

**SNOHOMISH COUNTY**  
**2023 FIRST-TIME HOMEBUYER PURCHASE ASSISTANCE PROGRAM**  
**APPLICATION ADDENDUM**

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# First-time Homebuyer Purchase Assistance Programs Application Checklist

**NOTE: Only the tabs, forms and attachments listed here need to be submitted for the Snohomish County CDBG first-time homebuyer purchase assistance program application.**

|                                   |   |
|-----------------------------------|---|
| <b>Tab 1: Program Summary</b>     |   |
| <b>Section 1</b>                  | <input type="checkbox"/> Complete question 1 in the Combined Funders Homeownership Application                                    |
| <b>Form 1</b>                     | <input type="checkbox"/> Project Summary  |
| <b>Tab 2: Project Narrative</b>   |   |
| <b>Section 2</b>                  | <input type="checkbox"/> Complete questions 1 through 7 in the Combined Funders Homeownership Application                         |
| <b>Forms</b>                      | NA  |
| <b>Attachment 1</b>               | <input type="checkbox"/> Snohomish County Organizational Document Certification form (non-profit organizations only - See Note 1) |
| <b>Attachment 2</b>               | <input type="checkbox"/> Signed Board Resolution authorizing application submittal  |
| <b>Tab 3: Project Need</b>        |   |
| <b>Section 3</b>                  | <input type="checkbox"/> Project Need – Complete questions 1 through 9 in the Combined Funders Homeownership Application          |
| <b>Form 3</b>                     | <input type="checkbox"/> Units and Target Populations   |
|                                   | <input type="checkbox"/> Pre-qualified waiting list, if available   |
|                                   | <input type="checkbox"/> Copy of organizations internal underwriting guidelines   |
| <b>Tab 4: Relocation</b>          | Not applicable to Homebuyer Purchase Assistance Projects  |
| <b>Tab 5: Project Schedule</b>    |   |
| <b>Form 5B</b>                    | <input type="checkbox"/> Production Pipeline  |
| <b>Tab 6: Development Budgets</b> |   |
| <b>Form 6D</b>                    | <input type="checkbox"/> Supplemental Project Budget – Single House   |
| <b>Tab 7: Project Financing</b>   |   |
| <b>Section 7</b>                  | <input type="checkbox"/> Project Financing - Complete questions 1 through 4 in the Combined Funders Homeownership Application     |
| <b>Form 7</b>                     | <input type="checkbox"/> Financing Sources  |
| <b>Tab 8: Buyer Finances</b>      |   |
| <b>Form 8(1)</b>                  | <input type="checkbox"/> Homebuyer Affordability Worksheet  |
| <b>Tab 9: Development Team</b>    |   |
| <b>Section 9</b>                  | <input type="checkbox"/> Developmental Team - Complete questions 2 & 3 in the Combined Funders Homeownership Application          |
| <b>Form 9</b>                     | <input type="checkbox"/> Project Team   |

**Note 1:** Submit one (1) complete electronic copy of the application with all attachments, either on a USB drive or CD, **along with the required mailed application with attachments.**

In addition, each non-profit agency must also complete and submit one electronic copy of the Organizational Document Certification Form, including required documents (see Attachment 1), marked as “Organizational Documents.” Applicants need only submit once for all applications in the NOFA.

**Attachment 1**

**ORGANIZATIONAL DOCUMENT CERTIFICATION FORM**

**Non-Profit Organizations**

**PY2023 Snohomish County Notice of Funding Availability (NOFA) Application**

Agency Name: \_\_\_\_\_

(Each non-profit agency that applies for funds from the Snohomish County Human Services Dept./Division of Housing and Community Services NOFA must submit an electronic copy of the documents (no hard copies required) below, annually by the application deadline listed in the NOFA Application. Applicants need only submit this once for all Applications in the NOFA. (Note: Specific Applications may have additional submittal requirements to be enclosed with that particular Application.)

The following organizational documents are enclosed:

- 1. Proof of 501(c) (3) status with IRS
- 2. Current Articles of Incorporation & amendments
- 3. Current By-Laws, as amended
- 4. Organizational mission statement and length of time in existence.
- 5. Current Board of Directors information or other governing body; include name, occupation, or affiliation of each member and identify the principal officers of the governing body. Also include the following board information:

|   |  |
|---|--|
| A. How many positions are currently vacant?                       |  |
| B. How many board meetings were held in the last 12 months?       |  |
| C. How many meetings had a quorum present?                        |  |
| D. Are written meeting minutes kept?                              |  |
| E. Is the board operating in accordance with its approved bylaws? |  |
| F. Do you conduct an orientation for new board members?           |  |
| G. Do you provide other board training?                           |  |

- 6. Current Organizational chart, including related or subsidiary entities and to-be-established entities (e.g. limited partnerships, LLCs, general partner entities, etc.)
- 7. Current Management Team information, including resumes of Executive Director, Chief Fiscal Officer and Chief Program Administrator
- 8. Current Year Operating Budgets

9. Most recent two years audits, with management letter, or financial statements if audits not required.

- Year ending \_\_\_\_\_
- Year ending \_\_\_\_\_

10. Tax return 990 forms for the last two years

- Year ending \_\_\_\_\_
- Year ending \_\_\_\_\_

11. Organizational Document Certification Form

I certify that the enclosed are true and current copies of the organizational documents listed.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Project: \_\_\_\_\_