



**SNOHOMISH COUNTY
HUMAN SERVICES DEPARTMENT
OFFICE OF HOUSING & COMMUNITY DEVELOPMENT (OHCD)**

PROGRAM YEAR 2023

**NOTICE OF FUNDING OPPORTUNITY
COMMUNITY DEVELOPMENT BLOCK GRANT
HOUSING APPLICATIONS OVERVIEW**

**September 27, 2022
Mary Jane Brell Vujovic, Director
Human Services Department**

OVERVIEW

A. NOTICE OF FUNDING OPPORTUNITY (NOFO) – PROGRAM YEAR 2023

The Snohomish County Office of Housing and Community Development (OHCD) is announcing the availability of Program Year 2023 Community Development Block Grant (CDBG) funds for projects or programs that benefit low- and moderate-income (LMI) persons in Snohomish County. Snohomish County will accept CDBG funding proposals for the following types of housing projects and activities:

- Multi-family rental housing minor improvement projects
- First-time homebuyer purchase assistance programs

B. CDBG HOUSING FUNDS OVERVIEW

The OHCD Housing NOFO includes an estimated \$903,697 in CDBG housing funds for program year 2023 which begins July 1, 2023. Additional funds may be made available from prior year project cost under runs, project cancellations or from program income.

Funds may be used for multi-family rental housing minor improvement projects and first-time homebuyer purchase assistance programs in Snohomish County. Eligible organizations and consortia of eligible entities are invited to submit applications for affordable housing projects and programs to compete for these funds.

Snohomish County and the cities in the Snohomish County Urban County Consortium (Consortium) are allocated CDBG funds annually from the U.S. Department of Housing and Urban Development (HUD). The County makes a portion of these funds available each year for affordable housing for low-income families and individuals.

The Consortium includes the County and 19 cities and towns within the County and covers both the incorporated and unincorporated areas of the County outside the cities of Everett and Marysville and the King County portion of the City of Bothell. The jurisdictions of the City of Everett and the City of Marysville have funding processes separate from Snohomish County's NOFO. Applicants for projects located in these cities should contact both the jurisdiction and the County before preparing applications to determine which funding process is open to these projects.

C. APPLICATION DEADLINE AND SUBMISSION

Due Date: Applications must be submitted directly to the County and are due by **4:00 pm on Friday, November 4, 2022**, or earlier, to demonstrate that the application was submitted by the NOFO deadline. Applicants may alternately submit by US mail, Fed

Ex, or UPS, etc. Only complete applications received or postmarked by November 4, 2022, will be considered for available funds. Late applications will not be accepted.

Mailing address: Snohomish County Human Services Department
Office of Housing and Community Development (OHCD)
3000 Rockefeller Avenue, M/S 305
Everett, WA 98201

Deliver in-person to: Snohomish County Human Services Department
Reception Desk
Lower Level, (Oakes Avenue Entrance)
Robert Drewel Building (Admin East)
3000 Rockefeller Avenue
Everett, WA 98201

Applications for funding are available at: [Applications-for-Available-Funds](#)

Updates to the application after the publication date, will be posted on the application web page.

D. DECISION MAKING PROCESS

All CDBG funded projects must be in compliance with federal CDBG funding regulations and requirements. Projects will be evaluated based on responses and information provided in each organization's application and from onsite visits, if appropriate.

Eligibility/Feasibility

Staff will perform a technical review of the applications for eligibility and feasibility. Staff will provide compliance and feasibility summaries and the application "Threshold Review and Evaluation Criteria" to the Technical Advisory Committee (TAC). The TAC will rate and rank all of the applications and County staff will provide technical assistance and project assessment as necessary for the TAC.

Review by Technical Advisory Committee

The Snohomish County Housing and Community Development TAC has thirty (30) members including eight (8) citizens representing the elderly, disabled, low-income, and minority communities; one representative appointed by each city in the Snohomish County Community Development Block Grant Consortium; a representative of the County; and a representative of the Housing Authority of Snohomish County.

The TAC will receive copies of project materials, compliance and feasibility summaries, and threshold review and evaluation criteria for each project. Usually in January, the TAC will send a prioritized list of funding recommendations to the Policy Advisory Board (PAB).

Review by the Policy Advisory Board

The PAB has nine members: three (3) County Council members, a representative from the County Executive's office, four (4) representatives from cities of varying size, and a chairperson selected from the community by the other eight (8) PAB members. Usually in March, the PAB will meet to discuss the TAC recommendations and finalize a prioritized list of funding recommendations to the County Council.

Final Decisions

The Snohomish County Council makes the final funding awards.

Funding Cycle

September 27, 2022	Applications available
October 6, 2022	CDBG Housing Application Workshop 1:00 pm to 2:30 pm
November 4, 2022	Applications Due by 4:00 pm
February 2023	Technical Advisory Committee meeting (to be determined)
March 2023	Policy Advisory Board meeting (to be determined)
May 2023	County Council approves proposed awards (to be determined)
May 15, 2023	2023 Annual Action Plan submitted to HUD (estimated)
July 30, 2023	Date of HUD funding approval (estimated)

E. PROJECT ASSISTANCE

Technical Assistance and Application Workshop

Applicants are strongly encouraged to attend the application workshop. A virtual application workshop for applicants requesting CDBG funds is scheduled for:

Thursday, October 6, 2022

Time: 1:00 pm to 2:30 pm

Where: Join Zoom Meeting

<https://us02web.zoom.us/j/81704377259?pwd=bEtHRmxQdXorQnhjZHo4c1lieXNiZz09>

Call in: 1-253-215-8782

Meeting ID: 817 0437 7259

Passcode: 611706

The meeting will provide technical assistance to applicants to determine an applicant's and/or project's potential eligibility to receive funding and to review application requirements. The application workshop will also provide an overview of important federal and/or state regulations that may apply to projects receiving these funds,

including but not limited to:

- National Environmental Policy Act (NEPA)
- Acquisition of real property and relocation
- Davis Bacon and state prevailing wage rates
- Procurement

Please note that, if a proposed project triggers any of these regulations, further meetings with OHCD staff may be required. County staff is available to provide technical assistance to potential applicants throughout the application process.

Any updates to the application after the publication date will be posted on the County's application web page. Questions from the workshop will also be posted on the web page.

CDBG HOUSING STAFF CONTACTS:

Robei Broadous

(425)-388-7454 or robei.broadous@snoco.org

Multi-family Rental Housing Minor Improvement Program

Debra May

(425) 388-3264 or debra.may@snoco.org

Homeownership Purchase Assistance