



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

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[www.commerce.wa.gov](http://www.commerce.wa.gov)

May 13, 2024

City of Vancouver

415 W 6th St Vancouver, WA 98660

Delivered via Email to Eric Holmes, City Manager: [cdbg@cityofvancouver.us](mailto:cdbg@cityofvancouver.us)

RE: Connecting Housing to Infrastructure (CHIP) Grant

Dear CHIP recipient:

I am pleased to inform you that the Felida Park Senior Housing + PACE project has been awarded \$1,430,283 in grant funds from the Connecting Housing to Infrastructure (CHIP) grant program. This award is made to Clark County for the system development charge reimbursement of \$480,810 and Clark County has now transferred \$949,473 to the city of Vancouver as the sponsoring jurisdiction for the water, sewer and stormwater utility improvements. Funding for this program is provided from the State Building Construction Account, and your grant will be governed by state building construction account rules. Projects funded with State Building Construction Account funds may only be used to cover eligible costs incurred during the period of July 1 2023, thru June 30, 2027, subject to re-appropriation by the Legislature. If re-appropriated, the project must be completed and invoiced by June 30, 2027.

This grant will be administered by the Washington Department of Commerce, Growth Management Services (GMS) unit. Before we disburse the funds, a contract with an agreed upon scope of work and budget will need to be executed between your organization and the Department of Commerce.

All pre-contracting requirements must be met prior to executing a contract and before drawing down any grant funds. If not already provided, these may include:

- Proof of site control.
- Commitment of other funds, and a project schedule showing affordable housing development be able to begin construction within 24 months of the grant award.
- Documentation of a program that will monitor affordability of units for a minimum of 25 years or securitization (covenant and/or note and deed of trust for affordable


housing units) if no other partner.

- For awards for system development charges, documentation of waived charges/fees or a letter of commitment that the fees will be waived and the timeframe for such waiver.
- For requests for utility improvement funding, documentation of state commercial prevailing wages on the utility portion of the affordable housing project. Also, for the purposes of utility contracts, you may subcontract, provided that a competitive process is used, and all contract requirements flow down to the subcontractor.
- Documentation of consultation with Department of Archeology and Historic Preservation (DAHP) and affected tribes is completed or in process, consistent with GEO 21-02. With this letter, Commerce delegates consultation authority to the grantee. Please complete the EZ-1 form and submit to DAHP, and ensure Commerce is included in subsequent communications.
- Risk assessment survey, if requested.
- Proof of insurance coverage, if requested by Commerce.

Once all pre-contracting requirements have been met, a contract will be prepared and sent to you for signature via DocuSign. Once executed, we will send the fully executed contract, along with invoicing instructions, and you will have access to the funds. This is a reimbursement-style grant, meaning no advance payments are provided, reimbursable costs are those that you or a subcontractor have already incurred.

Mischa Venables from our GMS housing programs will be in touch with you to develop the contract(s) and answer any questions you may have. Her email is [mischa.venables@commerce.wa.gov](mailto:mischa.venables@commerce.wa.gov), and her phone number is 360.725.3088.

Sincerely,



Dave Andersen, AICP  
Managing Director  
Growth Management Services

cc:

Mischa Venables, CHIP Project Manager, Growth Management Services  
Anne Fritzel, AICP, Housing Programs Manager, Growth Management Services