



# Measure W Community Housing

## Measure W Community Housing Fund Application Guidelines

### Fund Overview and Priorities for 2020

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 or work in the Measure W area recommended funding priorities which were accepted by the Marin County Board of Supervisors. The priorities for 2020 are:

- Measure W Community Housing fund distribution should be based on where projects 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 guide in order to retain flexibility.

### Funding Priorities

- Housing needs study– *A study of the Measure W Tax Area establishing a baseline understanding of housing market conditions and needs. It is anticipated that a local organization in the Measure W tax area would solicit bids for a consultant with expertise in the housing market and conducting needs assessments. Up to 10% of funds could be allocated to this task.*
- Housing production– *Funding to support the development of housing for West Marin public safety employees, teachers and other members of the West Marin workforce, housing for families, housing for persons with disabilities, and housing for seniors. Up to 70% of the funds could be allocated to housing production. Funding is available across the full spectrum of housing development and allowable for:*
  - *Permanent rental housing which could include the development of new housing or the purchase of existing property.*
  - *Homeownership opportunities could be made through development of new homes or purchase of existing homes.*
  - *Transitional/temporary rental housing could be for those with an immediate housing need, especially households who have been displaced.*
- Rental assistance and security deposit assistance– *Funding to help stabilize West Marin families and individuals at risk of losing current housing and in need of support to acquire new housing. Up to 15% of the funds will be reserved for this category.*
- Set aside for future larger projects– *Funding to be accrued for larger housing projects in the future. Up to 5% of the funds will be reserved for this category.*



## Application Process

- The application for community housing funds will be open continually and available on the Measure W [website](#).
- To complete the application, save it to your computer before filling it out. Once it is completed email the document in its current format to [measurewhousing@marincounty.org](mailto:measurewhousing@marincounty.org) (do not print and scan before sending). This will allow staff to access text not viewable in the printed version.
- Community Development Agency staff will track all applications received whether funding is approved or not.
- Completed applications received by staff will be posted on the Measure W [website](#).
- Applications being 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 receive, determine completeness, and evaluate applications
  - CDA Director provides initial approval
  - County Administrator issues final approval, consistent with approval authority for Professional Services as described in the Countywide Procurement Manual.
- Applications being 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 receive, determine completeness, and evaluate applications
  - CDA Director provides initial approval
  - Board of Supervisors issue final approval
- Applications being recommended for funding at any level which are not consistent with the priorities recommended by the Working Group and accepted by the Board of Supervisors, will go through the following process:
  - Staff receive, determine completeness, and evaluate applications
  - CDA Director provides initial approval
  - Board of Supervisors issue final approval
- 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 West Marin public safety employees, teachers and other members of the West Marin workforce, housing for families, housing for persons with disabilities, and housing for seniors.

### **Applications may be submitted via email, mail, or in person to one of the addressed below.**

Only applications emailed to this address will be accepted:

[measurewhousing@marincounty.org](mailto:measurewhousing@marincounty.org)

Mailing Address/Physical Address (if dropping off application):

County of Marin

3501 Civic Center Drive #308

San Rafael, CA 94903

Attn: Housing & Federal Grants Division