**Tillamook County Housing Fund  
Program Development & Administration   
Scope of Work**

Tillamook County background about the project…

**Scope of Work**

In order to be more efficient and offer the most cost-effective incentives to develop new housing units in Tillamook County, the Columbia Pacific Economic Development District (ColPac) will provide services outlined below.

**Program Development**

In partnership with the Tillamook County Housing Commission, ColPac will

* Development standard operating procedures between ColPac and Tillamook County
* Development grant and forgivable loan agreements
* Set-up bank accounts and accounting procedures

Cost: $2,500-$5,000

**Program Administration**

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| Task: | Cost: |
| Grant Administration | $600 annually per award (30 minutes per month) |
| Forgivable Loan Underwriting | $4,000 - $6,000 per loan |
| Loan Administration | $600 annually per award (30 minutes per month) |
| Enforcement Actions | Billed at $95/hour |