 2025 grounded in an analysis of the portfolio’s needs in coordination with AMC, which incorporates alignment of resources and program values to maintain quality affordable housing for the long term and foster healthy and sustainable homes in a changing climate. Ongoing through June 30, 2025.

**First Quarter:** Convening with public funder partners to understand the landscape of operating challenges in the portfolio and strategize on coordination efforts to share and develop data analyses to inform both near term and long-term policy and program strategy. Coordination efforts are currently active with the Department of Commerce and the King County public funders due to the issues raised by housing providers that are struggling to operate and maintain their properties, which is heightened in the Seattle-King County area. High level portfolio analysis of general characteristics and rent burden at the County level has been completed for a base line of the portfolio, additional analyses are underway.

**Second Quarter:** Continued organizing, facilitating and exploring strategies for the stabilization of the portfolio. Staff are participating in several workgroups to develop recommendations and strategies to address current project operating issues. All these efforts will help inform a larger preservation strategy.

**2. Multi-family housing bonds:**

- a. Finance 3,000 units of affordable rental housing or issue \$350,000,000 in tax-exempt bonds by June 30, 2025.

**First Quarter:**

Project Name	Location	Tax-Exempt Bonds	Units
Camas Flats	Oak Harbor	\$19,572,000.00	82
Lansdale Pointe	Olympia	\$29,000,000.00	162
*Ovation at Meeker Apartments Supplemental	Kent	\$2,500,000.00	218
<b>Total</b>		<b>\$51,072,000.00</b>	<b>462</b>

*\*Units counted with a prior issuance of tax-exempt bonds.*

**Second Quarter:**

Project Name	Location	Tax-Exempt Bonds	Units
*Grata at Totem Lake Supplemental	Kirkland	\$12,000,000.00	125
*Midvale Village Supplemental	Shoreline	\$28,000,000.00	210
Bryant Manor Phase II	Seattle	\$48,734,255.00	149
*Four Corners Supplemental	Everett	\$9,600,000.00	430
Village at Lake Stevens	Lake Stevens	\$36,500,000.00	188
Mercy Aviva Crossing - 4%	Tacoma	\$21,597,628.00	79
*Redondo Heights TOD Phase II Supplemental	Federal Way	\$3,000,000.00	202
Spring District/120 <sup>th</sup> Station	Bellevue	\$68,800,000.00	234
<b>Total</b>		<b>\$228,231,883.00</b>	<b>1,617</b>

*\*Units counted with a prior issuance of tax-exempt bonds.*

- b. Monitor and control multifamily bond cap including transfers to other issuers to ensure maximum use of the state’s resource, review quarterly through June 30, 2025.

**First Quarter:** No activity this quarter.

**Second Quarter:**

Project Name	Issuer	Location	Tax-Exempt Bonds	Units
VHA Portfolio	Vancouver Housing Authority	Vancouver	\$36,997,453.30	232
Bremerton Bright Start Properties	Bremerton Housing Authority	Bremerton	\$36,000,000.00	138
Cascara	Vancouver Housing Authority	Vancouver	\$15,496,181.50	98
Broadway Center for Youth (YC South Annex)	Community Roots Housing	Seattle	\$31,250,000.00	84
<b>Total</b>			<b>\$119,743,634.80</b>	<b>552</b>

- c. Pursue initiatives for increasing private activity bond cap, including recycling of bond cap, lowering of 50% test and other initiatives depending on federal and state framework with a report by June 30, 2025.

**First Quarter:** Ongoing discussions with Senator Cantwell’s office and NCSHA regarding next steps and other issues that have surfaced with the credit.

**Second Quarter:** Monitoring current discussion regarding federal tax packages and new administration proposals.

- d. Seek additional and alternative methods of financing multifamily housing
  - i. Model additional financing structures with EIHF's and continue to staff and evaluate additional options with the Seattle Foundation or other partners for furthering housing development by June 30, 2025.

**First Quarter:** Several presentations in Tacoma and Spokane to expand the investor and geographic base for EIHF.

**Second Quarter:** Continued discussions with potential investors and assessing alternative financing models.

- ii. Create Community Based Organization fund or capacity building initiatives aimed at addressing gaps in communities most impacted having access to capital by June 30, 2025.

**First Quarter:** Continue to coordinate with the LISC cohort and participate in capacity related discussions with Commerce, BHI, HUD.

**Second Quarter:** Ongoing discussion and alignment of current initiatives.

### 3. Housing Credits:

- a. Allocate credits to 860 or more units of affordable housing by December 31, 2024 issuing final allocations to 100% of the projects with all PIS requirements satisfied by January 15, 2025.

**First Quarter:** We have conducted public hearings for 11 of the 13 projects that are receiving 2024 tax credits from the 9% program. We anticipate conducting the public hearing for the final two projects in November and completing the execution of all Credit Reservation and Carryover Contracts (RACs) shortly thereafter.

**Second Quarter:** We held public hearings for the remaining projects receiving 2024 tax credits from the 9% program and signed all RACs by December 31, 2024. Our deadline for 2025 project applications for the 9% round was on November 4<sup>th</sup>. We received 17 applications and anticipate allocating tax credits to 11 of those projects.

- b. Assess and redefine 9% policies based on specific values and outcomes-based approach with initial scoping and stakeholder engagement by December 31, 2024 and final policy approach by June 30, 2025 for implementation for 2026 allocations.



**First Quarter:** We convened a discussion with interested parties in the 9% Metro credit pool in September to discuss each county's pipeline for the 2025 round. It was also mentioned during this meeting that, in 2025, we would likely meet to gauge how the process for the Metro pool has been working and whether we would continue the current course in which each county prioritizes one project per year for this pool.

**Second Quarter:** We're planning another Metro pool meeting this winter to discuss each county's existing pipeline.

- c. Review and process non-Commission bond/housing credit applications received within 30 days. Ongoing through June 30, 2025.

**First Quarter:** We received the Bremerton Housing Authority's Bremerton Bright Start Properties application. A draft Regulatory Agreement has been circulated for comments. Closing is expected on December 5, 2024.

**Second Quarter:** Closed on Bremerton Bright Start Properties, Broadway Center for Youth and Cascara Apartments.

#### **Performance Measures:**

1. Approximately 1,500 low and moderate-income households will have affordable rental housing as a result of bond and tax credit financing, and 50% of the 860 units to be financed with 9% tax credits will serve households earning less than 50% AMI or meet other program set-asides and 95% of carryover projects will perform within specified timelines. Estimated bonds for fiscal year - \$350,000,000.
2. Incorporate client recommendations into program revisions when appropriate.
3. Heightened awareness of race, equity, and social justice issues and how our policies either help or hinder enabling greater access amongst all of the division's program to communities of color. Aligned with training objective and staff evaluation in the agency racial equity plan, June 30, 2025.
4. Reports and Program initiatives are completed and or implemented by June 30, 2025.

#### **Assumptions:**

1. The financing tools available to the Commission provide a cost-effective and efficient benefit to eligible borrowers.
2. Changes to the tax code do not impede the issuance of bonds.
3. There is sufficient issuance authority under the debt ceiling.
4. One Tax Credit (TC) application round per year and housing credit of \$2.75
5. Commission policy requirements are not in irresolvable conflict with market requirements.

**WASHINGTON STATE  
HOUSING FINANCE COMMISSION  
QUARTERLY STATUS REPORT**

**Program Summary  
Fiscal Year 2024-2025  
Quarter Ending: December 31, 2024**

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**Program: Homeownership Programs**

**Division: Homeownership**

**Commission Goals:**

To provide effective, low-cost financing for low to moderate income homebuyers.

**Problem/Need:**

Low and moderate-income households—especially underserved communities and communities of color—cannot afford a home at market rates and can be subject to predatory loans. Due to historical discrimination in the housing and housing finance markets, many members of underserved communities have not been able to benefit from the generational wealth created with homeownership; therefore, for this and other reasons, they are unable to access funding for downpayments and closing costs. These communities have also been historically denied access to credit due to historically biased lending practices and inflexible investor guidelines.

**Program Goal:**

To address historical inequities in homeownership for low and moderate-income homebuyers, the Homeownership Division seeks to provide safe and affordable financing options that include downpayment assistance at favorable rates and terms. The Homeownership Division also seeks to broaden the credit box through flexible underwriting guidelines for potential homebuyers as well as challenging traditional financing requirements that may be biased against underserved borrowers and communities of color.

**Business Objectives (Outputs/Outcomes):**

1. Consider the impacts resulting from historic and systemic racism on Commission programs and processes, including the homeownership programs, change programs, develop new tools to mitigate the impact of such racism and set baseline to measure impact in alignment with the agency racial equity strategic plan by June 30, 2025.

**First Quarter:**

- Covenant Homeownership Program Implemented
- Staff provided Covent Homeownership Program Lender Trainings

**Second Quarter:**

- Conducting preliminary research on Phase 2 of the Covenant Homeownership Program.
2. By June 30, 2025, continue to work on marketing and outreach to reach underserved communities and communities of color groups in our homeownership programs to include outreach to renters in our multifamily properties.

**First Quarter:**

- Developing a marketing kit in conjunction with finalizing one page brochure for multi-family property managers to distribute.

**Second Quarter:**

- Staff continues to attend and present our programs upon request at community events.
3. Purchase 4,000 Home Advantage loans and 300 House Key loans by June 30, 2025.

**First Quarter:**

<b>1st Quarter</b>	<b>Number</b>	<b>Amount</b>	<b>% Minority Borrowers</b>
House Key	144	\$ 40,164,504	32.64%
MCC	0	\$ -	
Home Advantage	1148	\$ 465,676,555	35.19%
Covenant DPA	28	\$ 2,953,681	100%
HK Opportunity DPA	129	\$ 1,819,134	33.33%
Home Advantage DPA	1074	\$ 17,295,856	34.26%
Home Advantage DPA Needs Based 1%	2	\$ 19,900	50.00%
Homechoice	7	\$ 93,650	14.29%
Clark County DPA	0	\$ -	
House Key Veterans	2	\$ 20,000	50.00%
House Key Seattle	0	\$ -	
Tacoma DPA	0	\$ -	
Bellingham DPA	1	\$ 40,000	0.00%
Pierce County	0	\$ -	
Bremerton DPA	0	\$ -	
HK+ Arch- East King County DPA	0	\$ -	
HK+ CLT	0	\$ -	
University of WA DPA (non-Commission funds)	0	\$ -	

**Second Quarter:**

<b>2nd Quarter</b>	<b>Number</b>	<b>Amount</b>	<b>% Minority Borrowers</b>
House Key	154	\$ 41,999,125	39.61%
MCC	0	\$ -	
Home Advantage	1121	\$ 451,532,945	44.51%
Covenant DPA	111	\$ 12,252,774	100%
HK Opportunity DPA	140	\$ 1,996,150	40.00%
Home Advantage DPA	971	\$ 15,546,435	39.75%
Home Advantage DPA Needs Based 1%	1	\$ 10,000	0.00%
Homechoice	6	\$ 90,000	16.67%
Clark County DPA	0	\$ -	
House Key Veterans	0	\$ -	
House Key Seattle	0	\$ -	
Tacoma DPA	0	\$ -	
Bellingham DPA	1	\$ 40,000	0.00%
Pierce County	0	\$ -	
Bremerton DPA	0	\$ -	
HK+ Arch- East King County DPA	1	\$ 20,000	0%
HK+ CLT	0	\$ -	
University of WA DPA (non-Commission funds)	3	\$ 181,590	66.67%

- Conduct 10 lender Home Advantage training seminars; 10 real estate professional/lender presentations; 20 outreach activities with non-profits, lenders, real estate professionals and/or government entities, 5 partnerships, sponsorships, and/or attendance of BIPOC community-based partner events, and 4 HomeChoice down payment assistance training seminars by June 30, 2025.

Conduct 10 lender Home Advantage training seminars

**First Quarter:**

- Conducted 3 Home Advantage/House Key training seminars virtually via Zoom.

**Total for Quarter: 03**

**Total for Fiscal Year: 03**

**Second Quarter:**

- Conducted 3 Home Advantage/House Key training seminars virtually via Zoom.

**Total for Quarter: 03**

**Total for Fiscal Year: 06**

10 real estate professional/lender presentations

**First Quarter:**

- Corinna Obar and Dietrich Schmitz conducted training on the Covenant Homeownership program July 16, 18, 22, 23 and 29, 2024.
- Jenni Davidson held backoffice training with 29 attendees on July 17, 2024.
- Lisa DeBrock and Dietrich Schmitz hosted a Lunch and Learn with the Washington Homeownership Resource Center in conjunction with WMBA on July 25, 2024.
- Robin Denning held backoffice training on July 25, 2024.
- Lisa DeBrock presented on our programs in conjunction with Freddie Mac at the LGBTQ & Real Estate Alliance on August 8, 2024.
- Jenni Davidson and Krystina Gillen held backoffice training on August 13, 2024 with 39 attendees.
- Jenni Davidson and Robin Denning held backoffice training with 15 attendees on September 18, 2024.
- Lisa DeBrock presented on our programs at the Washington Realtors Conference in Tri-Cities on September 19, 2024.
- Lisa DeBrock presented at the WA Mortgage Bankers conference on the importance of partnerships on September 23, 2024.
- Lisa DeBrock presented on our programs as part of a panel entitled “Homeownership Advocacy & Products” in partnership with Africatown Land Trust on September 28, 2024.

**Total for Quarter: 14**

**Total for Fiscal Year: 14**

**Second Quarter:**

- Lisa DeBrock moderated a panel entitled "A Dialogue with Homeownership Partners" at the NCSHA Annual Conference in Phoenix on October 1, 2024.
- Lisa DeBrock presented our programs at Ensemble NW Realty on October 9, 2024.

- Jenni Davidson held backoffice training with 55 attendees on October 15, 2024.
- Lisa DeBrock presented our programs as part of a CRA roundtable on October 23, 2024.
- Jenni Davidson held backoffice training with 5 attendees on November 13, 2024.
- Lisa DeBrock presented our programs along with Jessica Talton at the WMBA Lunch & Learn on December 10, 2024.

**Total for Quarter: 6**

**Total for Fiscal Year: 20**

20 outreach activities with non-profits, lenders, real estate professionals and/or government entities

**First Quarter:**

- Carla Vanderpool and Jenni Davidson attend the WMBA golf tournament on July 10, 2024.
- Dietrich Schmitz presented on the CHA program at the NW African American Museum Event on July 20, 2024.
- Corinna Obar presented on our programs at the Urban League Resource Fair on August 18, 2024.
- Dietrich Schmitz presented on the CHA program at the City of Tukwila on September 5, 2024.
- Corinna Obar presented on the CHA program at Keller William Realty office in Seattle on September 10, 2024.
- Dietrich Schmitz participated in a focus group in conjunction with Thurston County on Energy Efficient home on September 18, 2024.
- Homeownership staff attended Housing WA Conference September 24-26, 2024.
- Homeownership staff attended NCSHA Annual Conference September 28-Oct 1, 2024.

**Total for Quarter: 08**

**Total for Fiscal Year: 08**

**Second Quarter:**

- Dietrich Schmitz presented our programs at the Whitman County Homeownership Resource Fair on October 5, 2024.
- Dietrich Schmitz participated on a CHA panel at the New Hope Baptist Church in conjunction with Urban League on November 16, 2024.
- Corinna Obar presented on the CHA program at the Spokane Realtors DEI Committee meeting on November 18, 2024.
- Dietrich Schmitz presented on the CHA program on November 23, 2024 at the Chief Seattle Club.

**Total for Quarter: 04**

**Total for Fiscal Year: 12**

5 partnerships, sponsorships, and/or attendance of BIPOC community-based partner events

**First Quarter:**

- Dietrich Schmitz manned a table at the NW African American Museum event on July 20, 2024.
- Homeownership staff manned a booth at the Judkins Park Umoja Fest on August 3 & 4, 2024.

**Total for Quarter: 03**

**Total for Fiscal Year: 03**

**Second Quarter:**

- Dietrich Schmitz manned a table at the WA African American Chamber of Commerce event on October 20, 2024.
- Dietrich Schmitz and Kat Komin manned a table at the NW African American event on December 5, 2024.

**Total for Quarter: 02**

**Total for Fiscal Year: 05**

4 HomeChoice/Advanced down payment assistance training seminars

**First Quarter:**

- Conducted 2 Home Choice down payment assistance training seminars.

**Total for Quarter: 02**

**Total for Fiscal Year: 02**

**Second Quarter:**

- Conducted 3 Home Choice down payment assistance training seminars.

**Total for Quarter: 03**

**Total for Fiscal Year: 05**

Conduct an RFP to hire for Loan Servicer(s) or extend current contract(s) by 12/31/2024.

**First Quarter:**

- Will work on extension or RFP in 2<sup>nd</sup> quarter.

**Second Quarter:**

- Contract extended.

Conduct an RFP to hire for Single Family Investment Bankers by 12/31/2024.

**First Quarter:**

- Will work on extension or RFP in 2<sup>nd</sup> quarter.

**Second Quarter:**

- Contract awarded.

Continue to work with Seller Servicer Consultant on a Work Plan and timeline for application if applicable for certification of the Commission as a Ginnie Mae, Fannie Mae or Freddie Mac seller/servicer by June 30, 2025.

**First Quarter:**

- Waiting for approval from Freddie Mac agency.



**Second Quarter:**

- Received Freddie Mac Approval.
5. Continue implementation of one or more special purpose credit programs, evaluate program, and implement changes if needed by June 30, 2025.

**First Quarter:**

- Launched Covenant Homeownership special purpose credit program.

**Second Quarter:**

- Conducting preliminary research on Phase 2 of the Covenant Homeownership Program.
6. Work with the Department of Financial Institutions as part of oversight committee for the covenant homeownership program by June 30, 2025.

**First Quarter:**

- Met with Department of Financial Institutions oversight committee on Covenant Homeownership program to update initial launch of the program.

**Second Quarter:**

- Lisa DeBrock did a CHA update presentation for the CHP Oversight Committee on October 30, 2024.

**Performance Measures:**

4,300 low and moderate-income households purchase an affordable home using the House Key Program/Home Advantage by the Commission by June 30, 2025.

1. 90% of the loans are reviewed within 3 business days of receipt by June 30, 2025.  
(We are unable to accurately determine this in the Emphasys system.)

**First Quarter:**

- Out of 1148 Home Advantage files, 1132 or 98.60% were reviewed within 3 business days of receipt, 16 or 1.40% were reviewed after 3 business days of receipt.

**Second Quarter:**

- Out of 1121 Home Advantage files, 1113 or 99.29% were reviewed within 3 business days of receipt, 9 or 0.71% were reviewed after 3 business days of receipt.
2. The Homeownership division receives an average score of 4 or better on the evaluation of division conducted training workshops.

**First Quarter:**

- Out of 3 trainings, 100% of the training received an average score of 4 or better.

**Second Quarter:**

- Out of 3 trainings, 100% of the training received an average score of 4 or better.

**Assumptions:**

1. Assumes the daily-priced MBS market is financially feasible during the FY.
2. Assumes sufficient down payment assistance funds.
3. Assumes there is a conventional offering under Home Advantage.
4. Assumes GSEs maintains their current downpayment assistance guidelines.
5. Assumes having the products requested by lending partners to meet customer needs.
6. Assumes competitive Home Advantage/House Key programs interest rate sufficient to maintain a \$25 million average per week reservation rate.
7. Assumes competitive rates are available in the daily-priced market and bond market.
8. Assumes we have Loan Servicers who review loans in a timely manner and have liquidity to purchase loans daily.
9. Assumes the Commission has liquidity to purchase loans.
10. Assumes we have positive arbitrage to use in FY 2024-25.
11. Assumes there is an inventory of affordable homes.

**WASHINGTON STATE  
HOUSING FINANCE COMMISSION  
QUARTERLY STATUS REPORT**

**Program Summary  
Fiscal Year 2024-2025  
Quarter Ending: December 31, 2024**

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**Program: Homebuyer Education and Counseling**

**Division: Homeownership**

**Commission Goal:**

To actively support our potential homebuyers and existing homeowners through education and counseling services.

**Problem/Need:**

Many lower income and first-time homebuyers lack the community resources to learn how to buy a home and understand the responsibilities of homeownership, including what to do if they are having difficulty making their monthly mortgage payment.

**Program Goal:**

To provide the educational opportunity for potential homebuyers to learn how to buy, maintain and stay in their home.

**Business Objectives (Outputs/Outcomes):**

1. Consider the impacts resulting from historic and systemic racism on Commission programs and processes, including the homeownership programs, change programs and develop new tools to mitigate the impact of such racism. Ensure that any grant administration program complies with the Commission's efforts regarding racial and social justice initiatives.

**First Quarter:**

- Ongoing. We continue to advocate that any new counseling programs be mindful of racial and social justice goals. We continue to seek opportunities to modify our programs to be more racially and socially just and have obtained and distributed grants to encourage BIPOC homeownership.

**Second Quarter:**

- Ongoing. We continue to advocate that any new counseling programs be mindful of racial and social justice goals. We continue to seek opportunities to modify our programs to be more racially and socially just and have obtained and distributed grants to encourage BIPOC homeownership.

2. Conduct 800 homebuyer education seminars, with 8,000 participants, including on-line classes by June 30, 2025.

**First Quarter:**

• Classes:	268	Participants:	1,698
• Non-English:	1	Participants:	10
• Tri-County:	186	Participants:	1,167
• Rest of State:	82	Participants:	531
• eHomeAmerica Online	1,749	Participants:	1,749
		<b>Total:</b>	<b>4,499</b>

**Second Quarter:**

• Classes:	554	Participants:	3,617
• Non-English:	9	Participants:	86
• Tri-County:	391	Participants:	2,531
• Rest of State:	163	Participants:	1,086
• eHomeAmerica Online	3,147	Participants:	3,147
		<b>Total:</b>	<b>6,764</b>

3. For new grants or existing grants develop and/or implement the appropriate distribution program by June 30, 2025.

**First Quarter:**

- Proceeding appropriately and ongoing.

**Second Quarter:**

- Proceeding appropriately and ongoing.

4. For grants that may expire this fiscal year, ensure that counseling funds are distributed by the grant end dates, or seek extensions as appropriate by June 30, 2025.

**First Quarter:**

- Proceeding appropriately and ongoing.

**Second Quarter:**

- Proceeding appropriately and ongoing.

5. Cooperatively work with the Department of Commerce to assist in implementing any counseling funds that become available to comply with program goals that may be set by the Commission, Commerce, or the Washington State Legislature by June 30, 2025.

**First Quarter:**

- Proceeding appropriately and ongoing

**Second Quarter:**

- Proceeding appropriately and ongoing

6. Continue to implement the American Rescue Plan Act Homeownership Assistance Program to comply with program goals that may be set by the Commission, Treasury, or the Washington State Legislature through June 30, 2025.

**First Quarter:**

- Proceeding appropriately and ongoing

**Second Quarter:**

- Proceeding appropriately and ongoing

**Performance Measures:**

1. Ten percent (10%) of the Homebuyer Education class instructor's participants teach a class within twelve (12) months of taking the class.

**First Quarter:**

- Out of 211 trainees, 46 or 21.80% of Homebuyer Education class participants taught a class within 12 months of taking the class.

**Second Quarter:**

- Out of 406 trainees, 96 or 23.65% of Homebuyer Education class participants taught a class within 12 months of taking the class.

2. All required reporting associated with any counseling grant be completed by their respective deadlines.

**First Quarter:**

- All reporting has been completed by respective deadlines.

**Second Quarter:**

- All reporting has been completed by respective deadlines.

**Assumptions:**

1. Assumes current demand for SF programs during the FY.
2. Assumes loan officers, real estate professionals and nonprofits will cooperate to teach seminars with the enforcement of the one loan per year policy.
3. Assumes homebuyer education and counseling funding for a grant distribution program.
4. Assumes Department of Financial Institutions will continue to provide counseling workbooks at no charge to seminar instructors.
5. Assumes homebuyer education database upgrades are implemented and functioning.
6. Assumes sufficient partner network to provide services developed for housing counseling and other related support services.

**WASHINGTON STATE  
HOUSING FINANCE COMMISSION  
QUARTERLY STATUS REPORT**

**Program Summary  
Fiscal Year 2024 - 2025  
Quarter Ending: December 31, 2024**

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**Program: Nonprofit Financing Program**

**Division: MHCF**

**Commission Goal:**

To provide effective, low-cost financing for nonprofit-owned housing and facilities. To administer programs in an equitable and inclusive way.

**Problem/Need:**

Nonprofit organizations, particularly community-based organizations serving BIPOC people and other underserved communities have difficulty accessing low-cost credit options due to irregular revenue streams, systemic racism in the finance industry and other considerations. However, developing capital facilities will improve cash flow and assist them in carrying out their missions. The Commission provides options for organizations allowing them to take advantage of multiple choices to develop financing for supportive housing, multifamily facilities and housing intended for special populations.

**Program Goal:**

Eliminating real and perceived barriers to the tax-exempt bond market for eligible borrowers, to lower the cost of debt. To foster partnerships and assist in educating borrowers and the lending community about bond-financing and Commission resources to develop housing including assisted living, congregate care, and nursing beds. To form authentic relationships with community-based organizations beyond transactions.

**Business Objectives (Output/Outcomes):**

**1. Program Objectives: Nonprofit Financing**

- a. Evaluate the impacts resulting from historic and systemic racism on Commission programs and processes, including the nonprofit facilities and nonprofit housing programs and develop a baseline to track and measure impact in alignment with and on the timeline established by the agency racial equity strategic plan.

**First Quarter:** Staff created a new framework for the CapitalPlus program, prioritizing organizations led by and primarily serving Black, Indigenous, and other people of color.

**Second Quarter:** Ongoing analysis and assessment of current CBO engagement process. A new work plan is being developed.

- b. Incorporate into the engagement plan specific outreach to organizations in communities of color and other underserved communities. Report to Division leadership events, outreach and activities on a quarterly basis through June 30, 2025.

**First Quarter:** Staff continue to seek forums for discussion with community groups and BIPOC led nonprofit entities.

**Second Quarter:** Staff participated in several outreach events.

- c. Create an engagement plan for interested party groups based on Interested Party Mapping completed in 2024, especially groups designated as Low Power, High Interest, in alignment with public engagement goals detailed in racial equity strategic plan. Report on progress toward creating the plan quarterly through June 2025.

**First Quarter:** In response to feedback from community groups, we are pivoting our engagement plan for the upcoming year, moving toward a more community-led model.

**Second Quarter: Ongoing** assessment and analysis of next steps with guidance from third party consultants and facilitators.

- d. As committed in the racial equity strategic plan, begin the process of conducting a Racial Equity Impact Assessment across multiple programs, including defining requirements for the scope, budget, timeline, consultant qualifications, and internal staff load. (Timing aligned with RESP). REIA will be substantially completed by June 30, 2025 with recommendations and implementation to follow.

**First Quarter:** Staff finalized the RFP to eventually contract with a consultant to provide the bulk of the work.

**Second Quarter:** Meeting and due diligence to align with State PEAR requirements and assessment of priorities and capacity to implement this currently.

- e. Seek out alternative financing structures and provide technical assistance to traditional non-profit housing developers to utilize more fully 501(c)3 bonds to develop affordable housing by June 30, 2025.

**First Quarter:** Continue to coordinate with Amazon on transactions and developing scope of work to expand EIHF.



**Second Quarter:** Continued dialog and assessment of alternative models for EIHf as well as ongoing discussions with other potential investors in alternative financing tools.

**2. Nonprofit Financing Objectives:**

- a. Issue \$80 million in bonds or finance 225 units/beds including facilities for senior housing by 6/30/2025

**First Quarter:**

Project Name	Location	Tax-Exempt Bonds	Units/Beds	Senior Housing
Parkshore Juanita Bay	Kirkland	\$65,000,000.00	50	Yes
Bayview Retirement Community	Seattle	\$13,285,000.00	178	Yes
<b>Total</b>		<b>\$78,285,000.00</b>	<b>228</b>	

**Second Quarter:**

Project Name	Location	Tax-Exempt Bonds	Units/Beds	Senior Housing
Wesley Homes Bradley Park LLC	Puyallup	\$152,885,000.00	198	Yes
<b>Total</b>		<b>\$152,885,000.00</b>	<b>198</b>	

- b. Coordinate and market green initiatives to nonprofit housing providers, with report on successes by 6/30/2024

**First Quarter:** Ongoing efforts to keep updated with IRA and Dept of Commerce efforts and to inform developers.

**Second Quarter:** Ongoing efforts to align and match IRA and Dept of Commerce initiatives with new or existing projects in the portfolio.

- c. Issue \$40 million in bonds for non-profit facilities by June 30, 2025

**First Quarter:**

Project Name	Location	Tax-Exempt Bonds	Nonprofit Type	Subtype
West Dock	Seattle	\$14,000,000.00	Public/Civic/Social Organization	Nonprofit Center
YMCA of Greater Seattle	Multiple*	\$42,362,000.00	Recreation Organization	Parks/Recreation Center
<b>Total</b>		<b>\$56,362,000.00</b>		

*\*12 facilities in King, San Juan, Lewis and Pierce counties*

**Second Quarter:**

<b>Project Name</b>	<b>Location</b>	<b>Tax-Exempt Bonds</b>	<b>Nonprofit Type</b>	<b>Subtype</b>
The Northwest School for the Arts, Humanities and Environment	Seattle	\$11,100,000.00	Education/Research Organization	K-12 School
<b>Total</b>		<b>\$11,100,000.00</b>		

**Performance Outcome(s):**

1. Eligible borrowers participate in our programs by developing housing and facilities with bond financing.
2. Portfolio of borrowers is expanded to include new organizations unaware of or unable to use the bond financing program in the past.
3. Nonprofits and banks consider the limitations imposed by 501(c)(3) bonds are not greater than the interest rate benefits.
4. Commission understands its broad range of interested party groups and integrates the needs and concerns of those groups into program design and implementation.
5. Commission marketing activities continue to generate client interest who use the Commission as issuer.
6. Incorporate client recommendations into the program design when appropriate.
7. Increased use of 501c3 financings for traditional non-profit housing developers.

**Assumptions:**

1. Tax-exempt bond financing provides more beneficial ways of developing nonprofit housing and facilities than other sources of financing for eligible borrowers.
2. Credit is available.
3. Changes to the tax code do not impede the issuance of bonds or do away with them altogether.
4. Commission policy requirements and market requirements are compatible.
5. Changes to health care reimbursement do not make the development of capital facilities providing childcare services, assisted living and/or nursing care infeasible.
6. The economy will support the services provided by eligible borrowers to the community and lenders will continue to underwrite nonprofits for the nonprofit-owned facilities.

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HOUSING FINANCE COMMISSION  
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**Program Summary  
Fiscal Year 2024 - 2025  
Quarter Ending: December 31, 2024**

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**Program: Special Focus Programs**

**Division: MHCF**

**Commission Goal:**

To provide access to capital and address gaps in traditional financing for effective, low-cost financing for multifamily housing, manufactured housing communities, land acquisition, beginner farmer ranchers, energy efficiencies in housing and alternative energy technologies.

**Problem/Need:**

There is a lack of sufficient affordable rental housing throughout the State and the cost of housing exceeds the incomes of many households. Resources are insufficient to meet the affordable housing need. Beginning farmers and ranchers, have a lack of sufficient economic resources to purchase land and equipment. Additionally, there are current and historical barriers to accessing capital resources for BIPOC households and communities. In furtherance of State policy to reduce energy consumption, programs are necessary to increase energy efficiency in housing and facilities and to integrate renewable energy resources in these programs.

**Program Goal:**

To create and preserve affordable rental housing beyond the traditional financing sources. To provide financing for individuals seeking to begin a life in farming and ranching. To finance energy efficiency and renewable energy sources throughout all Commission programs.

**Business Objectives (Outputs/Outcomes):**

**1. Program wide:**

- a. Evaluate the impacts resulting from historic and systemic racism on Commission programs and processes, including the Commission's special focus programs, change programs and develop new tools to mitigate the impact of such racism within the timeline and in alignment with the agency racial equity strategic plan

**First Quarter:** Participated in BIPOC developer forum sponsored by HUD in Tacoma, providing information regarding our programs.

**Second Quarter:** Ongoing efforts to coordinate with LISC, BHI and other CBO's to be responsive in program gaps and needs.

- b. Evaluate opportunities for grant applications for all division programs and report quarterly to Director through June 30, 2025.

**First Quarter:** Working through interagency agreement with Sound Transit to invest in our LAP program.

**Second Quarter:** Continued administration of CDLAP program and assessing alignment with BHI, LISC, Field Order 15 and other capacity building programs

- c. Assess current staffing needs and objectives based on legislative or emerging program initiatives by December 31, 2024. Support ongoing internship opportunities within the Division through June 30, 2025.

**First Quarter:** Applied for and hired an intern under the HDC program.

**Second Quarter:** Continued participation in HDC internship program

## 2. Renewable and energy efficiency:

- a. Navigate, communicate, and track Inflation Reduction Act and state funding with relevant interested parties and potential partners through 6/30/2025. Assess potential impacts of additional funds and how we would support implementation.

**First Quarter:** Gave verbal commitment to assist the Department of Commerce in administering the \$156 million Solar for All grant awarded to Washington by the EPA. We expect to manage a sub-award of around \$10 million to fund projects that convey the benefits of solar to the LIHTC residents.

**Second Quarter:** Continued conversations with the State Energy Office about implementation of federal funding of Solar for All.

- b. Issue \$2 million from the SET and/or issue four SET loans. Look for opportunities to bridge or leverage federal and state resources through 6/30/2025.

**First Quarter:** No SET loans issued this quarter. Began discussing opportunities for SET to expand the reach of Commerce's clean energy grant program.

**Second Quarter:** Supported interested potential borrowers with technical assistance surrounding their energy upgrade projects and applications to SET.

- c. Continue to assess and develop strategic priorities for the SET that are responsive to community needs and gaps, including aligning the SET with our Racial Equity Strategic Plan and efforts.

**First Quarter:** No activity this quarter.

**Second Quarter:** No activity this quarter.

- d. Strengthen alignment with preservation efforts to foster healthy and sustainable homes in a changing climate. Ongoing through 6/30/2025.

**First Quarter:** Assessed the landscape of financial resources for energy efficiency and clean energy projects and the level of benefit they may offer to existing LIHTC properties.

**Second Quarter:** Continued conversations with owners of a bond/tax credit preservation applicant that may include SET funds to expand the scope of the energy work performed.

- e. Track and monitor multifamily point effectiveness and impact on energy efficiency and any potential changes by 6/30/2025.

**First Quarter:** Made minor updates to energy points for the 2025 Bond/4% application round.

**Second Quarter:** No activity this quarter.

**Beginning farmers and ranchers:**

- a. Issue \$1.5 million in tax-exempt bonds or close 3 projects by 06/30/25.

**First Quarter:** No activity.

**Second Quarter:** No activity.

- b. Monitor and track the Purchase Assistance Loan Program. Report quarterly on any potential loan activity.

**First Quarter:** No activity.

**Second Quarter:** No activity

- c. Continue to fund farmland conservation projects as Farm PAI funds become available. Report quarterly on progress to Division Director.

**First Quarter:** Closed two FarmPAI loans for \$2,904,379 conserving 270 acres of farmland in Grays Harbor and Island Counties.

**Second Quarter:** Contracted on one FarmPAI loan to close in early 3<sup>rd</sup> quarter.

**3. Manufactured Housing Communities**

- a. Finance 2 Manufactured Housing Communities, or 100 units, by 6/30/2025.

**First Quarter:** We financed the 115-site Tumwater Mobile Estates community in August.

**Second Quarter:** We financed the 48-site Olga Dor community in Tacoma in November.

- b. Track and monitor legislation and funding opportunities by 6/30/2025 and report quarterly on any progress or initiatives.

**First Quarter:** We are tracking the HUD PRICE Initiative grant awards that have been applied for by WA Department of Commerce and ROC USA. If awarded, some of the funds could be used for infrastructure improvements in communities that we have financed or for new resident-owned community acquisitions. We will also be tracking legislation during the upcoming session.

**Second Quarter:** The HUD PRICE Initiative grant awards were announced. ROC USA was awarded approximately \$38 million for infrastructure improvements throughout the U.S. We look forward to working with them to identify any communities in WA that could use the funds. We started to track pre-filed bills and are looking forward to tracking manufactured housing related legislation in this upcoming session.

#### 4. Land Acquisition Program

- a. Implement, track and report any new initiatives developed either through private partnership or by the legislature by June 30, 2025.

**First Quarter:** Lots of activity with CD LAP and State LAP. Working with Sound Transit on finalizing documents for new TOD dollars towards LAP.

**Second Quarter:** Continued discussions and alignment with BHI, LISC, Field Order 15 funds. Continued discussion with Sound Transit on acquisition funds.

- b. Develop measures and report impacts of redefined outcomes by 6/30/2025.

**First Quarter:** Developed dashboard and need to keep updated balances to develop measures.

**Second Quarter:** Submitted required State LAP report.

#### Performance Measures:

1. Measure number of transaction and pipeline for each of the PRI programs.
2. Track reoccurring applicants, first time users and race/ethnicity of project sponsors as well as communities most impacted and tenant data, where applicable and available.

3. Create outcomes based approach for all the PRI programs, establishing baselines and key measures to track progress towards the outcomes.

**Assumptions:**

1. The financing tools available to the Commission provide a cost-effective and efficient benefit to eligible borrowers.
2. Changes to the tax code do not impede the issuance of bonds.
3. Funds are available for the SET, LAP, and other Commission PRI programs.
4. There is sufficient issuance authority under the debt ceiling.
5. Commission policy requirements are not in irresolvable conflict with market requirements.

**WASHINGTON STATE  
HOUSING FINANCE COMMISSION  
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**Fiscal Year 2024-2025  
Quarter Ending: December 31, 2024**

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**Program: Compliance**

**Division: Asset Management & Compliance**

**Commission Goal:**

To provide effective low-cost financing for housing and non-profit facilities in Washington state.

**Problem/Need:**

Ensure consistency in monitoring developments within the state of Washington.

Compliance requirements are extensive and complex; Owners may not understand or comply with program regulations, requirements, or commitments. Owners may need assistance maintaining affordable units for the duration of their Regulatory Agreement.

**Program Goal:**

To ensure Owner commitments and public benefits of multifamily properties financed with Commission Bonds and Tax Credits are satisfied. To ensure financed housing remains affordable and in good repair for the longest time possible.

**Business Objectives:**

1. Review all annual project compliance reports. Complete initial reviews within eleven months of report due dates. Issue compliance close-out letters within 14 months of report due dates.

**First Quarter:** 60% of required 2023 Tax Credit annual reports have been reviewed. All 2023 Bond annual reports are closed out for the calendar year.

**Second Quarter:** 80% of required 2023 Tax Credit annual reports have been reviewed.

**Third Quarter:**

**Fourth Quarter:**

2. Ensure completion of calendar year onsite inspections for 1/3 of all projects by December 31st.

**First Quarter:** 93% of all 2024 inspections have been completed. Remaining onsites will be completed by end of October.

**Second Quarter:** 100% of 2024 inspections have been completed and all inspection responses have been sent.

**Third Quarter:**

**Fourth Quarter:**



3. Community Engagement and Education:
  - a. Provide diverse educational opportunities and resources to stakeholders through virtual, in-person, and hybrid workshops and training modules.
  - b. Regularly distribute twelve electronic newsletters and online resources throughout the year.
  - c. Develop a comprehensive Community Engagement Strategy and initiate partnership development by June 30th.
  - d. Enhance LIHTC compliance-required forms by integrating new guidelines and optimizing existing ones through consolidation and removal of redundant elements. Tailor the language proficiency level used on all forms to match our target audience. This effort aims to prioritize essential information, ultimately enhancing accessibility for users.
  - e. Continue to engage in the AHAH coordination

**First Quarter:** Provided in-person Tax Credit Compliance Fundamentals and Advanced trainings in Kennewick and in Spokane. ENews was sent to interested parties each month. Staff interviewed language accessibility consultants and awarded the contract to a finalist.

**Second Quarter:** Sent multiple compliance email and ENews updates to interested parties every month. Sent an inspection survey to all tax credit owners/managers and received feedback. Worked with language accessibility consultants and successfully updated 5 compliance forms that are now available on our website. Continue to participate in AHAH coordination meetings and provide relevant compliance guidance as needed. Updated and presented an online Tax Credit Fundamentals workshop and a brand-new HOTMA compliance on-demand video which is available on our website.

**Third Quarter:**

**Fourth Quarter:**

4. Policy and Procedure:
  - a. Collaborate with the Senior Policy Advisor on Rent Stabilization Policy and procedures.
  - b. Define preservation policy criteria for compliance with MHCF's Sr. Policy Advisor by June 30th.
  - c. Establish Good Standing guidelines and policy in coordination with MHCF division.

**First Quarter:** AMC continues to contribute to the Rent Stabilization work. The work group is working towards finalizing the report to the legislature in December 2024. Preservation and Good Standing Policy: These two initiatives are carried out jointly by AMC and MHCF. This work will be folded into the public funders work group that is assessing the operating issues the affordable housing is currently dealing with. AMC will be hiring a new position that is focused on Asset Management to champion this initiative in 2025.

**Second Quarter:** The final rent stabilization report to legislators delivered in December. The team worked on the presentation co-delivered by Commerce and WSHFC leadership. In the process of identifying the next phase work third quarter to refine the top priority strategy recommendations (2-3) that are ripe for policy and identify level of community engagement for evaluating policy impact and harmonization.

**Third Quarter:**

**Fourth Quarter:**

5. Business Process Development and Reporting:
  - a. Integrate processes based on the Housing Opportunities and Modernization Act (HOTMA) and the National Standards for the Physical Inspection of Real Estate (NSPIRE) policy updates for seamless operations.
  - b. Develop a streamlined handover process to facilitate smooth transitions of projects from allocation to compliance.
  - c. Revise and Update the Portfolio Analyst Desk Manual to ensure accuracy and relevancy.
  - d. Develop and implement performance measurement tools and establish reporting mechanisms in alignment with RESP.

**First Quarter:** Assigned HOTMA tasks to staff – have started identifying forms to update or retire; have updated various Tax Credit Manual Chapters and have started updating Tax Credit FAQs. Staff have drafted HOTMA training for managers.

**Second Quarter:** HOTMA and NSPIRE standards have been implemented. Feedback has been obtained from owners regarding the 2024 inspection process and what can be improved. We have completed the evaluation of NSPIRE’s impact on our monitoring process, workload, and on property management staff. Recommendations from this evaluation will be implemented to improve efficiency in the next inspection cycle. Compliance guidance, including our Manual, FAQs and several key forms, have been updated with HOTMA-compliant information. Staff continue to work with Multifamily to enhance our project handover process.

**Third Quarter:**

**Fourth Quarter:**

6. Staff Development:
  - a. Organize four team-building activities annually.
  - b. Set individual training and development goals for each staff member and foster a culture of growth.
  - c. Provide essential training opportunities to enhance staff effectiveness in their daily tasks.

**First Quarter:** Completed staff performance plans for FY25. Planned for team-building activity in January.

**Second Quarter:** Our in-person team-building activities are delayed due to the Governor’s spending freeze. We continue to encourage staff to take advantage of online training opportunities and we are tracking staff’s completion of the State’s racial equity training modules.

**Third Quarter:**

**Fourth Quarter:**

**Performance Measures:**

1. 100% of owners and managers with noncompliance issues will experience resolution of noncompliance issues within stated periods (refers to Goals 1, 2 and 3).

**First Quarter:** Inspections and trainings are on track. Required annual report reviews are behind.

**Second Quarter:** Required annual report review completion is behind due to losing two new analysts and three analysts being out for the last quarter of the year on medical leave.

**Third Quarter:**

**Fourth Quarter:**

2. The average score for the division on post-training evaluations will be 4 or higher on a scale of 1 to 5.

**First Quarter:** The average score was 4.6.

**Second Quarter:** The average score was 4.6.

**Third Quarter:**

**Fourth Quarter:**

3. The average score for owner/manager satisfaction for compliance policy assistance and resolving noncompliance issues will be 4 or higher, on a scale of 1 to 5.

**First Quarter:** No activity yet.

**Second Quarter:** No activity yet.

**Third Quarter:**

**Fourth Quarter:**

***Assumptions:***

1. *Performance Measure #1: Success will be measured by meeting or exceeding stated timelines based on a query of database dates entered for reviewing projects and closing out noncompliance issues.*
2. *Performance Measure #2: All workshop participants will be asked to complete a post-training evaluation. Results will be tabulated each quarter for reporting to AMT.*
3. *Performance Measure #2: This assumes that training can be successfully translated to a combination of in-person and virtual formats.*

4. *Performance Measure #3: Stakeholders will be sent a customer satisfaction survey; results will be collected and reported by June 30th. Survey results will not be reported if we receive responses from less than 5% of the people who emailed the survey.*

**TOTAL PROJECTS MONITORED AND UNITS SET ASIDE FOR LOW-INCOME RESIDENTS:**

**First Quarter:**

<b>Total Low Income Projects &amp; Units Monitored</b>			
<b>Housing Programs</b>	<b>Projects</b>	<b>Total Low Income Units</b>	<b>Total Units</b>
Bond	92	3,202	9,582
Tax Credit	1,102	103,214	106,558
RTC	1	68	193
<b>TOTALS</b>	<b>1,195</b>	<b>107,679</b>	<b>116,333</b>

**Second Quarter:**

<b>Total Low Income Projects &amp; Units Monitored</b>			
<b>Housing Programs</b>	<b>Projects</b>	<b>Total Low Income Units</b>	<b>Total Units</b>
Bond	86	2,303	8,887
Tax Credit	1,124	106,701	109,899
RTC	1	68	193
<b>TOTALS</b>	<b>1,211</b>	<b>109,072</b>	<b>118,979</b>

**Third Quarter:**

<b>Total Low Income Projects &amp; Units Monitored</b>			
<b>Housing Programs</b>	<b>Projects</b>	<b>Total Low Income Units</b>	<b>Total Units</b>
Bond			
Tax Credit			
RTC			
<b>TOTALS</b>			

**Fourth Quarter:**

<b>Total Low Income Projects &amp; Units Monitored</b>			
<b>Housing Programs</b>	<b>Projects</b>	<b>Total Low Income Units</b>	<b>Total Units</b>
Bond			
Tax Credit			
RTC			
<b>TOTALS</b>			

**WASHINGTON STATE  
HOUSING FINANCE COMMISSION  
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**Program Summary  
Fiscal Year 2024 - 2025  
Quarter Ending: December 31, 2024**

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**Program: Administration**

**Division: Executive Office**

**Commission Agency Wide Performance Measures:**

1. Directly finance 350,000 affordable housing units by the end of fiscal year 2026.
2. Earn a minimum of \$380,000 per FTE in revenue each fiscal year.
3. Spend less than \$210,000 per FTE each fiscal year.
4. Develop benchmarking standards to assess progress toward increasing the accessibility of our resources for BIPOC residents and/or entities which are prioritizing the needs of BIPOC populations.
5. The Commission’s employees will average a score of 4 or better on the “employee engagement” measures developed by DOP and supplemented with racial equity assessment questions when measured each fiscal year.

**Business Objectives:**

1. Evaluate the impact of historic and systemic racism on Commission programs and processes by June 30, 2025, and develop new tools to mitigate the impact of such racism.

**First Quarter:** This process is ongoing. Commissions staff have begun the state required DEI four-part module training. In early 2025, we aim to have the staff completion rate at 90% for all the state DEI trainings.

**Second Quarter:** This objective is ongoing. Commission staff continue to participate in the state required DEI four-part module training. We aimed to have all staff complete the modules in early 2025, so that we can use shared language and themes from the training to advance our internal work. Unfortunately, some of the modules were not open for registration during the last few months of 2024. Currently, the staff completion rate for the series of training courses is 76%.

2. Conduct new Commissioner Orientation within 90 days of new appointments; Prepare for and conduct 11 monthly Commission meetings, one planning session, and assist the Commissioners in the completion of their duties by June 30, 2025.

**First Quarter:** Conducted three Commission hybrid meetings during the quarter via Zoom and in the Board Room. Coordinated participation in other activities for Commissioners.

**Second Quarter:** Conducted three Commission hybrid meetings during the quarter via Zoom and in the Board Room. Coordinated participation in other activities for Commissioners. Welcomed new Board member Dr. Michone Preston.

3. Provide leadership in the development of statewide housing policy and obtain approval of a 2025 legislative agenda by December 30, 2024.

**First Quarter:** In the coming month we will begin to frame our agency legislative agenda to bring before the Board for consideration in November.

**Second Quarter:** Staff are regularly engaged with our partners on the upcoming Legislative Session. Staff developed and the Board Approved our 2025 Legislative agenda at its November meeting.

4. Produce and distribute the Annual Report and Cumulative Report by December 31, 2024.

**First Quarter:** We are gathering data for program year 2023-24.

**Second Quarter:** We are onboarding contractors to start this work.

5. Organize and conduct a statewide housing conference by October 30, 2024; prepare and present a final report by January 31, 2025.

**First Quarter:** The Commission held our Housing Washington conference September 24-26, 2024, offering an in-person conference in Spokane. The conference sold out for the first time in its history, with more than 800 people signed up by mid-September. By most accounts, it was a very successful conference, with positive feedback regarding the sessions, speakers, special events, and collaborations such as the collective effort to welcome new Black Home Initiative partners from the Spokane area.

**Second Quarter:** The conference was a success. We have closed out final invoices and started planning for the 2025 conference.

6. Lead the Friend of Housing Award selection process and produce the awards ceremony during Housing Washington in September 2024.

**First Quarter:** The Friend of Housing awards ceremony honored seven awardees in an elegant evening reception at the conference. This year's ceremony added new touches to make the event feel special for the awardees, such as live piano music and a professional emcee, in addition to our Commissioners playing their traditional roles as award presenters. As in previous years, the Communications team led the nomination and selection process, developed the event plan, script and visual elements, and worked closely with our contractors on the logistics.

**Second Quarter:** Complete.

7. Coordinate, schedule and complete the annual revisions to the Business Resumption Plan by June 30, 2025.

**First Quarter:** The plan will be postponed until next year until we redevelop a new plan with a consultant.

**Second Quarter:** This plan is still postponed.

8. In collaboration with the Deputy Director and EMT/AMT, plan and conduct a staff planning session by June 30, 2025.

**First Quarter:** The staff planning session is scheduled for Friday, October 18<sup>th</sup>.

**Second Quarter:** The staff planning session was held on October 18<sup>th</sup> at Pacific Tower. This goal is now complete.

9. Conduct monthly EMT Governance meetings and semi-monthly AMT meetings and record and report actions to Executive Director and staff within 5 days.

**First Quarter:** Conducted five EMT Governance meetings and three AMT meetings during the quarter.

**Second Quarter:** Conducted five EMT Governance meetings and one AMT meeting during the quarter. Two of the EMT meetings were held with the Athena Group.

10. Monitor the strategic direction of the Commission's IT program and research, report and receive approval to implement new initiatives by December 31, 2024.

**First Quarter:** Provided a monthly summary report to the ITG of all the network and end-user issues. Those issues were documented in a report generated in Fresh Service (our ServiceDesk software).

**Second Quarter:** This quarter, we moved our important computer equipment to the 27th floor. This included all the devices that help our network run smoothly and keep our data safe. The best part? We made this big move without any unexpected interruptions to our work.

11. Throughout 2024/2025 the Administration Division will continue to advance the Commission's commitment to racial equity and social justice by accomplishing the following objectives:

- Provide continued commitment and support for implementation of the Commission's Racial Equity Strategic Plan.

**First Quarter:** The Mission, Vision, Values (MVV) is on the website and the MVV will be a central focus of the all-staff meeting-retreat on Oct. 18. The Racial Equity Strategic plan work is moving forward with the development of an internal work group focused on developing a new accountability tracker and a training series for using the tool.

**Second Quarter:** Development and testing of the RESP accountability tracking tool continues with final launch date scheduled for next quarter. This tool will allow staff to generate progress reports for the Board.

- Consistent with our Racial Equity Strategic Plan, an internal team is

finalizing the plan for an inclusive review of the organization office procedures manual (OPMs) to mitigate opportunity for bias and to promote equity. The goal is to have the process outlined and shared with leadership by the end of 2024.

**First Quarter:** The OPM timeline has been extended, and the process will be shared by year end, 2024.

**Second Quarter:** The OPM Revision policy has been drafted and is currently undergoing revisions. It is expected to be included on the agenda for an upcoming EMT meeting this quarter for further discussion and finalization. The work to develop an inclusive process and timeline for reimagining and revising the Commission's Office Procedures Manual is underway.

- By June 30, 2025, update the Commission's Office Procedure Manual to ensure relevance to current business practices, as well as ensuring that they reflect the Commission's commitment to racial and social justice.

**First Quarter:** Once the process and plan (preceding goal) are developed and rolled out, there will be a timeline to review and revise policies, as needed in clusters, based on policies that are aligned or have dependencies and therefore need to be reviewed at the same time.

**Second Quarter:** After the process and plan for the preceding goal are created and launched, a schedule will be set to assess and update policies as necessary. Related policies or those with overlapping dependencies will be reviewed together to ensure consistency.

- Throughout 2024/2025 Employee Resource Groups (ERG) program will be developed to outline a process for employees to meaningfully participate in the work of the Racial Equity Strategic Plan.

**First Quarter:** Two groups have been formed and are still in the development phase.

**Second Quarter:** This goal has been paused to assess if the two employee groups can be united and aligned with state guidance on equity focused groups. A plan for such employee groups' future will be presented to EMT by the end of the third quarter 2025.

- By the fourth quarter of 2025, the Commission will provide leadership training for people managers to engage in conflict resolution and other high-stakes conversations as outlined in the Racial Equity Strategic Plan.

**First Quarter:** This action step is still pending.

**Second Quarter:** Leadership representing the DEI function is developing a train the trainer program to address this goal by the fourth quarter of 2025.

- By the fourth quarter of 2025, the Commission will evaluate and invest in professional training for staff leading community engagement efforts, as well as training for leadership supporting these efforts.

**First Quarter:** This action step is still pending.



**Second Quarter:** Leadership representing the DEI and Communication functions developed a plan to engage community engagement staff to develop an organizational approach to community engagement. Throughout 2025 the group will convene to co-create this approach and to develop best practices. The convening will include training. Research is underway to support this need for training with the goal of mitigating harm and building trust with the communities we serve.

**WASHINGTON STATE  
HOUSING FINANCE COMMISSION  
QUARTERLY STATUS REPORT**

**Program Summary  
Fiscal Year 2024 - 2025  
Quarter Ending: December 31st, 2024.**

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**Program: Bond Portfolio Management**

**Division: Finance**

**Business Objectives:**

1. Review and record bond transactions, create quarterly financial statements and disclosure and management reports:
  - a. Review and record monthly transactions by the 20<sup>th</sup> of the following month.

**First Quarter:** All Single-family bond portfolio transactions for June were posted on 7/31/2024, and for July, transactions are all completed and ready for posting.

**Second Quarter:** All Single-family bond portfolio transactions for September and October are all completed and ready for posting.
  - b. **Quarterly outstanding bond list by program with balances by 10 days following quarter end, single-family and non-conduit multifamily bond disclosure reports posted to website and EMMA as required, financial statements (including parity) and PlainsCap Compliance reporting, dashboard of bonds outstanding and activity to management and Commissioners, and complete quarterly conduit bond negative confirmations distribution for 25% of outstanding conduit bonds by 35 days following quarter end.**

**First Quarter:** The quarterly Single-Family Disclosures were posted on 8/29/2024.

**Second Quarter:** The quarterly Single-Family Disclosures were all completed and ready for posting.
  - c. Semi-annual single-family indenture parity reports, liquidity compliance reports, and updates to cross call table, proceeds use report (WAC 262 01 080) by 45 days following quarters end.

**First Quarter:** There were no arbitrage payments due this quarter, and all reports were reviewed and confirmed.

**Second Quarter:** There were no arbitrage payments due this quarter, and all reports were reviewed and confirmed.
2. Reconcile Home Advantage TBA MBS sales within three days of each sale (generally three times per month with two servicers).

**First Quarter:** All Home Advantage MBS sales were reconciled within the given timeframe.

**Second Quarter:** All Home Advantage MBS sales were reconciled within the given timeframe.
3. Monitor arbitrage liabilities and assure timely calculation, reporting, recording and payment within the quarterly timelines above.

**First Quarter:** This quarter, there were no arbitrage payments due; reports were reviewed and confirmed  
**Second Quarter:** There were no arbitrage payments due this quarter; reports were reviewed and confirmed.

- Administer the bond cap recycling program, including quarterly reporting on available cap and related debt outstanding.

<u>Fiscal Qtr.</u>	<u>Payments Received for Recycling</u>		<u>Recycled into New Project</u>		<u>Available Amount</u>	<u>Expired Unused</u>
	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>		
<b>Q1</b>	4	\$22,125,400	0	\$0	\$31,266,100	\$8,413,700
<b>Q2</b>	3	\$20,054,900	0	0	\$36,239,700	\$9,690,200

- Complete annual audit of financial statements and obtain an unqualified audit opinion by December 15, 2024. Publish audited financial statements within 30 days of Commission approval, no later than January 12, 2025.

**First Quarter:** Field work commenced September 3, 2024 and continued through the month of September. A final report is expected to be published by October 30, 2024.

**Second Quarter:** The final audit report was provided to the Commission on October 30<sup>th</sup>. The audit was issued with an unmodified or “clean” opinion. **Complete, no additional activity for the fiscal year.**

- Periodically review and update program policies and procedures as needed.

**First Quarter:** No changes in the program policies & procedures noted this quarter.

**Second Quarter:** No changes in the program policies & procedures noted this quarter.

**Performance Measures:**

- The Commission’s annual independent external audit will have an unqualified opinion with no reportable conditions.

**First Quarter:** Field work commenced September 3, 2024 and continued through the month of September. A final report is expected to be published by October 30, 2024.

**Second Quarter:**

- All of the bond accounting financial reports, including the dashboard and disclosures, will be completed within the specified timeframes.

**First Quarter:** The bond accounting financial reports were completed in a timely manner.

**Second Quarter:** The bond accounting financial reports were completed in a timely manner.

- Required Single Family Arbitrage information returns will be timely filed.

**First Quarter:** Although no single-family arbitrage reports were due during this period, we have contacted the quantitative analyst (cfX) to ensure that reports due early next quarter are ready so that returns can be filed on time if necessary.

**Second Quarter:** There were no arbitrage payments due this quarter; reports were reviewed and confirmed.

4. Home Advantage TBA MBS Sales will be reconciled within three days of receipt of funds and necessary distributions identified.

**First Quarter:** All Home Advantage MBS sales were reconciled, and distributions identified, within the given timeframe.

**Second Quarter:** All Home Advantage MBS sales were reconciled, and distributions identified, within the given timeframe.

**WASHINGTON STATE  
HOUSING FINANCE COMMISSION  
QUARTERLY STATUS REPORT**

**Program Summary  
Fiscal Year 2024 - 2025  
Quarter Ending: December 31st, 2024**

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**Program: General Operations & PRI**

**Division: Finance**

**Business Objectives:**

1. Deposit and record all receipts, process accounts payable and accounts receivable daily; close general ledger with all appropriate transactions completed by the 12<sup>th</sup> business day of next month.

**First Quarter:** All appropriate transactions were completed by the 16<sup>th</sup> business day for the month-end close of June 2024, by the 15<sup>th</sup> business day for July 2024, and by the 12<sup>th</sup> business day for the month-end close August 2024.

**Second Quarter:** All appropriate transactions were completed by the 17<sup>th</sup> business day for the month-end close of September 2024, by the 13<sup>th</sup> business day for October 2024, and by the 8<sup>th</sup> business day for the month-end close November 2024.

2. Provide accurate and timely management information to divisional directors, managers, and Commissioners by the 14<sup>th</sup> business day of next month.

**First Quarter:** Commission-wide and divisional financial reports to management and Commissioners were provided by the 16<sup>th</sup> business day for the month-end close of June 2024 and by the 12<sup>th</sup> business day for the month-end close of August 2024. Reports were not generated for the month-end close of July 2024.

**Second Quarter:** Commission-wide and divisional financial reports to management and Commissioners were provided by the 17<sup>th</sup> business day for the month-end close of September 2024, by the 14<sup>th</sup> business day for the month-end close of October 2024, and by the 8<sup>th</sup> business day for the month-end close of November 2024.

3. Invest the Commission’s general operating reserves, monitor investment managers and report status by the end of the month following each quarter.

Summary of Activities and Results					Net Return			
<u>Fiscal Qtr.</u>	<u>Beginning Balance</u>	<u>Interest Earned</u>	<u>Mgmt. Fees</u>	<u>Realized Mkt Adj</u>	<u>Dollars</u>	<u>Percent</u>	<u>Unrealized Market Adj</u>	<u>Ending Balance</u>
Q1	\$62,824,841	\$516,211	\$(574)	\$58,697	\$574,334	3.66%	\$1,723,978	\$65,123,153
Q2	\$65,123,153	\$303,761	\$(2005)	\$(4,777)	\$296,979	1.82%	\$(952,666)	\$64,467,466

4. Lead the Commission’s annual budgeting process for FY 25-26 with a proposed budget completed for presentation at the Commission May planning session and a final budget adopted at the Commission’s June 2025 meeting.

**First Quarter:** No activity this quarter.

**Second Quarter:** No activity this quarter.

5. Complete quarterly grant reconciliation and required reporting by the 5<sup>th</sup> business day following receipt of program staff detail following quarters end.

**First Quarter:** The reconciliations through June 30, 2024 were completed by staff August 8, 2024.

**Second Quarter:** The reconciliations through June 30, 2024 were completed by staff October 30, 2024.

6. In the event of a state audit, facilitate the auditor’s review and develop a plan of correction, if required, within 15 business days of the exit conference. Implement plan within 60 days of plan’s approval by EMT.

**First Quarter:** The State Auditor’s Office (SAO) commenced planning of the FY 2024 Statewide Single Audit (SWSA) related to the Homeowner Assistance Fund grant in June 2024. Fieldwork was performed throughout the quarter and is expected to conclude in October 2024, with an exit conference with the audit committee expected shortly thereafter.

**Second Quarter:** Fieldwork for the SWSA concluded in October 2024, and the exit conference with the audit committee took place December 16, 2024. The findings identified by the SAO were repeat findings from the FY 2023 audit and corrective action plans were developed and implemented in the prior fiscal year. Additionally, the SAO has begun initial data collection for the FY 2024 accountability audit. Fieldwork is expected to take place in the coming quarter once areas of focus are identified.

7. Maintain currency of knowledge in relevant SAAM and communicate relevant policies and procedures with appropriate levels of staff.

**First Quarter:** OFM DIRECTIVE 24A-05: Chapter 10 Travel – Updated meal percentage allocations and lodging and per diem reimbursement rates (effective October 1, 2024). Chapter 30 Capital Assets – Increased the capitalization threshold for capital assets from \$5,000 to \$10,000 for assets acquired on or after October 1, 2024. Chapter 50: Compliance with Federal Single Audit Act – Updated to reflect Single Audit threshold of \$1,000,000 for audits with periods beginning on or after October 1, 2024. Chapter 55: Audit Tracking - Removed the agency requirement to submit a Certification of Completion of Corrective Action, effective October 1, 2024, related to accountability or financial audit findings.

**Second Quarter:** No activity to report this quarter.

8. Review and update program policies and procedures as necessary.

**First Quarter:** No activity to report this quarter.

**Second Quarter:** No activity to report this quarter.

9. Continue to work with Seller Servicer Consultant on a work plan and timeline for application, if applicable, for certification of the Commission as a Ginnie Mae, Fannie Mae, or Freddie Mac seller/servicer by June 30, 2025.

**First Quarter:** Finance staff have been working with the seller servicer consultant on financial reporting needs for Freddie Mac.

**Second Quarter:** Finance staff continue to work with the seller servicer consultant on financial reporting needs for Freddie Mac. Additionally, Finance staff are working on developing a custodial agreement to incorporate our seller servicer number so that we can successfully deliver loans to Freddie Mac.

10. Meet the timeline and KPIs for the action item where Finance takes the leading role as set out in the racial equity strategic plan.

**First Quarter:** No activity this quarter.

**Second Quarter:** No activity this quarter.

## Program-Related Investments

11. Provide maximum funds available, including those from the PRI and Bond funds and warehouse lines as necessary for the purchase of timely purchase of mortgage loan participations. Manage the process receiving funds and returning the loan participations, maintaining appropriate control. Reconcile all activity and ensure correct revenue is received.

**First Quarter:** All purchases of mortgage loan participations have been made timely and all funds received and returned reconciled and properly managed.

**Second Quarter:** All purchases of mortgage loan participations have been made timely and all funds received and returned reconciled and properly managed.

12. Provide Program Related Investment financial statements including available program balances by the end of the month following quarter end.

**First Quarter:** PRI financial statements for the 4<sup>th</sup> quarter of FY 2024 were distributed August 5<sup>th</sup>, 2024.

**Second Quarter:** PRI financial statements for the 1<sup>st</sup> quarter of FY 2025 were distributed November 1<sup>st</sup>, 2024

13. Acquire and implement loan servicing software to track and monitor PRI loans by June 30, 2025.

**First Quarter:** No activity this quarter.

**Second Quarter:** No activity this quarter.

14. Increase access to affordable housing financing for historically underserved and marginalized communities. This will be measured by tracking the number or dollar amount of affordable housing loans provided to BIPOC individuals and communities over time. Such info will be reported on an annual basis.

**First Quarter:** No activity this quarter.

**Second Quarter:** No activity this quarter.

## Performance Measures:

1. The Commission's annual independent external audit will have an unqualified opinion with no reportable conditions.

**First Quarter:** Field work commenced September 3, 2024 and continued through the month of September. A final report is expected to be published by October 30, 2024.

**Second Quarter:** The final audit report was provided to the Commission on October 30<sup>th</sup>. The audit was issued with an unmodified or "clean" opinion. **Complete, no additional activity for the fiscal year.**

2. The Commission's annual state compliance audit will report no material instances of non-compliance with applicable statutes and WACs.

**First Quarter:** The State Auditor's Office commenced planning of the FY 2024 Statewide Single Audit (SWSA) related to the Homeowner Assistance Fund grant in June 2024. Fieldwork was performed throughout the quarter and is expected to conclude in October 2024, with an exit conference with the audit committee expected shortly thereafter.

**Second Quarter:** Fieldwork for the SWSA concluded in October 2024, and the exit conference with the audit committee took place December 16, 2024. The findings identified by the SAO were repeat findings from the FY 2023 audit and corrective action plans were developed and implemented in the prior fiscal year. Additionally, the SAO has begun initial data collection for the FY 2024 accountability audit. Fieldwork is expected to take place in the coming quarter once areas of focus are identified.

3. All of the general operations financial reports will be completed within the specified timeframes.

**First Quarter:** General operations financial reports were completed by the 16<sup>th</sup> business day of the following month for the month-end close of June 2024, by the 15<sup>th</sup> business day of the following month for July 2024, and by the 12<sup>th</sup> business day of the following month for the month-end close August 2024.

**Second Quarter:** General operations financial reports were completed by the 17<sup>th</sup> business day for the month-end close of September 2024, by the 13<sup>th</sup> business day for October 2024, and by the 8<sup>th</sup> business day for the month-end close November 2024.

4. Management will have the materially accurate financial information available monthly by the 20th day of the following month to guide effective decision making.

**First Quarter:** Commission-wide and divisional financial reports to management and Commissioners were provided by July 23<sup>rd</sup> for the month-end close of June 2024 and by September 18<sup>th</sup> for the month-end close of August 2024. Divisional reports were not generated for the month-end close of July 2024.

**Second Quarter:** Commission-wide and divisional financial reports to management and Commissioners were provided by October 23<sup>rd</sup> for the month-end close of September 2024, by November 20<sup>th</sup> for the month-end close of October 2024, and by December 11<sup>th</sup> for the month-end close of November 2024.



# Events Calendar

<b>Date</b>	1/23/2025	<b>Length of Event</b>	1:00 PM - 4:00 PM
<b>Event</b>	Board Meeting (Hybrid)	<b>Audience</b>	General Public
<b>Address</b>	Zoom/1000 2nd Ave, Ste. 2700 Board Roo	<b>Division</b>	Administration
<b>City</b>	Seattle, 98104	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	2/27/2025	<b>Length of Event</b>	10:00 AM - 4:00 PM
<b>Event</b>	Board Meeting & Work Session (Hybrid)	<b>Audience</b>	General Public
<b>Address</b>	Zoom/1000 2nd Ave, Ste. 2700 Board Roo	<b>Division</b>	Administration
<b>City</b>	Seattle, 98104	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	3/10/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 NCSHA Legislative Conf. ("Leg Con")	<b>Audience</b>	Conf. Attendees
<b>Address</b>	Hilton Wash. DC Nat'l Mall The Wharf Hotel	<b>Division</b>	Administration
<b>City</b>	Washington, DC	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	3/11/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 NCSHA Legislative Conf. ("Leg Con")	<b>Audience</b>	Conf. Attendees
<b>Address</b>	Hilton Wash. DC Nat'l Mall The Wharf Hotel	<b>Division</b>	Administration
<b>City</b>	Washington, DC	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	3/12/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 NCSHA Legislative Conf. ("Leg Con")	<b>Audience</b>	Conf. Attendees
<b>Address</b>	Hilton Wash. DC Nat'l Mall The Wharf Hotel	<b>Division</b>	Administration
<b>City</b>	Washington, DC	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	3/27/2025	<b>Length of Event</b>	1:00 PM - 4:00 PM
<b>Event</b>	Board Meeting (Hybrid)	<b>Audience</b>	General Public
<b>Address</b>	Zoom/1000 2nd Ave, Ste. 2700 Board Roo	<b>Division</b>	Administration
<b>City</b>	Seattle, 98104	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	4/24/2025	<b>Length of Event</b>	1:00 PM - 4:00 PM
<b>Event</b>	Board Meeting (Hybrid)	<b>Audience</b>	General Public
<b>Address</b>	Zoom/1000 2nd Ave, Ste. 2700 Board Roo	<b>Division</b>	Administration
<b>City</b>	Seattle, 98104	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	5/19/2025	<b>Length of Event</b>	TBA
<b>Event</b>	Board Mtg. & Budget/Planning Session (Hy	<b>Audience</b>	General Public
<b>Address</b>	Zoom/Meeting Location TBA	<b>Division</b>	Administration
<b>City</b>	TBA	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	5/20/2025	<b>Length of Event</b>	TBA
<b>Event</b>	Budget/Planning Session (Hybrid)	<b>Audience</b>	General Public
<b>Address</b>	Zoom/Meeting Location TBA	<b>Division</b>	Administration
<b>City</b>	TBA	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	6/24/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 NCSHA Housing Credit Connect Conf.	<b>Audience</b>	Conf. Attendees
<b>Address</b>	Marriott Marquis Chicago Hotel	<b>Division</b>	Administration
<b>City</b>	Chicago, IL	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	6/25/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 NCSHA Housing Credit Connect Conf.	<b>Audience</b>	Conf. Attendees
<b>Address</b>	Marriott Marquis Chicago Hotel	<b>Division</b>	Administration
<b>City</b>	Chicago, IL	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	6/26/2025	<b>Length of Event</b>	10:00 AM - 4:00 PM
<b>Event</b>	Board Meeting & Work Session (Hybrid)	<b>Audience</b>	General Public
<b>Address</b>	Zoom/1000 2nd Ave, Ste. 2700 Board Roo	<b>Division</b>	Administration
<b>City</b>	Seattle, 98104	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	6/26/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 NCSHA Housing Credit Connect Conf.	<b>Audience</b>	Conf. Attendees
<b>Address</b>	Marriott Marquis Chicago Hotel	<b>Division</b>	Administration
<b>City</b>	Chicago, IL	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	6/27/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 NCSHA Housing Credit Connect Conf.	<b>Audience</b>	Conf. Attendees
<b>Address</b>	Marriott Marquis Chicago Hotel	<b>Division</b>	Administration
<b>City</b>	Chicago, IL	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	7/24/2025	<b>Length of Event</b>	1:00 PM - 4:00 PM
<b>Event</b>	Board Meeting (Hybrid)	<b>Audience</b>	General Public
<b>Address</b>	Zoom/1000 2nd Ave, Ste. 2700 Board Roo	<b>Division</b>	Administration
<b>City</b>	Seattle, 98104	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	8/28/2025	<b>Length of Event</b>	1:00 PM - 4:00 PM
<b>Event</b>	Board Meeting (Hybrid)	<b>Audience</b>	General Public
<b>Address</b>	Zoom/1000 2nd Ave, Ste. 2700 Board Roo	<b>Division</b>	Administration
<b>City</b>	Seattle, 98104	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	9/25/2025	<b>Length of Event</b>	1:00 PM - 4:00 PM
<b>Event</b>	Board Meeting (Hybrid)	<b>Audience</b>	General Public
<b>Address</b>	Zoom/1000 2nd Ave, Ste. 2700 Board Roo	<b>Division</b>	Administration
<b>City</b>	Seattle, 98104	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	9/28/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 Housing WA Conference	<b>Audience</b>	Conf. Attendees
<b>Address</b>	Hyatt Regency Bellevue Hotel	<b>Division</b>	Administration
<b>City</b>	Bellevue, WA	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	9/29/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 Housing WA Conference	<b>Audience</b>	Conf. Attendees
<b>Address</b>	Hyatt Regency Bellevue Hotel	<b>Division</b>	Administration
<b>City</b>	Bellevue, WA	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	9/30/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 Housing WA Conference	<b>Audience</b>	Conf. Attendees
<b>Address</b>	Hyatt Regency Bellevue Hotel	<b>Division</b>	Administration
<b>City</b>	Bellevue, WA	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	10/4/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 NCSHA Annual Conf. & Showplace	<b>Audience</b>	Conf. Attendees
<b>Address</b>	New Orleans Marriott Hotel	<b>Division</b>	Administration
<b>City</b>	New Orleans, LA	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	10/5/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 NCSHA Annual Conf. & Showplace	<b>Audience</b>	Conf. Attendees
<b>Address</b>	New Orleans Marriott Hotel	<b>Division</b>	Administration
<b>City</b>	New Orleans, LA	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	10/6/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 NCSHA Annual Conf. & Showplace	<b>Audience</b>	Conf. Attendees
<b>Address</b>	New Orleans Marriott Hotel	<b>Division</b>	Administration
<b>City</b>	New Orleans, LA	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	10/7/2025	<b>Length of Event</b>	TBA
<b>Event</b>	2025 NCSHA Annual Conf. & Showplace	<b>Audience</b>	Conf. Attendees
<b>Address</b>	New Orleans Marriott Hotel	<b>Division</b>	Administration
<b>City</b>	New Orleans, LA	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	10/23/2025	<b>Length of Event</b>	10:00 AM - 4:00 PM
<b>Event</b>	Board Meeting & Work Session (Hybrid)	<b>Audience</b>	General Public
<b>Address</b>	Zoom/1000 2nd Ave, Ste. 2700 Board Roo	<b>Division</b>	Administration
<b>City</b>	Seattle, 98104	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	11/20/2025	<b>Length of Event</b>	1:00 PM - 4:00 PM
<b>Event</b>	Board Meeting (Hybrid)	<b>Audience</b>	General Public
<b>Address</b>	Zoom/1000 2nd Ave, Ste. 2700 Board Roo	<b>Division</b>	Administration
<b>City</b>	Seattle, 98104	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470

<b>Date</b>	12/11/2025	<b>Length of Event</b>	1:00 PM - 4:00 PM
<b>Event</b>	Board Meeting (Hybrid)	<b>Audience</b>	General Public
<b>Address</b>	Zoom/1000 2nd Ave, Ste. 2700 Board Roo	<b>Division</b>	Administration
<b>City</b>	Seattle, 98104	<b>Contact</b>	Tera Ahlborn
		<b>Phone # of Contact</b>	206-287-4470