



# Measure W Community Housing Fund Application Guidelines

Updated April 2023

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## ❖ 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 2023 are described on Page 2.

## ❖ Identified Priorities for 2023 Funding Cycle

### Overarching Guidelines:

1. Measure W Community Housing fund distribution should prioritize affordable projects that are moving forward regardless of location, with a goal of equitable distribution to high need communities across the Measure W Tax Area.
2. Each priority category should be allocated a percentage of Measure W Community Housing funds, except for the Housing Needs Study and Direct Housing Assistance categories, which are fixed dollar amounts. These percentages should be used as a general guide in order to retain flexibility.
3. Funding priorities are adopted annually by the Board of Supervisors and categories are allocated either a fixed dollar amount or a percentage of Measure W Community Housing funds. Every year the balances in these categories are reset, except for the large project set-aside (LPSA) which accrues over time. Any carryover balances in the remaining categories are re-allocated based on new priorities identified by the Measure W Working Group and approved by the Board of Supervisors. These percentages should be used as a general guide in order to retain flexibility.
4. Funding recommendations shall include a per-unit funding amount of \$50,000, plus \$15,000 per bedroom for affordable projects, as funds are available.

## Funding Priorities:

1. **Housing Needs Study (up to \$100,000):** A study of the Measure W Tax Area establishing a baseline understanding of housing market conditions, needs, and barriers.
2. **Housing Production (up to 90% of remaining funds):** Funding to support the pre-development, acquisition, development, and preservation of rental and homeownership housing for the West Marin population and workforce, including:
  - Housing for families, seniors, all types of agricultural workers, people with disabilities, essential workers (for example, educational workers), fire & safety persons, medical & dental providers, and trade workers (plumbers/electricians/septic/etc.), etc.
  - Acquisition, pre-development, preservation, and development of single-unit and multi-unit projects that will serve the needs of the West Marin population
  - Conversion of existing vacant or underutilized buildings and convert to housing
  - Support for creative strategies such as Age in Place and Co-ownership
  - Support to increase rentals within existing homes through JADU's & ADU's, share rentals
  - Transitional/temporary rental housing, such as:
    - Emergency and transitional housing for families and survivors of domestic violence
    - Trauma recovery residence
    - Rental housing for seasonal workers
3. **Direct Housing Assistance (up to \$100,000):** 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:
  - Emergency rental assistance
  - Security deposit assistance
  - Down payment assistance
4. **Set Aside for Future Larger Projects (10%):** 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.