



The SEJF grant application is for all fund requests. Please fill out the application completely, creating and utilizing additional space as appropriate. Supplementary documents may be added in the appendix at the end of the document.

Each grant team is assigned a project coordinator; this individual will collaborate with the project team and provide feedback and insight on the application. For detailed application instructions, please refer to the *SEJF Grant Application Toolkit* or ask a program representative.

Submit your completed application by emailing a scanned version (including signatures) to [Johnathan Riopelle](mailto:Johnathan.Riopelle@wwu.edu). Applications must be signed by your advisor, all members of the project team, and all stakeholders in order to be reviewed. Email: johnathan.riopelle@wwu.edu.

Application Level: Please determine the amount of funding you will require and check the appropriate box:

- **Small Grant:** Up to \$5,000. Applications of this size will be reviewed by the Communications Manager and the Sustainability Institute Director. Small grants may be approved, declined, or sent to the SEJF Committee for consideration.
- **Medium Grant:** Between \$5,001 and \$35,000. Applications of this size will be reviewed by the Communications Manager and the Sustainability Institute Director for alignment and completeness and then provided to the SEJF Committee. The committee will review the grant, receive your presentation, and approve or decline the funding request.
- **Large Grant:** Over \$35,000. To request funding at the level, you must already have submitted and received approval of your grant abstract. Please attach your approved abstract to the end of this application. Applications of this size will be reviewed by the Communications Manager and the Sustainability Institute Director for alignment and completeness and then provided to the SEJF Committee. The committee will review the grant, receive your presentation, and approve or decline the funding request.

SECTION 1: Project Concept.

a. Project Title:

Affordable Housing - Opportunities and Challenges to Creating More

b. Statement of Purpose (This is a one- to two-sentence synopsis of the project):

The purpose of this project is to educate WWU students and the community about the affordable housing crisis facing residents of Washington state and the opportunities such as incentives and housing options that could help to address it, and the challenges, including zoning laws and public opposition, to implementing different options.

The project will support several student-oriented opportunities including attending a session on missing middle housing at the joint WA/OR American Planning Association virtual conference, inviting a guest speaker from Mercy Housing, a nonprofit organization involved in developing affordable housing projects in Whatcom County, and through the purchase of supplies for a public engagement project related to affordable housing options.

c. Describe your proposed project in detail:

The project will support several student-oriented opportunities including

1. attending a session on missing middle housing at the joint WA/OR American Planning Association virtual conference
2. inviting a guest speaker from Mercy Housing, a nonprofit organization involved in developing affordable housing projects in Whatcom County
3. purchasing supplies for a public engagement project related to affordable housing options.

Additional details are below.

1. WA/OR APA Conference Session: Middle Housing - How Traditional Living will Shape the Future

Speaker: Ben Weber AICP

Date: October 13, 2021

Session description: A statewide solution to a statewide housing crisis. Is middle housing -- a traditional, but long neglected housing type -- the answer? Dozens of cities across the state of Oregon have been working vigorously to update their development codes to allow more Middle Housing in their communities to implement the requirements of the groundbreaking 2019 House Bill 2001. This session will address several learning objectives. We will describe how housing production is shaped by market feasibility study, design test fits, and overall development standards compliance. And finally, we will describe numerous techniques for public engagement to both educate people about middle housing and ask vital questions about its place in a community.

2. Guest speaker from Mercy Housing

Speaker: Ellen Lohe or another representative of the organization

Date: Sometime in November 2021

Topic: Discussing affordable housing projects Mercy Housing has helped develop in Bellingham, with an emphasis on the newest project called Millworks, LLC which will combine affordable housing with a food hub on the waterfront. In addition, the speaker will also discuss challenges to building affordable housing due to zoning regulations, and how the organization engages with key stakeholders and community members to ensure their projects are meeting the goals and needs of people who will live in their units.

3. Public Engagement Project

Students in UEPP 475 Community Development & Participatory Methods course will develop participatory methods to reach out to students and community members to discuss opportunities for affordable housing in different locations in the city of Bellingham. Students will focus their work on the Sehome neighborhood and the Railroad Avenue mixed use district between York and Maple Streets. Engagement opportunities may include surveys, focus groups, stakeholder interviews and tabling at neighborhood events, the Bellingham Farmers Market and WTA transfer station.

d. Who is the intended audience?

Students in the Urban and Environmental Planning & Policy Department (UEPP), Environmental Studies (ENVS) Department, and other WWU students, staff and faculty interested in affordable housing solutions. Students will be able to attend the WA/OR APA conference virtually and WWU students, faculty and staff will be able to hear the

Mercy Housing guest speaker in person, while community members will have the opportunity to join remotely (similar to how the Huxley Speakers Series is operating for fall 2021). Residents and members of the business community in the Sehome neighborhood and Railroad Avenue corridor will be the audience for the public engagement project.

e. How many students will be directly affected?

About 20 undergraduate and graduate students in the UEPP and ENVS departments will attend the WA/OR APA conference session. Upwards of 50 students, faculty and staff will be in attendance for the Mercy Housing guest speaker. The insights and lessons learned from this project will foster and inspire students to think more critically and equitably on issues regarding affordable housing. Additionally, the outcomes learned from this project will directly correspond with important learning outcomes and goals the Urban Planning and Sustainable Development program and the College of Environment have outlined for students at WWU.

SECTION 2: Project Outcomes.

a. What are the goals and desired outcomes of your project?

- Increase student understanding of affordable housing strategies and challenges.
- Allow students to observe the participation process, and evaluate who is missing in the decision making process.
- Create opportunities for students to learn from and engage with local and regional planning professionals.
- Alignment with Community Development & Participatory Methods coursework.

b. How will your project positively impact the four pillars of sustainability at Western?

1. Create economic vitality:

The affordable housing project will push students, and others who participate in the project, to think critically about the affordable housing crisis in Washington state. This would allow students to learn what makes affordable housing a just tool for social, environment, and economic vitality.

2. Promote human health:

The affordable housing project will highlight the importance of housing in promoting and supporting public health, mental health, and healthier lifestyles. The lessons learned from the sessions will give participants the information and tools need to be advocates for affordable housing in their communities.

3. Protect local and global ecology:

Participants will learn how local developers and non-profit organizations make decisions about housing developments, and the opportunities and challenges they face in developing housing that is both affordable and that is environmentally friendly.

4. Uphold social equity:

The project will give participants information that can help them become effective advocates for more affordable and accessible housing in Bellingham, and across the state of Washington.

c. SEJF projects must align with Western’s Sustainable Action Plan (SAP). Please determine how it advances one or more of the ten SAP chapters. For information on the SAP, please refer to the Canvas site, the SEJF Toolkit, or ask your program coordinator. The ten SAP chapters are:

1. Built Environment
2. Campus & Community Engagement
3. Curriculum and Research
4. Dining Services
5. Grounds
6. Investments
7. Procurement
8. Student Life
9. Transportation
10. Waste

Primary chapter of alignment 2 and 8

Explanation:

The project will address several goals and objectives within the SAP including Student Life: Objective 1.1 and Goal 2, and Engagement Objectives 2.4 and 2.5. The WA/OR APA Conference session and the The Mercy Housing guest speaker will increase student participation in understanding sustainability as it relates to sustainable affordable housing. The conference and guest speaker and student engagement project are designed to involve students in the planning and participation of the events, giving them skills in event promotion and community engagement.

d. The United Nations has developed seventeen sustainable development goals (SDGs) to transform our world. These goals address the full spectrum of sustainability. When we work locally to transform our community, we are in league with people around the globe striving to create a more just society. The UN’s seventeen SDGs are:

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|--|---|
| 1. No Poverty | 5. Gender Equality |
| 2. Zero Hunger | 6. Clean Water and Sanitation |
| 3. Good Health and Well-being | 7. Affordable and Clean Energy |
| 4. Quality Education | 8. Decent Work and Economic Growth |
| 9. Industry, Innovation and Infrastructure | 14. Life Below Water |
| 10. Reduced Inequality | 15. Life on Land |
| 11. Sustainable Cities and Communities | 16. Peace and Justice Strong Institutions |
| 12. Responsible Consumption and Production | 17. Partnerships to Achieve the Goal |
| 13. Climate Action | |

Please list and explain the three United Nations’ Sustainable Development Goals that your project primarily addresses.

1. Quality Education: Students will be able to interact with professionals in the affordable housing field to further enhance their education and quality of learning. The conference session and guest speaker will allow students to fully understand and interpret the importance of the different approaches to affordable housing and will compel students to take their understanding of housing to the next level.
2. Reduced Inequality: All students who are interested in learning about affordable housing will be able to access and attend the events. The conference session and guest speaker will be recorded so that those who were not able to attend can still obtain knowledge.
3. Sustainable Cities and Communities: Participants will learn about strategies and tools that cities can use to increase affordable housing that is accessible and sustainable, and learn about how they can be advocates for different housing options in their communities.

e. How will the success of the project be measured? Describe the quantitative and/or qualitative sustainability metrics you will use to measure the success of your project. A data collection plan is required for all project, and all data must be provided to the SEJF Program upon completion of the project.

Metric	Description	How and when will you collect it?
Number of students in attendance	Number of students viewing APA conference session	ENVS 475/575 Class Participation on day of event
Number of students in attendance	Number of students attending Mercy Housing speaker event	Collected on day of event
Number of resident/community member encounters	Number of residents and community members student encounter during engagement project which could include tabling, interviews, focus groups, interviews	During engagement events/opportunities (tally's will be taken)

SECTION 3: Project Participants.

a. Team Information: A team should consist of two to five individuals, including the team advisor.

Project Advisor Information (Faculty or Staff) Student proposals must include a staff or faculty advisor. The role of the advisor is to provide assistance and guidance to the team during the development, implementation, and post-implementation stages of the proposal process.

Project Lead: There must be at least one team lead designated for the project. This individual is expected to serve as the communication liaison for the project.

Financial Agent: The project must have a budget authority to manage funds for all purchases. Should funds require transfer, this individual will have to provide a FAST Index and Activity Code to the SEJF Manager.

Program Coordinator: A member of the SEJF team will serve as the primary contact for the program and committee.

Name	Department/School Students provide major/minor	Position: Faculty/staff/student <i>Students provide expected graduation quarter/year</i>	Western email address	Signature to verify agreement
<i>Team Advisor:</i> Tammi Laninga	UEPP	Associate Professor	Tammi.Laninga@wwu.edu	Tammi Laninga
<i>Team Lead:</i> Tammi Laninga	UEPP	Associate Professor	Tammi.Laninga@wwu.edu	Tammi Laninga
<i>Team Member:</i> Taylor Webb	ENVS	Graduate Student	webbt5@wwu.edu	Taylor Webb

Team Members: UEPP 475/575	UEPP	Undergraduate and graduate students		
Financial Agent: Diane Knutson	UEPP		Diane.Knutson@wwu.edu	
For fund transfers <i>FAST Index:</i> <i>Activity Code:</i>	Please ask Diane Knutson for this			
Program Coordinator:	Diane Knutson Admin Services Manager Diane.Knutson@wwu.edu			

SECTION 4: Project Timeline.

a. Describe your project's progress and promotional activity. Outline all tasks that are required to complete the projects, and all means in which you will promote the project to the campus, in the table below. Include all activities that will occur both before and after funding approval, Insert additional rows as necessary.

Action	Purpose	Initiation	Completion
Conference Session	Learning about middle housing	October 13, 2021	October 13, 2021
Guest Speaker from Mercy Housing and/or Opportunity Council- TBD	Affordable Housing in Bellingham - Millworks Housing & Food Hub project case study	October 2021	December 2021
Student Engagement Project	Practicing engagement methods (e.g., surveys, interviews, focus group, tabling, etc)	October 2021	December 2021

b. Where will the project be located?

In-person on-campus and online.

c. Planned project completion date:

December 10, 2021.

d. Who will the project owner be upon completion? This individual, office, or department is a stakeholder—see next section.

N/A

SECTION 5: Project Stakeholders.

Does your project involve labor, include involvement, or require permission from organizations, departments, or individuals on campus? These project partners are your stakeholders. All stakeholders must provide a signature of approval for this project.

Key questions to identify your potential stakeholders:

- Who will impact or be impacted by implementation of the project?
 - What financial or emotional interest do they have in the project, positive or negative?
- What information will they want, and what is the best way of communicating with them? • What is their current opinion of your proposal? Is it based on accurate information?
- Who influences their opinions generally, and who influences their opinion of you? Do some of these influencers therefore become important stakeholders in their own right?
- Who else might be influenced by their opinion? Are these individuals also stakeholders? • If they aren't likely to be amenable, what will win them around to support your project? • If you are not able to win their support, how will you manage their opposition?

Stakeholder Name	University Department and Position	Involvement in Project	Stakeholder signature of approval
N/A			

If your project team is proposing a temporary or permanent facility or property modification, then a Project Owner Form must be submitted with the application. Please ask your project coordinator for this form.

SECTION 6: Project Budget.

f. Provide an itemized list of the budget items required for this project. Include equipment, construction costs, publicity, labor, and any other costs. Include funding amounts from other sources that will impact project cost. The SEJF Program encourages the identification of additional funding sources to augment SEJF funds, and failure to secure such support may prevent approval of an application. List pending, approved, and denied applications for funding from other sources, along with amounts requested from those sources.

Budget item	Cost per Item	Quantity	Cost
2021 OAPA/APA WA Virtual Planning Conference sponsorship and session attendance	250	1	250
Mercy Housing Guest Speaker Honorarium	150	1	150
Materials and printing for ENVS 475/575 Engagement projects	100	1	100
Total project budget			500
Additional funding source	Status	Amount	
N/A			
Total of all other funding sources			
Total requested funds from SEJF			500

g. If the project is implemented, will there be any ongoing replacement, operational, maintenance or renewal costs? If yes, has a source of funds been identified to cover those costs? This must be communicated to the appropriate stakeholder.

Ongoing cost	Amount/year	Responsible Stakeholder	Signature
N/A			

SECTION 6: Appendices.

Provide any additional documents, references, or information here. For large grants, attach the approved abstract in its entirety at the end of this document. When possible, provide documents rather than URLs.

Link to the APA conference: <https://www.washington-apa.org/2021-apa-washington-annual-conference>

Link to Millworks LLC Affordable Housing Project: <https://www.bellingham.org/articles/port-of-bellingham-moves-forward-on-affordable-workforce-and-family-housing-and-local-food-campus-project>



Please set an appointment with Johnathan Riopelle, Communications Manager for the Sustainability Institute, to review your drafted proposal. Once your project proposal is complete, sign and deliver it via email to: johnathan.riopelle@wwu.edu.

Completed medium and large grants applications are presented to the SEJF Committee for consideration. The Communications Manager will provide you with dates and information for your presentation once your application is complete and submitted.

Johnathan Riopelle
Communications Manager, Sustainability Institute, Western Washington University

Signature: _____ **Date:** _____

This signature confirms that the application has been accepted for SEJF committee review; it does not indicate funding approval.

Grace Wang
Director, Sustainability Institute, Western Washington University

Signature: _____ **Date:** _____

This signature confirms that the application has been accepted for SEJF committee review; it does not indicate funding approval.

Comments: