Measure W Community Housing Fund Application Guidelines

Fund Overview

On November 6, 2018, the voters of West Marin passed Measure W to establish the West Marin Transient Occupancy Tax area. In recognition of the impacts of visitors to the area, the increase in the transient occupancy tax approved by the measure will provide increased funding for long-term community housing. The Measure W Fund for Community Housing is administered by the Marin County Community Development Agency on behalf of the Marin County Board of Supervisors.

An appointed Working Group made up of community members who live and/or work in the Measure W area recommended funding priorities which were accepted by the Marin County Board of Supervisors. The priorities for 2022 are described on Page 2.

Overarching Guidelines

- Measure W Community Housing fund distribution should prioritize projects that are moving forward regardless of location, with a goal of equitable distribution across the Measure W Tax Area.

- Each priority category should be allocated a percentage of Measure W Community Housing funds. These percentages should be used as a general guide in order to retain flexibility.

- Established funding priority percentages apply to all available Measure W Community Housing funds, including carryover balances, with the exception of the large project set aside which accrues over time.

- General alignment with the per-unit funding amounts utilized for the Affordable Housing Fund.

- When funding is limited, priority shall be placed on projects providing the greatest impact and greatest number of bedrooms.
Identified Priorities for Calendar Year 2022

- **Housing needs study (Up to $100k)** – A study of the Measure W Tax Area establishing a baseline understanding of housing market conditions, needs, and barriers.

- **Housing production (Up to 65%)** – Funding to support the acquisition, development, and preservation of housing for the West Marin population and workforce including:
  
  **Permanent Rental and Homeownership Housing:**
  - Creation and Preservation of permanently affordable housing of all types.
  - Support housing for single-family and multi-family projects that will serve the needs of the West Marin population and workforce, including families, seniors, all types of agricultural workers, people with disabilities, teachers and educational staff, essential workers, emergency workers, medical & dental providers, and tradespeople.
  - Improve existing vacant or underutilized buildings and convert to housing.
  - Support Aging in Place
  - Increase rentals within existing homes through JADU’s & ADU’s, share rentals, co-ownership.

  **Transitional/Temporary Rental Housing:**
  - Emergency and transitional housing
  - Recovery Residence (sober living, not a treatment facility)
  - Housing for people recovering from medical trauma
  - Rental housing for seasonal workers
  - Transitional housing for families
  - Transitional housing for survivors of domestic violence

- **Housing predevelopment (Up to 15%)** – Funding to support housing projects and determine feasibility, including:
  - Activities necessary to determine project feasibility, such as legal and land use evaluation, property acquisition and research activities, economic analysis, site studies.
  - Professional services related to project design and development, such as architecture, engineering, site design, pre-construction or pre-rehab evaluations, and development consultants.

- **Direct housing assistance (Up to 15%)** – Funding to help stabilize West Marin families and individuals at risk of losing current housing and in need of support to acquire new housing, including:
  - Rental assistance.
  - Security deposit assistance.
  - Down payment assistance.

- **Set aside for future larger projects (5%)** – Funding to be accrued for larger housing projects (5+ units) in the future.
Application Process

- Funding applications are accepted on a rolling basis through the Measure W website.

- Community Development Agency staff (Staff) will track all applications received, whether funding is approved or not.

- Applications recommended for $50,000 or less which are consistent with the priorities recommended by the Working Group and approved by the Board of Supervisors will go through the following process:
  - Staff process and evaluate applications.
  - County Administrator issues final approval, consistent with approval authority delegated pursuant to applicable regulations.

- Applications recommended for more than $50,000 which are consistent with the priorities recommended by the Working Group and accepted by the Board of Supervisors will go through the following process:
  - Staff process and evaluate applications.
  - Board of Supervisors issues final approval.

- Applications recommended for funding at any level that are not consistent with the priorities recommended by the Working Group and accepted by the Board of Supervisors will go through the same process as $50k+ applications (see above).

- When evaluating applications, staff will consider the priorities recommended by the Working Group and accepted by the Board of Supervisors, along with project viability, feasibility, and likelihood to provide community housing in the West Marin Transient Occupancy Tax Area, including, but not limited to, housing for families, seniors, all types of agricultural workers, people with disabilities, educational staff, essential workers, and tradespeople.

- It is the intent of the program that applications be reviewed and responded to in a timely manner in order to be responsive to sensitive development and acquisition timelines.