

Multiple Agency Fiscal Note Summary

Bill Number: 2026 HB	Title: Rental assistance
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Estimated Cash Receipts

Agency Name	2005-07		2007-09		2009-11	
	GF- State	Total	GF- State	Total	GF- State	Total
Community, Trade, and Economic Development	816,780	816,780	851,982	851,982	0	0
Total \$	816,780	816,780	851,982	851,982	0	0

Local Gov. Courts *						
Local Gov. Other **	Fiscal note not available					
Local Gov. Total						

Estimated Expenditures

Agency Name	2005-07			2007-09			2009-11		
	FTEs	GF-State	Total	FTEs	GF-State	Total	FTEs	GF-State	Total
Community, Trade, and Economic Development	.7	162,402	162,402	.4	114,796	114,796	.1	22,458	22,458
Total	0.7	\$162,402	\$162,402	0.4	\$114,796	\$114,796	0.1	\$22,458	\$22,458

Local Gov. Courts *									
Local Gov. Other **	Fiscal note not available								
Local Gov. Total									

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Prepared by: Robin Campbell, OFM	Phone: 360-902-0575	Date Published: Preliminary 2/23/2005
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* See Office of the Administrator for the Courts judicial fiscal note

** See local government fiscal note

Individual State Agency Fiscal Note

Bill Number: 2026 HB	Title: Rental assistance	Agency: 103-Community, Trade & Economic Develop
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Part I: Estimates

☐ No Fiscal Impact

Estimated Cash Receipts to:

FUND	FY 2006	FY 2007	2005-07	2007-09	2009-11
General Fund-State 001-1	390,789	425,991	816,780	851,982	
Total \$	390,789	425,991	816,780	851,982	

Estimated Expenditures from:

	FY 2006	FY 2007	2005-07	2007-09	2009-11
FTE Staff Years	0.9	0.4	0.7	0.4	0.1
Fund					
General Fund-State 001-1	92,504	69,898	162,402	114,796	22,458
Total \$	92,504	69,898	162,402	114,796	22,458

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- ☒ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☐ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact: Cecilia Clynych	Phone: 360-786-7100	Date: 02/18/2005
Agency Preparation: Jennifer Turin	Phone: 360 725-2942	Date: 02/21/2005
Agency Approval: Stephen Buxbaum	Phone: 360-725-2912	Date: 02/22/2005
OFM Review: Robin Campbell	Phone: 360-902-0575	Date: 02/23/2005

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe, by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

The Washington Rental Assistance Program (HB 2026) would:

Provide emergency or longer-term tenant-based rental assistance to low-income single and multiple-person households, to be administered by agencies selected by county government or local housing authorities.

Require the Department of Community, Trade and Economic Development (CTED) to establish an advisory committee on July 1, 2005 to assist the Department in developing a program outcome assessment tool and program monitoring to ensure that it is administered in a timely, efficient, and effective manner; and to provide administrative and clerical assistance to the committee.

Require CTED to establish and conduct an assessment and performance audit of the rental assistance program, starting no later than 12/31/05 and continuing every two years thereafter.

Section 7 adds a \$10 surcharge per document by county auditors for recording documents, to implement the program, of which three percent is to be remitted to CTED to cover the Department's cost of administration.

Section 4: Requires CTED to advertise the availability of the program, establish and provide support to an advisory committee to assist CTED in developing a program outcome assessment tool and monitoring, and conduct a performance audit of the program every 2 years.

Section 6(4)(j): Directs CTED to collect annual financial reports from administering agencies that separately account for Washington rental assistance program funds, and the data required from counties by the monitoring assessment tool developed under Section 4.

Section 7: Directs CTED to retain three percent of the funds collected from a county recording fee surcharge of \$10 per document to cover the Department's administrative costs.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

Assuming the new ten-dollar recording fee (described in Section 7 of the bill and terminating on July 1, 2009 as stipulated by Section 8(12)) would generate total receipts of \$13,026,316 in FY 2006, and \$14,199,684 in subsequent years, based on historic revenues from a similar recording fee. CTED would receive three percent or \$390,789 of those receipts in FY2006, and \$425,991 in subsequent years.

No specific fund is stipulated for deposit of these receipts. It is assumed that deposits will be to General Fund 001.

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

No specific fund is stipulated for deposit of these receipts. It is assumed they will be deposited to General Fund 001. There is no indication whether these funds will be appropriated or not. It is assumed that funds will require an appropriation.

Fiscal Year 2006

FTEs: Total 0.8 (0.75 rounded) for 0.50 Program Manager/Technical Specialist 3 (PM/TS3) and 0.25 Office Assistance Senior (OAS)

Salaries: \$36,030 for 0.5 PM/TS 3 at \$4771/mo x 12 months = \$28,626, and .25 OAS at \$2,468/mo x 12 months = \$7,404.

Benefits: \$9,008 based on 25 percent of salaries.

Goods and Services: \$5,350 based on \$1,800/yr/FTE x .75 = \$1,350; and advisory committee meetings at \$500/mtg x 8 meetings = \$4,000.

Travel: \$23,680 based on advisory committee travel at \$2,880/mtg x 8 meetings = \$23,040; and staff travel at \$80/mtg x 8 meetings = \$640.

T: Agency Administration \$18,436 with 0.1 FTE.

For Each Fiscal Year 2007 to 2009

FTEs: Total 0.4 (0.35 rounded) for 0.25 Program Manager/Technical Specialist 3 (PM/TS3) and 0.10 Office Assistance Senior (OAS)

Salaries: \$17,275 0.25 PM/TS 3 at \$4,771/mo x 12 months = \$14,313, and 0.10 OAS at \$2468/mo for 12 months = \$2,962.

Benefits: \$4,319 based on 25 percent of salaries.

Goods and Services: \$2,630 based on \$1,800/yr/FTE x .35 = \$630; and advisory committee meetings at \$500/mtg x 4 meetings = \$2,000.

Travel: \$11,840 based on advisory committee travel at \$2,880/mtg x 4 meetings = \$11,520; and staff travel at \$80/mtg x 4 meetings = \$320.

T: Agency Administration \$8,834.

Fiscal Year 2010

Only for six months until December 31, 2009.

FTEs: Total 0.2 (0.18 rounded) for 0.13 for 0.25 for six months Program Manager/Technical Specialist 3 (PM/TS3) and .05 for 0.10 for six months Office Assistance Senior (OAS)

Salaries: \$8,638 for 0.25 PM/TS 3 at \$4,771/mo x 6 months = \$7,157, and 0.10 OAS at \$2468/mo for 6 months = \$1,481.

Benefits: \$2,160 based on 25 percent of salaries.

Goods and Services: \$1,324 based on \$1,800/yr/FTE x .18 = \$324; and advisory committee meetings at \$500/mtg x 2 meetings = \$1,000.

Travel: \$5,920 based on advisory committee travel at \$2,880/mtg x 2 meetings = \$5,760; and staff travel at \$80/mtg x 2 meetings = \$160.

T: Agency Administration \$4,416.

Sections 4 and 6 - Directs CTED to send electronic notices through its established listserv to advertise the availability of the program; establish an advisory committee to assist the Department in developing a program and outcome assessment tool and monitoring; and provide the advisory committee with administrative and clerical assistance, and collect county-level annual reports and data required by the monitoring assessment tool.

Assumptions - Six monthly advisory committee meetings to develop the program and outcome assessment tool, July 1, 2005 through December 31, 2005 and two monthly meetings in April and June of 2006 to monitor the program. Quarterly meetings to monitor the program in fiscal Years 2007, 2008, and 2009. Per meeting costs: meeting room, \$400; Printing, \$100; five Eastern Washington representatives, airfare (\$300 x 5 = \$1500); lodging (\$110 x 5 = \$550); meals (\$51 x 5 = \$255); five Western Washington representatives, meals (\$15 x 5 = \$75); mileage (\$100 x 5 = \$500). Meetings would be staffed by a .5 PM/TS 3 and .25 OAS the first year, and by a .25 PM/TS 3 and .10 OAS through June 30, 2009 at \$80 per meeting (staff mileage \$25 x 2 people and meals \$15 x 2 people per meeting.)

Section 4(4) - Directs CTED to conduct an assessment and performance audit every two years.

Assumptions: CTED will enter into a personal service contract to conduct the bi-annual performance audit beginning no later than December 31, 2007 at an initial estimate of \$25,000 per audit.

Section 8(12) - No further fees collected after June 30, 2009.

Assumption: Program ends on December 31, 2009 per Section 12.

Part III: Expenditure Detail

III. A - Expenditures by Object Or Purpose

	FY 2006	FY 2007	2005-07	2007-09	2009-11
FTE Staff Years	0.9	0.4	0.7	0.4	0.1
A-Salaries and Wages	36,030	17,275	53,305	34,550	8,638
B-Employee Benefits	9,008	4,319	13,327	8,638	2,160
C-Personal Service Contracts		25,000	25,000	25,000	
E-Goods and Services	5,350	2,630	7,980	5,260	1,324
G-Travel	23,680	11,840	35,520	23,680	5,920
J-Capital Outlays					
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements	18,436	8,834	27,270	17,668	4,416
Total:	\$92,504	\$69,898	\$162,402	\$114,796	\$22,458

III. B - Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

Job Classification	Salary	FY 2006	FY 2007	2005-07	2007-09	2009-11
100-Agency Administration-Various	41,600	0.1		0.1		
Office Assistant Senior	29,616	0.3	0.1	0.2	0.1	0.1
Program Manager/Technical	57,252	0.5	0.3	0.4	0.3	0.1
Specialist 3						
Total FTE's		0.9	0.4	0.7	0.4	0.1

III. C - Expenditures By Program (optional)

Program	FY 2006	FY 2007	2005-07	2007-09	2009-11
Agency Administration (100)	18,436	8,834	27,270	17,668	4,416
Housing (400)	74,068	61,064	135,132	97,128	18,042
Total \$	92,504	69,898	162,402	114,796	22,458

Part IV: Capital Budget Impact

None.

Part V: New Rule Making Required

Identify provisions of the measure that require the agency to adopt new administrative rules or repeal/revise existing rules.

None.