



DAVID EVANS  
AND ASSOCIATES INC.

**INSTRUCTIONS FOR USE  
ECONOMIC DEVELOPMENT AND HOUSING MATERIALS  
FOR THE COMMUNITY INVOLVEMENT PROGRAM**

**Introduction**

The purpose of the Washington Association of REALTORS® Economic Development and Housing Community Involvement Program is to generate interest in local planning and implementation of these critical areas to improve the quality of life in small and medium sized communities. The “white papers” are intended to provide an explanation of how and why these issues are important to communities, as well as encourage motivated citizens or organizations in the community to pursue adoption and implementation of economic development and housing action plans in their community. To assist those active community groups in development of the action plan, sets of sample goals and policies are provided. These create the guidance for development of the action plans. The purpose of the questionnaires is twofold: to reinforce the information in the “white papers”; and to further stimulate and motivate the interested community groups to push for action plans in their community.

**Using the Materials**

The following are suggested steps for using the economic development and housing materials to create the momentum for action plans in various communities:

1. Identify probable interest groups in a community that would sponsor the function of leading a program to get an economic development and housing action plan for the community.
2. Contact the interest group in the community and meet with one or more contacts to confirm the group’s interest in sponsoring a community meeting to get the program going.
3. Provide the Realtors contact with the name and address of the person or organization that needs to be contacted in the community.
4. The Realtors contact provides David Evans and Associates, Inc. (Jim Miller or Dennis Derickson) with the name and address, so an introduction letter can be mailed to the interest group by the firm on behalf of the Association of Realtors.
5. The introduction letter reiterates the purpose of the program and requests contact to schedule a community presentation at which the Power Point presentation of the “white paper” can be made and the questionnaire filled out.
6. Where the community interest group is the local government agency, the Realtors contact can follow-up the community presentation with development of a work program with the government agency. (David Evans and Associates, Inc. can provide technical support services for work program development.)
7. Where the community interest group is a service or citizens group (Rotary, Lions, Chamber of Commerce, PTA, etc.), the Association of Realtors contact will identify who should make the contact between the interest group and the local government agency who would adopt the program, and facilitate the scheduling of a meeting between the interest group and the local government agency. (David Evans and Associates, Inc. can provide technical assistance in either attending the meeting and/or work program development.)
8. The community interest group and/or local government agency would develop a work program for the economic development and housing action plan.
9. The community interest group would negotiate approval of the action plan and actively lead its development and implementation.

*Twenty-five years*



DAVID EVANS  
AND ASSOCIATES INC.

(Local Agency)  
Attention: (Local Agency Official)  
(Street Address/Post Office Box)  
(City), WA (Zip Code)

**SUBJECT: DEVELOPING YOUR COMMUNITY'S ECONOMIC DEVELOPMENT AND  
HOUSING ACTION PLAN**

Dear (Local Agency Official):

We understand that (local agency) has interest in improving the quality of life and opportunities in your community through development and implementation of a community economic development and housing action plan.

We have prepared a community presentation to provide local groups and governments basic information on the need and values of an economic development and housing action plan. This presentation includes a visual presentation and talk, and a questionnaire to be completed by meeting participants to help focus the plan on local needs and considerations. We would be most interested in arranging for a local meeting to support your efforts to enhance the image, quality of life and opportunities in your community.

Please consider where and when it would be desirable to have a local meeting and contact Dennis Derickson or me at (425) 259-4099, or Bryan Wahl at (800) 562-6024, extension 115.

We look forward to being of service to your group to benefit your community and our state.

Sincerely,

**DAVID EVANS AND ASSOCIATES, INC.**

Jim Miller, Associate  
Planning Consultant

c. Bryan Wahl



DAVID EVANS  
AND ASSOCIATES INC.

(Community Interest Group)  
Attention: (Community Group Contact Person)  
(Street Address/Post Office Box)  
(City), WA (Zip Code)

**SUBJECT: DEVELOPING YOUR COMMUNITY'S ECONOMIC DEVELOPMENT AND  
HOUSING ACTION PLAN**

Dear (Community Group Contact Person):

We understand that you and your community organization have interest in improving the quality of life and opportunities in your community. This community enhancement would be supported by development and implementation of a community economic development and housing action plan.

We have prepared a community presentation to provide local groups and governments basic information on the need and values of an economic development and housing action plan. This presentation includes a visual presentation and talk, and a questionnaire to be completed by meeting participants to help focus the plan on local needs and considerations. We would be most interested in arranging for a local meeting to support your efforts to enhance the image, quality of life and opportunities in your community.

Please consider where and when it would be desirable to have a local meeting and contact Dennis Derickson or me at (425) 259-4099, or Bryan Wahl at (800) 562-6024, extension 115.

We look forward to being of service to your group to benefit your community and our state.

Sincerely,

**DAVID EVANS AND ASSOCIATES, INC.**

Jim Miller, Associate  
Planning Consultant

c. Bryan Wahl

P:\w\wars0001\deliver\communitygroupletter.doc

*Twenty-five years*