



SNOHOMISH COUNTY

HUMAN SERVICES DEPARTMENT

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT (OHCD)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Application for

PUBLIC FACILITIES AND INFRASTRUCTURE PROJECTS

Program Year 2021

October 7, 2020
Mary Jane Brell Vujovic, Director
Human Services Department

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INTRODUCTION

Snohomish County announces the availability of Community Development Block Grant (CDBG) funds for Public Facilities & Infrastructure (PF&I) projects. This application provides information and instructions for organizations interested in applying for non-housing PF&I projects to benefit low- and moderate-income persons within Snohomish County. Applications are available on-line at:

<https://www.snohomishcountywa.gov/684/Applications-for-Available-Funds>

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

Funds Available

An estimated \$1,110,916 is available for the 2021 funding round for capital PF&I projects.

Application Submission and Due Date

1. Submit one (1) original completed application, including all attachments
2. Submit one (1) hard copy of the completed application, including all attachments
3. Submit one (1) complete electronic copy of the application with all attachments, either
 - a. on a USB drive or CD, **or**
 - b. by sending an email to OCHS.Mailbox@co.snohomish.wa.us.
4. Non-profit organizations only that apply for funds under this NOFA must email one electronic copy of the Organizational Document Certification Form (Attachment D) with all attached documents, to OCHS.Mailbox@co.snohomish.wa.us marked as "Organizational Documents." Applicants need only submit once for all applications in the NOFA. (Note: Specific applications may have additional submittal requirements to be enclosed with that particular application.)

Applications must be submitted by mail and may not be delivered in person. County administrative offices are currently closed to the public due to COVID-19. Applications must be submitted as follows:

- Applicants must submit one copy of the NOFA Application by US mail, Fed Ex, or UPS, etc. Applications must be received by **Friday, November 13, 2020, or earlier**, to demonstrate that the application was submitted by the NOFA deadline. Late applications will not be accepted.
- A complete electronic copy of the entire application and supporting materials as outlined in the NOFA must be included with the hard copy of the application submitted, on a USB drive or other media.
- **Mailing Address:**
Snohomish County Human Services Department
Office of Housing and Community Development (OHCD)
3000 Rockefeller Avenue, M/S 305
Everett, WA 98201

OHCD Public Facilities and Infrastructure Staff Contacts

Andrew Fox, Asset Management and Labor Standards Specialist, 425-388-7264,
Andrew.fox@snoco.org

Funding Cycle

October 7, 2020	Application available
October 19, 2020	PF&I Application Workshop 1:30 p.m. to 3:00 p.m.
November 13, 2020	Applications Due by 4:00 p.m.
January 2021	Technical Advisory Committee meeting (to be determined)
March 2021	Policy Advisory Board meeting (to be determined)
May 2021	County Council approves proposed funding awards
May 15, 2021	2020 County Annual Action Plan submitted to HUD (estimated)
July 30, 2021	Date of HUD funding approval (estimated)

Application Workshop and Technical Assistance

Technical assistance will be available for organizations interested in applying for CDBG PF&I funding. Assistance available to applicants includes answering questions about CDBG regulations, discussing the proposed project's compliance with program regulations and County policies, reviewing the application requirements, and determining an applicant's and project's potential eligibility for funding. The application contains a summary of important information about the CDBG program. In addition, applicants are strongly encouraged to attend the CDBG Public Facilities & Infrastructure **Application Workshop on Monday, October 19, 2020, from 1:00 p.m. to 4:00 p.m. will be held via zoom meeting:**

<https://zoom.us/j/98576096097?pwd=MEIBVjZ5cUx0Mng5K1lnR3h2UkU0QT09>

Meeting ID: 985 7609 6097

Passcode: 607064

One tap mobile

+12532158782,,98576096097# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 985 7609 6097

Find your local number: <https://zoom.us/u/abATVqB6tm>

OVERVIEW OF CDBG PROGRAM REQUIREMENTS

Eligible Applicants

The following types of organizations are eligible to apply for PF&I CDBG funding:

- Cities and Towns in the Snohomish County except Marysville, Everett and the King County portion of Bothell
- Snohomish County Departments
- Municipal Corporations (fire districts, utility districts, etc.)
- Housing Authorities
- Private, Non-profit Organizations

Eligible Projects/Activities

This application is for the following types of eligible PF&I CDBG activities:

- **Infrastructure:** Acquisition, construction, rehabilitation, or installation of public facilities and improvements such as: sewer projects, flood drainage facilities, solid waste disposal facilities, neighborhood parks, recreation, open space, streets, sidewalks and walkways, and removal of architectural barriers.
- **Public Facilities:** Acquisition, construction or rehabilitation of community facilities, such as food banks, senior centers, community centers.

Ineligible Projects/Activities

- Government buildings (except removal of architectural barriers)
- General government expenses
- Political activities
- Purchase of equipment, furnishings and personal property
- Operating and maintenance expenses for public facilities (maintenance of publicly owned streets, parks, playgrounds, water/sewer facilities, etc.)
- Staff salaries for operation of public works and facilities
- Administrative offices of non-profit agencies

Eligible Costs

CDBG funds may be used to pay for costs associated with an eligible project as long as they are procured according to 2 CFR 200.317 through 2 CFR 200.326. Eligible costs include but are not limited to: construction, acquisition, rehabilitation, appraisals, site assessments, legal fees, professional services (architectural, engineering, surveyors, etc.), permits, fees, hookups, site assessments, environmental assessments, site cleanup, testing & inspection, and abatement.

Eligible Professional Services Costs

Non-profit organizations receiving PF&I funding are required to obtain a licensed architect or an engineer to assist with the project. The cost is reimbursable under CDBG for all non-profit organizations. Small cities and towns with no engineers or architects on staff may also use CDBG to pay for professional services subject to Policy 10-1 "Use of CDBG Funds for Professional Services" (available upon request). Professional services must be procured according to 2 CFR 200.317 through 2 CFR 200.326.

Consistency with the 2020 – 2024 Consolidated Plan

The Consolidated Plan is a collaborative planning process between Snohomish County, the public, services providers, housing providers, local governments in the Snohomish County Urban County Consortium (Consortium), and other interested agencies. The Consolidated Plan goals and objectives are intended to help address the identified local housing and community development needs in Snohomish County. The PF&I goals and objectives under the PF&I priorities will assist in making a suitable living environment more available/accessible and sustainable.

All CDBG funded PF&I projects must be consistent with the Consolidated Plan in order to be considered for funding. Under the public facilities priority, there are four goals and under the infrastructure priority there are two goals. Under each goal, there are a maximum number of projects to be funded in the five-year term of the Consolidated Plan.

Please Note: Consolidated Plan. Projects selected for funding must also be consistent with the 2020-2024 Consolidated Plan.

Faith Based Activities

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the CDBG program. Organizations may not engage in inherently religious activities, such as worship or religious instruction, or proselytization, as a part of the programs or services funded with CDBG funds. If the organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with CDBG funds, and participation must be voluntary for the beneficiaries of the CDBG-funded programs or services. Faith-based organizations may use space in their facilities to provide CDBG-funded services without removing religious art, icons, scripture, or other religious symbols.

An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

A religious organization's exemption from the federal prohibition on employment discrimination on the basis of religion, set forth in Section 702 (a) of the Civil Rights Act of 1964 is not forfeited when the organization participates in the CDBG program. Notwithstanding the foregoing, non-discrimination requirements imposed by statute on all CDBG grants shall apply to religious and faith-based organizations.

Project Eligibility/CDBG National Objective

All activities funded with CDBG must meet one of three National Objectives:

- Benefit to low- and moderate-income persons;
- Aid in the prevention or elimination of slums or blight; or
- Meet a need having a particular urgency (referred to as urgent need)

1. Benefit to Low- and Moderate-Income

The majority of projects assisted with CDBG funds must principally benefit low income persons or households. The jurisdiction must certify that 70% of CDBG expenditures will be for activities that benefit low- and moderate-income persons. The low- and moderate-income benefit requirement applies in different ways to different kinds of projects, as provided in the federal regulations. Documented compliance with the low-income benefit standard applicable to your project is mandatory in order for your application to be considered for funding. Because this requirement is complex, the following outline will assist you in determining if your proposed project can meet the applicable standard, and how it must be substantiated.

Low- and moderate-income is defined as having an income equal to or less than eighty percent 80% of the area median income, adjusted for household size. The specific household income limits are based on U.S. Census Bureau estimates, which are updated and issued by HUD annually. The current limits by household size are listed in the application as "Attachment C."

Under this National Objective, CDBG assisted PF&I projects must benefit low- and moderate-income persons using one of the following categories:

- **Area Benefit Activities:** Those that benefit anyone living within the area served by the project.
 - Area benefit activities are activities that benefit all residents in a particular area where the residents are primarily low- and moderate-income.
 - The area served must be primarily residential in nature and the activity must be designed to meet the identified needs of low- and moderate-income persons.
 - The claimed boundaries of the service area must encompass the entire service area for the activity, must be specifically delineated in the application, and the basis for determining the boundaries must be substantiated. If the service area coincides with one or more U.S. Census Block Groups or Census Tracts, the 2010 Census household income data may be used to address the low- and moderate-income requirement. Otherwise, a current survey, approved by HUD and OHCD, of all households in the service area must be performed.
 - As a general rule, at least 51% of residents in the service area must be low- and moderate-income persons. HUD has determined that Snohomish County qualifies under the exception criteria in which some projects may be eligible if at least 50.54% of the residents of the service area are low- and moderate-income persons. Please note that the exception criteria are limited to area benefit activities and is not applicable if a survey is used. For technical assistance on area benefit activities, please contact OHCD staff.

- **Limited Clientele Activities:** Those that exclusively benefit a specific and limited target population of persons. At least 51% of those served by the project must be low- and moderate-income. Projects qualifying under this category serve a specific clientele, rather than providing service to all persons in a geographic area. Limited clientele activities may qualify as either a **presumed benefit** activity or a **direct benefit** activity.
 - Presumed Benefit Activity

Presumed benefit activities are those that serve a specific group of people that HUD categorically considers to be low- and moderate-income persons. These categories include: abused children, battered spouses, elderly persons, homeless persons, illiterate adults, persons living with AIDS, migrant farm workers, and severely disabled adults as defined by the Bureau of Census. The project sponsor must document that the activity is designed to be used exclusively by a category of persons presumed by HUD to be low- and moderate-income. If the clientele served does not fall under one of the presumed benefit category of persons, it may qualify as a direct benefit activity.

- Direct Benefit Activity

A direct benefit activity is one which serves low and moderate-income persons. The project sponsor must verify and maintain documentation regarding the household size and income of each person served. At least 51% of the clientele served must be low- and moderate-income persons or the activity funded must be limited exclusively to low- and moderate-income persons. The **nature and location** of the activity may also support a conclusion that primarily low- and moderate-income persons are served. To qualify under this definition, the service provided must be of such nature and in such location that it may reasonably be concluded that the activity's clientele will primarily be low- and moderate-income persons. Please contact OHCD for technical assistance regarding nature and location.

In many cases, facilities that provide "through service" capacity as well as service to the targeted area, such as streets or utilities, are more complex and require more assessment. In these situations a clear case must be made that the majority of usage, both current and future, will be by low- and moderate-income households.

2. *Aid in the Prevention or Elimination of Slums or Blight*

Use in this category is rare given the composition of Snohomish County at this time. The activities must meet at least one of the three following categories:

- Prevent or eliminate slums and blight on an area basis
- Prevent or eliminate slum and blight on a spot basis; or
- Be in a designated Urban Renewal Area - (There are no designated Urban Renewal Areas in Snohomish County at this time)

Prevent or eliminate slums and blight on an area basis

To qualify, the project activity must meet all of the following criteria:

- The area must be officially designated a slum and blight area;
- There must be a substantial number of deteriorated or deteriorating buildings throughout the area;
- Documentation must be maintained of the boundaries of the area and the conditions that qualified the area at the time of its designation; and
- Activities assisted with CDBG funds must be limited to those that address one or more of the conditions which contributed to the deterioration of the area.

Prevent or eliminate slum and blight on a spot basis

To qualify, the project activity must meet all of the following criteria:

- The project activity must be designated to eliminate specific conditions of blight or physical decay on a spot basis and not located in a designated slum or blighted area; and
- The activities are limited to one of the following: acquisition, clearance, relocation, historic preservation, remediation of environmentally contaminated properties, and building rehabilitation activities.

Be in a designated Urban Renewal Area

There are no designated Urban Renewal Areas in Snohomish County at this time.

3. Meet a Need Having a Particular Urgency (Urgent Need)

Under certain circumstances, CDBG funds may be used to address an immediate threat to public health and safety. Use of this category is rare and is designed for activities that alleviate emergency conditions and must meet the following qualifying criteria:

- The existing conditions must pose a serious and immediate threat to the health or welfare of the community;
- The existing conditions are of recent origin or recently became urgent;
- The recipient is unable to finance the activity on its own; and
- Other sources of funding are not available.

In addition, before any activities could be approved for funding under this category, the activity must be included in the Consolidated Plan through an amendment process and must be reviewed for compliance with the National Environmental Protection Act (NEPA).

Removal of Architectural Barriers

An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or “severely disabled” adults (as defined by the Bureau of the Census), is eligible under the “limited clientele presumed benefit” category provided that it is restricted, to the extent practicable, to the removal of such barriers.

If the construction of a building or improvement is determined to be eligible for assistance with CDBG, the costs of making the building accessible to persons who are elderly or severely disabled is also eligible as an integral cost of the construction.

Consistency with Local Plans

Projects receiving Snohomish County CDBG assistance must be consistent with local comprehensive plans, land use and development standards, and the County-Wide Planning Policies.

Location of Projects

Projects assisted with Snohomish County CDBG funds must meet all zoning requirements of the jurisdiction in which the project is located. Typically, projects must be located in Snohomish County or in an incorporated city within the County, except for Everett, Marysville, and the King County portion of Bothell. If a project is to be located in Everett, Marysville, or the King County

portion of Bothell, the applicant must demonstrate that it serves County residents in the same proportion that County funds are represented in the overall project.

Duration of Low- and Moderate-Income Benefits & Terms of Agreement

Under the HUD requirements, any capital improvement cost reimbursed with CDBG funds must be able to provide benefits to low- and moderate-income persons or areas for a minimum of five years at the project site. This is known as the “continuing use” requirement, and it assures that capital investments in facilities or infrastructure will provide long-term, continuous benefits to low and moderate-income persons or areas. All CDBG recipients must be both able and willing to establish a legally binding public interest.

Ownership by a government agency creates the required public interest and commits the government agency to continuously use the facility or infrastructure in the same capacity as long as they are a member of the Consortium plus five years. For non-governmental agencies, the public interest will be secured through a deed of trust and promissory note, covenant or regulatory use agreement recorded against the project property.

Agencies shall be required to meet the terms and conditions of the County’s CDBG Agreement for the following time periods:

Funding Award Amount	Term
Up to \$50,000	Five Years
\$50,001 to \$100,000	Ten Years
\$100,001 to \$150,000	Fifteen Years
\$150,001 to \$200,000	Twenty Years
\$200,001 or more	Twenty Five Years

Forms of Financial Forms of Assistance

Funds awarded will be in the form of grants which must be repaid if the property is sold or there is a change of use during the use restriction period of the grant.

Site Control

Site control of the facility, either in the form of ownership or a long-term lease, becomes a crucial consideration for accessing Snohomish County CDBG Public Facilities & Infrastructure funds. An organization need not own the site of a proposed project at the time of application. However, it is imperative that the organization obtains a long-term lease from its landlord prior to the execution of a contract between the County and the organization.

Annual Report

A report documenting compliance with federal regulations, outcomes reporting and project status will be required on an annual basis. Annual Reports are due for the previous federal year (July 1 to June 30). Reports are due in approximately two-weeks after the end of the federal year.

Collection of Low- and Moderate-income Data

For projects that are eligible for CDBG funding based on area wide benefit to low- and moderate-income households, data will be collected from the 2010 Census and from the organization’s submitted annual report.

For projects that are eligible based on limited clientele, data will be gathered from the organization's CDBG annual report. The organization will be required to develop a system for obtaining the needed information and continue to collect the data until the end of the contract term. OHCD staff will be available to provide technical assistance to individual organizations to help them set up their systems.

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. Information provided by applicants will be reviewed to assess overall project feasibility.

Eligibility/Feasibility

Staff will perform a technical review of the applications for eligibility and feasibility. Staff will prepare the application "Threshold Review and Evaluation Criteria" and provide compliance and feasibility summaries for 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 Technical Advisory Committee (TAC) has thirty (30) members including eight (8) citizens representing the low income, 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. 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. 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.

FEDERAL REGULATORY REQUIREMENTS

CDBG regulations require applicants to abide by specific funding regulations. The following are some, but not all, of the federal requirements that may apply to a PF&I project.

Real Property Acquisition, Relocation and Displacement

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and found at 49 CFR Part 24, applies to:

- Displacement that results from acquisition, demolition, or rehabilitation for HUD-assisted projects; and
- Real property acquisition for HUD-assisted projects, including acquisition of temporary and permanent easements.

Where possible, projects must be designed to prevent or minimize displacement of tenants. Because federal funds administered by the County are made available as part of this application, any temporary or permanent displacement of tenants must be handled in accordance with all applicable provisions that cover relocation and acquisition in HUD programs.

Section 104(d) Relocation Requirements (“Barney Frank Amendments” to Title I of the Housing and Community Development Act of 1974) protect persons who are displaced that are at or below 80% of area median income and is only triggered when project activities consist of demolition or conversion of low- and moderate-income housing.

The URA and Section 104(d) requires relocation assistance to be provided to any family, individual, or business that must move as a direct result of rehabilitation, demolition or acquisition for a project in which federal funds are used. Relocation requirements apply to any kind of project or program receiving any amount of federal financial assistance that involves action upon occupied real property (e.g. acquisition, clearance, rehabilitation, change in use, etc.). The relocation rules apply to the entire project undertaking, regardless of whether the federal funds are used to purchase the property or for other project costs.

No project involving displacement will be selected for funding without complete assurance of relocation compliance. The County does not have sufficient staff to either carry out or supervise required relocation for project developers. Consequently, developers must thoroughly demonstrate the capability, resources and preparations necessary to assure that any displacement and relocation is carried out in compliance with the law and regulations. The required resources include provision for experienced, qualified, county-approved relocation personnel. Past performance and compliance with the URA will be considered when evaluating project feasibility.

If your project involves an acquisition of property, or conversion of a housing unit, contact the Relocation Specialist, Debra May at 425-388-3264, or debra.may@snoco.org. Consultation should be requested well in advance of the application submission deadline.

Wage Rate Requirements/Prevailing Wage

Use of federal funds may trigger Davis-Bacon and Related Acts (DBRA) wage requirements and State Prevailing Wage requirements per RCW Chapter 39.12. Projects with construction costs will require performance and payment bonds from the prime contractor.

Procurement

The use of CDBG funds for any activity requires compliance with the applicable procurement requirements in the Office of Management and Budget Uniform Guidance (OMB) and 2 CFR 200.317 through 2 CFR 200.326.

Construction costs must be competitively bid using the required sealed bid process. If an alternative bidding process is desired, a description and explanation must be included with this application. The proposed process will be reviewed for compliance with the federal regulations.

Organizations using CDBG funds to pay for professional services must comply with federal procurement requirements at 2 CFR 200.317 through 2 CFR 200.326. Organizations that wish to select a professional firm through a negotiated bid or other process must obtain advance written approval from OHCD or that cost may not be reimbursed.

Section 3 of the Housing and Urban Development Act of 1968, As Amended

Projects involving rehabilitation or construction must comply with the requirements of Section 3 of the Housing and Community Development Act of 1968, as amended. One of the purposes of Section 3 is to ensure that job training, employment, contracting and other economic opportunities generated by HUD assistance or HUD-assisted projects shall, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, be directed to low-income residents and Section 3 business concerns. Projects awarded funds must comply with Section 3 solicitation requirements.

Minority and Women Business Enterprise Participation

Use of minority and women business enterprises (MBE/WBE) is encouraged. Projects awarded funds must comply with MBE solicitation requirements.

Equal Opportunity

Organizations must comply with federal, state, and local laws that prohibit discrimination on the grounds of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, and parental status. Discrimination is prohibited in the provision of a service or within a facility funded with CDBG funds and in all other aspects of administering a CDBG proposal including contracting, procurement, and employment.

Americans with Disabilities Act (ADA)

Federal, state, and local laws prohibit discrimination based on disability.

Environmental Review

ONCE AN APPLICATION HAS BEEN SUBMITTED TO OHCD FOR FUNDING, NO CHOICE LIMITING ACTION (CONTRACT EXECUTION, ACQUISITION, DEMOLITION, CONSTRUCTION, ETC.) OF ANY KIND CAN TAKE PLACE. IF SITE CONTROL IS NOT OBTAINED PRIOR TO APPLICATION SUBMISSION, ONLY AN OPTION TO PURCHASE IS ALLOWED (NOT A PURCHASE & SALE AGREEMENT). IF THE PROJECT IS FUNDED, AND A CHOICE LIMITING ACTION HAS OCCURRED AFTER THE DATE OF APPLICATION, BUT BEFORE ENVIRONMENTAL CLEARANCE HAS BEEN RECEIVED, THE PROJECT MAY NOT BE ELIGIBLE FOR FUNDING ACCORDING TO 24 CFR 58.22.

The Department of Housing and Urban Development (HUD) requires Snohomish County to assume full responsibility for environmental assessment and decision-making under the National Environmental Policy Act ("NEPA"), Related Federal laws and Authorities, and the implementing federal regulations. Some projects may be determined to be exempt from some or all of these regulations. Each project will be reviewed by OHCD staff to determine the level of compliance required. Please note: Environmental Review of a project cannot begin until the project has

been approved for funding (May 2021), and may take anywhere from 40-days to one-year to complete, depending on the project scope.

Environmental review of a project must consider the cumulative impact / all contemplated actions of a project. Cumulative impact / all contemplated actions is defined as: “The impact on the environment which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (federal or non-federal) or person is undertaking such other actions.” Both direct and indirect effects are reviewed.

The County cannot execute an award of funds to any project or program before the environmental review and clearance are complete. Commitment to a project or program before clearance could disqualify the proposal from funding consideration.

For more information on the environmental review process, please contact the Environmental Specialist, Robei Broadous at 425-388-7454 or Robei.Broadous@snoco.org.

FUNDING CRITERIA

Threshold Review and Evaluation Criteria

The following document is the Threshold Review and Evaluation Criteria. The Threshold Review and Evaluation Criteria will be completed by OHCD staff and included in the materials given to the Technical Advisory Committee (TAC). The TAC members will rate each project based on the evaluation criteria. Applications for Public Facilities & Infrastructure funds may receive a maximum of 75 points. Projects will be rated on a scale of 0 to 5 (5 meeting all of the criteria; 3 partially meeting the criteria; 1 meeting very little of the criteria and 0 meeting none of the criteria). Details of the criteria expectations can be found throughout the application.

**2021 FUNDING APPLICATION
PUBLIC FACILITIES AND INFRASTRUCTURE
THRESHOLD REVIEW & EVALUATION CRITERIA**

**PROJECT:
PROJECT SPONSOR:**

Applications must be consistent with the Snohomish County Housing and Community Development Consolidated Plan and comply with the CDBG regulations. **(No additional materials will be accepted after 4 pm on November 13, 2020)**

Threshold Review and Evaluation Criteria will be completed by OHCD staff and included in the application materials given to the Technical Advisory Committee (TAC).

THRESHOLD CRITERIA

<u>Criteria:</u>	Yes	No
A. Eligibility under the CDBG program regulations (24 CFR 570.201)	<input type="checkbox"/>	<input type="checkbox"/>
B. Consistency with the Snohomish County Consortium 2020 – 2024 Consolidated Plan (Attachment A)	<input type="checkbox"/>	<input type="checkbox"/>
C. Board/Council endorsement for submitting application and signature of appropriate department head (Signed board resolution may be produced post application deadline, if Board/Council endorsement is in process for approval, but must be obtained no later than the date in which the Technical Advisory Committee reviews, rates and ranks the application/project.)	<input type="checkbox"/>	<input type="checkbox"/>
D. Application is complete and submitted on time; in order to be considered complete, all documents stated on the Application Checklist must be included in the PF&I application for funding.	<input type="checkbox"/>	<input type="checkbox"/>
Application Meets Threshold Criteria:	Yes	No
If Yes, Proceed to Evaluation Criteria Below.	<input type="checkbox"/>	<input type="checkbox"/>

EVALUATION CRITERIA

Applications are reviewed and evaluated based only on written information and attachments provided by the applicant

Applications for Public Facilities and Infrastructure funds may receive a maximum of 75 points. There are four criteria sections which will be rated on a scale of 0-1-3-5 (5 meeting all of the criteria; 3 partially meeting the criteria; 1 meeting very little of the criteria; 0 meeting none of the criteria). Under section 3, Community Need, Benefit & Public Safety, the Needs & Benefit and Public Safety areas are weighted 2.5 times. Under section 4, Readiness to Proceed, the Project Timeline area is weighted 2 times.

1. ORGANIZATIONAL CAPACITY – Apply 0, 1, 3 or 5 points for each sub-section taking into consideration the items listed below:

a) *History of Project Management*

POINTS: ____

Organization demonstrates the ability to successfully implement and manage federally funded projects in a timely manner, within budget, and consistent with funding requirements;

- 0 = No mention of previous project management experience
- 1 = Mentioned that agency has managed projects in the past but no evidence or further details were provided
- 3 = Partially demonstrated that implementation and management of projects had occurred; provided some evidence, but evidence was not complete
- 5 = Provided clear and complete evidence of similar projects implemented and managed with all relevant details included (including but not limited to: timelines, budget adherence, funding requirements, etc.)

b) *Financial Management Capacity*

POINTS: ____

Organization has appropriate financial management capacity as indicated by audited financial statements. Any audit findings of the organization have been resolved prior to submission of application;

- 0 = No mention of financial management capacity; agency budget and financial statements not provided; not clear if there are audit findings or not
- 1 = Mentioned that financial management capacity exists but no evidence provided; not clear if there are audit findings or not
- 3 = Partially demonstrated that financial management capacity exists; some evidence provided but evidence was not complete; mentioned audit findings but reviewer had to infer that they were resolved
- 5 = Provided clear and complete evidence of financial management capacity; all necessary audits and/or financial statements and agency budget provided

Organizational Capacity Points (Max = 10) _____

2. PROJECT SOUNDNESS - Apply 0, 1, 3 or 5 points for each sub-section taking into consideration the items listed below:

a) *Related Project Areas*

POINTS: _____

Organization includes complete and detailed descriptions of all geographically or functionally related parts of the project including sections not funded with CDBG, and descriptions of the project site and surrounding area;

- 0 = No mention of any geographically or functionally related parts of the project;
No description of the project site and surrounding area provided
- 1 = Mentioned that there were other geographical or functional parts of the project but did not specify what; reviewer had to infer details about project site and surrounding area
- 3 = Provided partial description of most of the geographically and functionally related parts of the project; provided partial description of the project site and surrounding area
- 5 = Provided detailed description of all geographically and functionally related parts of the project AND provided detailed description of the project site and surrounding area

b) *Budget*

POINTS: _____

Project budget estimates and costs are reasonable and well supported or justified. Budget forms are consistent, accurate, and thorough (i.e. explanation of how project costs were determined)

- 0 = No support or justification for project budget estimates; budget forms are not included in application
- 1 = Budget estimates and costs are not reasonable and justified OR budget forms are inconsistent and inaccurate
- 3 = Proposed budget estimates and costs appear reasonable; some justification and support for budget estimates were provided; budget forms are consistent, accurate and thorough
- 5 = Detailed support and justification for budget estimates were provided; proposed estimates and costs are reasonable AND all forms are consistent, accurate and thorough; documentation of committed funds was provided

Project Soundness Points (Max = 10) _____

3. COMMUNITY NEED, BENEFIT & PUBLIC SAFETY - Apply 0, 1, 3 or 5 points for each sub-section taking into consideration the items listed below:

a) *Public Safety Assessment (Weighted 2.5x)*

POINTS: _____

Organization establishes that the project supports Public Safety, including but not limited to: water flow for firefighting and fire hydrants, fire houses, shelters for disaster victims, etc.

0 = No mention of public safety need

1 = Mentioned that there was a public safety need but did not provide any evidence

3 = Provided some statistics that partially documented public safety need

5 = Provided clear and detailed description of public safety need supported by detailed and referenced current statistics; program was presented and documented from the perspective of the population in need not only from the perspective of the agency

(12.5 total points available due to weighting)

b) *Consistency With Community Development Plans*

POINTS: _____

The project is consistent with local community development, comprehensive and capital improvement plans and County Planning Policies (CPP); in particular, projects with the following characteristics will be favored (not listed in any particular order vis-à-vis prioritization):

- i. Projects located within urban growth areas that support redevelopment or infill development – i.e. more efficient land use (CPP DP-11, DP-15 and PS-13)
- ii. Projects located in urban centers (local plans); (CPP DP-14)
- iii. Projects that improve pedestrian or transit mobility (TR-4.a, TR-4e, TR-5, local plans);
- iv. Projects that are accessible by walking or transit (CPP DP-33 and PS-16).

0 = No mention of project consistency with local, community development, comprehensive and capital improvement plans; project does not meet one of the above-listed prioritization areas

1 = Mentioned project consistency with local, community development, comprehensive and capital improvement plans but did not specify what these were; not clear if project meets one of the above-listed prioritization areas

3 = Provided partial description of project consistency with local, community development, comprehensive and capital improvement plans AND partial evidence that proposed project meets one of the above-listed prioritization areas

5 = Provided detailed description of project consistency with local, community development, comprehensive and capital improvement plans; clear evidence provided that proposed project meets one of the above-listed prioritization areas

c) *Needs & Benefit Assessment (Weighted 2.5x)*

POINTS: _____

Organization objectively establishes the acuteness of the need in their jurisdiction and that the project benefits the lowest income citizens with the highest need; in particular,

projects with the following characteristics will be favored (not listed in any particular order vis-à-vis prioritization):

- i. Water supply, parks, or transportation, drainage or sewer projects that help to bring levels of service (LOS) up to standard (CPP PS-13, PS-16, TR-4.e., TR-15, and TR-21)
 - ii. Projects that significantly improve facilities or levels of service where the need is the greatest. (TR-15, TR-21, and PS-13)
 - iii. Projects that support or help preserve or sustain low-cost housing, including mobile home parks, single room occupancy (SRO) and manufactured housing (CPP HO-6)
- 0 = No mention of population need; project does not meet one of the above-listed prioritization areas
- 1 = Mentioned that there was a need but did not provide any evidence of need; not clear if project meets one of the above-listed prioritization areas
- 3 = Provided some statistics that partially documented need AND project meets one of the above-listed prioritization areas
- 5 = Provided clear and detailed description of needs supported by detailed and referenced current statistics; program was presented and documented from the perspective of the population in need not only from the perspective of the agency AND project meets one of the above-listed prioritization areas

Community Need and Benefit Points (Max = 30) _____
(30 total points available due to weighting)

4. READINESS TO PROCEED - Apply 0, 1, 3 or 5 points for each sub-section taking into consideration the items listed below:

a) *Ability to Meet Pre-Contract Obligations*

POINTS: _____

Applicant demonstrates the ability to fulfill its pre-contract obligations in a timely manner, including but not limited to: environmental requirements, land use issues, acquisition and/or relocation requirements, other committed funding sources, etc.

- 0 = No mention of pre-contract obligations
- 1 = Mentions that there are obligations that need to be fulfilled pre-contract but does not specify what or how they will be met
- 3 = Provides partial description of pre-contract obligations AND provides a partial plan for how these will be met
- 5 = Provides a detailed description of pre-contract obligations AND provides a detailed plan for how these will be met, including a timeline for meeting them

b) Project Timeline (Weighted 2x)

POINTS: _____

The project is “shovel ready” so organization can begin expending funds within three months of receiving their award letter and complete the project within one year of the date of the contract.

- 0 = No mention of a project implementation schedule OR barriers exist that will prohibit beginning fund expenditure within three months of receiving award letter OR barriers exist that would prohibit project completion within one year of date of contract
- 1 = Mentioned that the project would be implemented but did not specify how or when OR possible barriers exist that will prohibit fund expenditure within three months of receiving award letter, or project completion within one year of date of contract
- 3 = Mentioned that the project would be implemented and provided vague timelines; identified potential barriers that would prohibit expenditure of funds or project completion and mentioned that these barriers would be overcome but did not provide a specific plan for doing so
- 5 = Provided detailed description of project implementation plan including start up time and anticipated time to reach completion; clearly identified all possible barriers that would prohibit expenditure of funds or project completion AND clearly identified a detailed plan for addressing these barriers; documented ability to complete project by August 15, 2022.

c) Environmental and Land Use Issues

POINTS: _____

The organization has recognized and planned for possible environmental and land use issues that could delay the project

- 0 = No mention of environmental or land use issues; environmental supplement is mostly complete but attached information is unclear
- 1 = Mentioned that there are environmental or land use issues but did not specify what these are; environmental supplement is complete but lacks sufficient detail, attachments provided are unclear and need complete revisions
- 3 = Provided description of environmental or land use issues but did not present a plan for resolution; environmental supplement is complete but details provided need clarification, attachments are included but need minor adjustments
- 5 = Provided description of environmental or land use issues AND presented a timetable of when and how each issue would be resolved; environmental supplement is clear and complete and all required attachments are clear and precise

d) Additional Funding

POINTS: _____

The organization has submitted a clear, documented, fully-funded budget.

- 0 = Did not mention whether or not additional funding or resources are necessary to make the project whole and had been committed to the project

- 1 = Vague mention that other funding or resources had been committed but no clear evidence that funds or resources necessary to make the project whole were secured
- 3 = Partial evidence showing that additional funding or resources necessary to make the project whole were secured but amount and source(s) not clearly specified
- 5 = Evidence clearly shows that additional funding or resources necessary to make the project whole were secured AND the amount obtained and its source(s) was provided

Readiness to Proceed Points (Max = 25) _____

Total All Points (Max = 75) _____

**SNOHOMISH COUNTY CDBG PUBLIC FACILITIES & INFRASTRUCTURE
PROGRAM YEAR 2021 APPLICATION INSTRUCTIONS**

A. Please read through the entire application package before beginning work on the application. Application questions are organized in the same format as the Threshold Review and Evaluation Criteria:

1. Organizational Capacity
2. Project Soundness
3. Community Need, Benefit & Public Safety
4. Readiness to Proceed

B. Provide brief and concise responses to all items in the application package on 8 ½ by 11 inch paper in a font size no smaller than 11. Answer all questions or write NA for not applicable.

C. Assembling the Application

Assemble your application in the following order:

1. Completed “Applicant Authorization”
2. Application Questions: Sections 1 through 4
3. Completed Project Budget
4. Environmental Review Supplemental Application with all required attachments
5. Completed Application Checklist
6. Board/City Council resolution/approval to submit application
7. Any supporting documentation that may be available, such as architectural drawings, construction specifications, cost estimates, condition of title, and appraisals.
8. All other required attachments
9. For items 1 through 8 above, submit
 1. **One original** completed application, including all attachments,
Do not bind your application. Applications are copied for distribution and review.
 2. **One hard copy** of the completed application including all attachments, and
 3. **One complete electronic copy** with all attachments either
 - a. On a USB drive or CD, **or**
 - b. By sending an email to OCHS.Mailbox@co.snohomish.wa.us.
10. **Non-profit agencies only**, email one electronic copy of the Organizational Document Certification form, (Attachment D) with attachments marked “Organizational Documents” to OCHS.Mailbox@co.snohomish.wa.us. Applicants need only submit once for all applications submitted for this NOFA.

D. When responding to questions, use as many spaces as you need to complete your answer. Please limit your responses to sections 1 through 4 to 25 pages or less (not including attachments).

**SNOHOMISH COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION
2021 PUBLIC FACILITIES & INFRASTRUCTURE**

Applicant Authorization

This application is available on the Snohomish County website in Microsoft Word at:
<https://www.snohomishcountywa.gov/684/Applications-for-Available-Funds>

1. **Title of Proposed Project:**

2. **Project Location** (street address or nearest intersection and applicable zip code):

3. **Proposed Use of CDBG Funds** (Summarize in one or two sentences the planned project and what costs CDBG funds would be used for i.e. professional services costs, soft costs, construction costs, etc.):

4. **Project Cost**

a) CDBG Funds Requested: \$ _____ b) Total Project Cost \$ _____

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION INCLUDED IN THIS APPLICATION HAS BEEN CAREFULLY EXAMINED. THE APPLICANT UNDERSTANDS AND AGREES TO COMPLY WITH THE POLICIES, RULES AND REGULATIONS REFERENCED IN THE APPLICATION IF FUNDING IS AWARDED.

Organization's Name and Mailing Address:

Authorized Signature of Organization:

Signature

Name and Title

E-mail Address

Applicants must include a copy of their Board or City Council minutes authorizing submittal of this application.

If not available at application submission, pre-authorization for late submittal of approval by 1/15/2021 must be requested from Robei Broadous before 11/8/2020.

Copy of Authorization is Attached.

Yes No

If applying for more than one project, what priority is this project? _____

Organization's Federal Taxpayer ID #: _____

Organization's Unique Entity Identifier (formerly DUNS): _____

Contact person: (list person responsible for answering questions about the application)

Name

Telephone Number with Area Code

E-mail Address

APPLICATION QUESTIONS

Complete Sections 1 through 4

1. Organizational Capacity (A - I)

A. Please complete the following:

Organization's Executive Director:	Name/Title: E-Mail: Phone and Fax:
Financial Contact:	Name/Title: E-Mail: Phone and Fax #
Designated Project Manager:	Name/Title: E-Mail: Phone and Fax #:

B. Indicate the organization's corporate status (non-profit, Municipal Corporation, local government).

- Non-profit agency
- Municipal Corporation
- Other local government: indicate type _____.

C. Describe the ability and experience of the organization's staff in government contract administration, level of staffing available for this project, and include knowledge of each of the following topics:

- i. Procurement
- ii. Davis Bacon and State Prevailing Wage Requirements
- iii. Section 3 and MBE

D. Describe experience with other federally funded projects. Provide specific examples including, type(s) of projects, funding amounts, applicable federal regulations, etc.

E. Provide a list of the policies and procedures for each of the following:

- i. Personnel Management
- ii. Financial Management

F. Non-profit Organizations please **complete i through iv**, public agencies skip to part G.

- i. What is the Board's knowledge and level of involvement with the proposed project?

- ii. What are the major sources of support for the organization?
- iii. Describe the organization's program and development goals for the next two to three years.
- iv. What licenses does the organization need in order to operate, if any, and are they current?

G. Identify all of the organization's CDBG funded projects awarded in the past five years and the status of each:

(1)	(2)	(3)	(4)*	(5)*
Project Name	Project Number	Amount of Award	Completed in time originally specified in contract? Yes No	Completed within original budget? Yes No

*If any answers to (4) or (5) above are no, please explain.

H. Has the organization received any audit or monitoring findings in the past three years? If yes, what were they and how were they resolved?

I. Describe your organization's experience with financial management of federal funds.

2. Project Soundness (A - H)

A. Specify the approximate size of the project in square feet or lineal feet. Describe all contemplated actions which logically are either geographically or functionally part of the project **regardless of the source of funding.**

- i. List the specific activities the CDBG funds are to be used for and describe the need for the CDBG dollars to make the project work financially.
- ii. Describe what will happen if the County is unable to provide financing at this time. Include the impact on any funds committed and on site control.
- iii. Describe how your organization is prepared to deal with unanticipated project costs (e.g. cost overruns, change orders, etc.).
- iv. How can the proposed project be phased? Provide a detailed summary of each phase, in priority order, including the cost of each. If the project cannot be phased, provide a thorough explanation of why.

- v. Total CDBG dollars requested \$ _____
- Total dollar value of other resources \$ _____
- Total project costs \$ _____

B. In the table below, identify each source and amount of funding to be used for the project. Indicate whether funds are pending or committed by placing the amount in the appropriate column. Provide documentation for committed funds.

Development Budget Sources	Pending	Committed	Total
2021 Snohomish County CDBG	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
Local funds (specify):	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
State funds (specify):	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
Federal funds (specify):	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
Private financing (specify):	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
Other (specify):	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
In Kind*	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

*In-kind costs may include consultant fees (architect, environmental studies, engineering, and surveyors), donated land or buildings, publications and printing necessary for the project, and donated construction materials.

- C. Explain how you arrived at the total cost of the project and why you consider your costs to be reasonable (attach copies of cost estimates, etc.).
- D. If applicable, are there any community objections to the project?
- E. Describe how your project is consistent with each of the following plans:
 - i. Consistency with the Snohomish County Consortium 2020 – 2024 Consolidated Plan (see Attachment A):
 - ii. Consistent with the Countywide Planning Policies (See attachment B):
 - iii. Consistency with local plans in the vicinity of the project:
- F. If the project is within a structure (not a street or sidewalk), answer the following i through iii, if not, skip to Part G:
 - i. Describe how the structure is compliant with the Americans with Disabilities Act (ADA) requirements regarding accessibility.

- ii. Will the structure serve as a house of worship or be used by a religious organization?
- iii. Was the structure constructed prior to 1978? If yes, will the structure be occupied by children age six (6) and under?

G. Will the project include the “acquisition” of a structure, land, or easements (permanent or temporary)? If yes, complete the following i through iv. If no, skip to Part H.

- i. Describe all acquisitions required for the project.
- ii. Does the project involve the demolition of housing units?
- iii. Are there business or residential tenants currently occupying the site? If yes, will they be required to move either temporarily or permanently?
- iv. For each real property parcel previously acquired for the project, or identified and intended to be acquired, provide all of the following:
 - a. Street address and physical description:
 - b. List the following dates per parcel:

	Date	Property Occupied?	By Tenant or Owner?
Date acquired (title vested):	_____		
Closing date stated in Purchase and Sale Agreement:	_____		
Date Purchase and Sale Agreement was fully executed:	_____		
Date of first formal offer to Purchase:	_____		
Date of first written notice of interest to owner/seller:	_____		

H. **ONLY** for projects located within the City limits of Everett, Marysville, or the King County area of Bothell, please answer the following questions. If not in one of these cities, skip to Section 3:

- i. Describe how the project will benefit Snohomish County citizens who live outside of the City limits.
- ii. What percentage of the clientele served by the organization, are from Snohomish County outside of the City limits? (provide supporting documentation).

3. Community Need, Benefit & Public Safety (A - E)

A. Describe how your Organization determined the need for this project.

B. All activities funded with CDBG must meet one of the three broad National Objectives:

- Benefit to low- and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a community development need having a particular urgency.

Indicate below, which of the three National Objectives (**i through iii**) your project is eligible under, then answer the questions and provide the documentation for the chosen National Objective (See “Project Eligibility/CDBG National Objective” on page 7 for further information):

i. Benefit to low- and moderate-income persons

Please indicate below how your proposed project qualifies under benefit to low- and moderate Income persons by **checking one** of the four **following categories a through d**, and, provide the listed “Documentation Required” under that category.

a. _____ Limited Clientele Presumed Benefit Activity

(Project is limited exclusively to populations assumed by HUD to be low- and moderate-income including: abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS and migrant farm workers)

Information/Documentation required:

- 1) State which category of persons presumed by HUD to predominately low- and moderate-income, the proposed project will exclusively serve;
- 2) Describe how the organization will document the presumed benefit; and
- 3) Provide the estimated number of persons that will be served by the project.

b. _____ Limited Clientele Direct Benefit Activity

(At least 51% of clientele served must be low- and moderate-income persons)

Information/Documentation Required:

- 1) Provide documentation showing the total number of clients the activity served in the past year;
- 2) Indicate what percentage of those clients were low- and moderate-income;
- 3) Indicate what income eligibility criteria was used to determine the percentages of low- and moderate-income persons;

- 4) Describe the process the organization will use to document income eligibility; and
- 5) Attach a copy of the client intake form.

c. _____ **Limited Clientele Nature and Location**

Information/Documentation Required:

Describe how the proposed project is of such a nature and location that it may reasonably be concluded that the activity's clientele will be primarily low- and moderate-income persons. **Please contact OHCD for technical assistance before applying under this category.**

d. _____ **Area Benefit Activity**

(Service area must be 50.54% or more low- and moderate-income)

Information/Documentation Required:

- 1) Provide a written definition of the boundaries of your claimed service area and provide a written basis for determining the boundaries;
- 2) Provide a map of the service area with the boundaries of the service area and census tracts/block groups clearly indicated; and
- 3) Provide the percentage of residents in the service area that are low- and moderate-income based on Census data or OHCD-approved survey. **Please contact OHCD with questions regarding area benefit activities.**

ii. _____ **Aid in the Prevention or Elimination of Slum and Blight**

Please indicate below how your proposed project qualifies under slum and blight by **checking one** of the two **following categories**, then answer the questions and provide the documentation requested under that category.

a. _____ **Area Basis**

Information/Documentation Required:

- 1) Identify the boundaries of the area;
- 2) Describe how the condition of the area meet the definition of a slum, blighted, deteriorated or deteriorating area under State/local law;
- 3) If state law does not specifically indicate the percentage of deteriorated or deteriorating buildings required to qualify the area, are at least ¼ of the buildings in the area deteriorated or deteriorating?;
- 4) Attach a description of the conditions which qualify the area;

- 5) Are public improvements as a whole throughout the area in a general state of deterioration?; and
- 6) Identify the specific activity that addresses one or more of the conditions which contributed to the deterioration of the area.

b. _____ Spot Basis

The proposed project activity is which of the following:

- Acquisition Historic Preservation Clearance Relocation
- None of the above (stop, the project is not eligible under this category)

Information/Documentation Required:

Describe how the project activity will eliminate specific conditions of blight or physical decay on a spot basis.

iii. _____ Meet a community development need having a particular urgency

Information/Documentation Required:

- 1) Describe how the existing condition(s) pose a serious and immediate threat to the health or welfare of the community.
 - 2) Explain when the existing condition developed or became critical.
 - 3) State other sources of funds that have been applied for and/or explain why no other funds are available.
- C. Describe how the proposed project will improve, enhance, and/or contribute to public safety (i.e. water flow for firefighting and fire hydrants, fire houses, shelters for disaster victims, etc.)
- D. Describe any special circumstances that would help us better understand your project and/or the need you're trying to meet.
- E. Attach copies of all data collection tools which will be used to verify achievement of HUD program goals and objectives. Indicate who in your organization will be responsible for monitoring the progress and reporting data in the CDBG Annual Report, required if your project is chosen for CDBG funding.

4. Readiness to Proceed (A - E)

- A. Explain any possible environmental issues, including those identified during completion of the Environmental Supplement, that have the potential to delay your project and

describe steps that have been taken, or will be taken, to address those issues. (Any “Yes” responses on the Environmental Review Supplemental Overview may cause project delays and should be described here).

- B. Describe any other issues that have the potential to delay your project and describe steps that have been taken, or will be taken, to address them (land use issues, site control, acquisition requirements, including temporary or permanent easements, funding commitments, etc.).
- C. Projects awarded funding are expected to be “shovel ready” at time of application. Once the County Council approves the funding awards, project sponsors will receive an official “Letter of Award” and can begin providing the necessary information to the County so that the environmental review can be completed and a contract issued.

In general, contracts may be executed after July 1st of the funding year. Snohomish County is required to adhere to strict spending timelines and CDBG funds must be spent in a timely manner. The expectation is that projects will be completed within one year of receiving a contract for CDBG funding. Based on the estimated funding schedule, please complete the following project schedule:

Projected Date

The Organization provides necessary information to OHCD to allow staff to complete the environmental review:

May 15, 2021 to July 15, 2021

All project financing committed:

Contract with Snohomish County Office of Housing & Community Development:

Design and Complete bid specifications:

Obtain all needed permits:

Project out to bid:

Bid award:

Project start date:

Project 50% complete:

Project Complete

Final Project Closeout

- D. Describe other funding sources that have been considered and/or applied for. Indicate the dates all project funding will be committed and available. If no other funds are being utilized, explain why.
- E. Complete and submit the Project Budget on the following page.

Project Budget

(Complete All Columns)

		Total Project Costs	CDBG Funds Requested	Other Funds and In-kind Contributions	Sources of Other Funds and In-kind Contributions
I.	Environmental Review, Reports or Studies				
	<i>Subtotal Environmental Review Costs</i>				
II.	Property Acquisition Costs				
	Purchase Price				
	Closing Costs				
	Other Acquisition Costs				
	<i>Subtotal Property Acquisition Costs</i>				
III.	Construction Costs				
	Site Improvements				
	Construction				
	Construction Contingency				
	Sales Tax (if applicable)				
	Permits				
	Other Construction Costs				
	<i>Subtotal Construction Costs</i>				
IV.	Professional Fees				
	Architect/Engineer/Surveyor				
	Hazardous Materials Survey				
	Appraisal				
	Legal				
	Other Professional Fees				
	<i>Subtotal Professional Fees</i>				
V.	Other Development Costs				
	Relocation Costs				
	Financing Costs				
	Other				
	<i>Subtotal Other Development Costs</i>				
I.	Environmental Review Costs				
II.	Property Acquisition Costs				
III.	Construction Costs				
IV.	Professional Fees				
V.	Other Development Costs				
	TOTAL COSTS:				

ENVIRONMENTAL REVIEW SUPPLEMENTAL OVERVIEW

Federally funded County projects are subject to the National Environmental Policy Act (NEPA) and numerous other state and federal environmental laws. All environmental laws seek to avoid adverse impacts on the environment by mandating careful consideration of the potential impacts on any development assisted with public funds. Applicants must be sensitive to any possible environmental impacts and concerns while their projects are first being planned to avoid problems, which can create uncontrollable delays, add unplanned construction or pre-development costs or even prevent a project from being funded or implemented in a timely manner.

It is the applicant's responsibility to submit a Supplemental Application that is both complete and complies with the application specifications and fully discloses any potential environmental concerns. The Snohomish County Office of Housing and Community Development (OHCD) is responsible for assuring compliance with state and federal regulations and seeks to avoid or mitigate adverse impacts on the natural and human environment by mandating careful consideration of the potential impacts of any development assisted with county managed funds.

All applicants must recognize and document potential environmental issues during the project planning process. OHCD, the Technical Advisory Committee and the Policy Advisory Board (citizen and elected review boards) can make better decisions by fully understanding and carefully considering the potential environmental consequences. Incomplete applications that do not include the required information necessary to fully evaluate the applicant's project and/or ignore potential environmental issues may result in diminished project competitiveness, and decreased overall application scoring.

Please contact the Environmental Specialist, Robei Broadous, at 425-388-7454 or Robei.Broadous@snoco.org if you have any questions related to environmental issues or if you need assistance completing the Environmental Supplement appropriately.

The Environmental Review Supplemental Application includes a listing of subject areas relating to potential impacts on the physical or human environment. In most cases, applicants will be able to simply provide a brief response to the categories listed. Environmental information and assistance in preparing the environmental section can be obtained from a wide variety of sources including those listed which are cited as appropriate. Other possible sources of information include local comprehensive plans, preliminary engineering studies, state and federal reports, local agencies such as the planning or environmental health office, federal agencies and the internet.

ENVIRONMENTAL REVIEW SUPPLEMENTAL APPLICATION

PART I

Project Name: _____

Describe all contemplated project / construction activities, regardless of what funding will be used or when the activities will occur. Provide a clear explanation of all ground disturbing activities (please limit to space provided):

Provide detailed impervious surface information:

- Existing square footage: _____
- Square footage to be added: _____
- Total square footage after construction: _____
- Type of impervious surface; non-pollution generating or pollution generating:

YOUR SUBMISSION OF THIS APPLICATION TRIGGERS FEDERAL ENVIRONMENTAL REVIEW REQUIREMENTS. FEDERAL REQUIREMENTS MANDATE THAT THE COUNTY COMPLETE AN ENVIRONMENTAL REVIEW PRIOR TO ANY "CHOICE LIMITING ACTIONS" (i.e. contract execution, acquisition, demolition, construction, etc.) BEING INITIATED ON A PROJECT RECEIVING FEDERAL FUNDING.

Is your project currently underway?

- Yes**, acquisition and / or construction has begun.
If yes, was a legally binding contract or agreement signed prior to your intent to apply for federal funds?
- Yes (If yes, attach a copy of the contract/agreement with this environmental supplement)
- No

You must cease all choice limiting activities (contract execution, acquisition, demolition, construction) immediately until environmental compliance has been reviewed and approved by Snohomish County. Failure to comply will prohibit the use of federal funds for the project.

- No, acquisition, development, or construction activities will not begin prior to authorization from Snohomish County.**

Project Location:

Identify location by completing ALL of the following location identifiers:

Township: _____
Range: _____
Section: _____

Assessor Parcel Number of Project Site: _____

Street address or complete description of project location: _____

City: _____ Zip Code: _____

Current Zoning Classification: _____

Proposed Land Use: _____

Current Property Owner: _____

Is project consistent with current Zoning designation? Yes No

Is project consistent with future Zoning designation? Yes No

Is the proposed project's land use consistent with the jurisdiction's Comprehensive Plan or Area Plan? Yes No

Existing Structures on Proposed Site

If the site has any existing structures, complete the following:

Building(s) Size: _____ Square footage

Year building(s) were built: _____ (attach Assessor's Record)

(To determine, go to <http://www.snohomishcountywa.gov/assessor> and provide a copy with this application)

Current Use: _____

Proposed Use: _____

Landmark Classification: _____

Has this specific project previously received NEPA environmental clearance from Snohomish County for CDBG or HOME funds? Yes What year? _____ No

PART II

For the following questions, answer by checking box Yes or No. Provide all required explanations by inserting answers following each question directly in the Supplemental document. **Attach additional requested documentation to the back of the environmental section, marking the appropriate section and number on the top.**

A "Yes" response to any of the following questions may cause additional delays in the review process and requires careful consideration by the applicant.

A. Historic Preservation

1. Is the proposed site or project activity listed on or within a district listed on the National Register of Historic Places, or any state or local listing of historic places, or Tribal land? **Attach all documentation used to make the determination.**

Yes No Unknown

2. Is any structure(s) on the proposed site of project activity 45 years old or older?

Yes No

If yes, list all structure(s) over 45 years, by street address and year of construction.

3. Will ground disturbance of any kind occur as part of the project?

Yes No

If yes, a current Unanticipated Discovery Plan must be submitted with this application. An example can be found at <https://www.wsdot.com/LocalPrograms/Environment/default.htm>

4. Provide a complete, detailed history of the property and all prior uses.

B. Floodplain Management & Flood Insurance

1. Is the proposed property located in a flood hazard area? **Print and attach the appropriate flood map and indicate the proposed site on the flood map.** State whether any part of the project site is within the flood hazard area. To determine, go to: <https://msc.fema.gov/portal/search>. **For step-by-step directions on how to download the correct map, please refer to Attachment E-1 at the end of this environmental supplement.**

Yes No

a) If Yes, is the local general government jurisdiction in which each project site is situated currently participating in, and in good standing with FEMA under, the National Flood Insurance Program? **To determine, consult each local Planning/Building Department. Attach documentation used to make determination.**

Yes No

C. Wetlands Protection

1. Are there any wetlands on any part of the project site, or within 300 feet of the proposed project site and, if so, will the proposed project activity encroach or impact in any way upon any such on-site or adjacent wetland? **Describe how determination was made.**

Yes No

D. Air Quality

1. Is the air quality at proposed project site presently degraded by proximity to significant pollution generators or conditions (e.g. heavy motor traffic; dusty or noxious odor producing operations; etc.?) **Describe how determination was made.**

Yes No

2. Will the project contribute any pollution to the ambient air at project site?

a) During project development?

Yes No

b) By its use or operation after completion?

Yes No

c) If yes to either or both, **describe how determination was made.**

E. Noise

1. Is the proposed project within 1,000 feet of a major roadway?

Yes No

2. Is the proposed project within 3,000 feet of a railway?

Yes No

3. Is the proposed project within 15 miles of a civil airport or military airfield?

Yes No

Attach maps showing measurements from the project site for E. 1, 2, & 3 above.

4. Are there any other potential noise sources in the project vicinity that could produce a noise level above HUD's acceptable range including but not limited to concert halls, night clubs, event facilities, etc.? **Describe how determinations were made.**

Yes No

F. Hazardous Conditions

1. **Thermal & Explosive Hazards:** Are there any visible above ground storage vessels, of more than approximately 200 gallons volume, with the exception of household propane storage tanks within a six block radius of proposed project site? **Describe how determination was made.**
 Yes No
a) If yes, describe and list location(s):
2. **Toxic Chemicals and Radioactive Materials:** Is the property or surrounding neighborhood listed on an EPA Superfund National Priorities or CERCLA List, or equivalent State list? **Attach a copy of each of the two maps found at:** <http://www.epa.gov/enviro/> and <https://fortress.wa.gov/ecy/facilitysite/MapData/MapSearch.aspx?RecordSearchMode=New> **For step-by-step directions on how to download the correct maps, please refer to Attachment E-1 at the end of this environmental supplement.**
 Yes No
a) **If Yes,** list and describe location(s) physical proximity to project site.
3. Are there any toxic or hazardous concerns at the project? (i.e. asbestos, lead based paint, former site uses such as gas stations, manufacturing plants, factories, dry cleaners, etc.) **Describe how determination was made.**
 Yes No
4. Are there any commercial or industrial facilities with large above-ground storage of any hazardous materials, (such as a petroleum tank farm or wholesale facility, or a factory producing or using hazardous materials within a 1/2 mile radius of project site? **Describe how determination was made.**
 Yes No
5. **Airport Hazard Zones:** Is the proposed project site within 1/4 mile of the perimeter or boundary of any military or civil airport or air field? **Describe how determination was made.**
 Yes No
a) **If yes,** identify the airport; and attach a copy of an accurate, scaled map delineating the airport fly zone and the proposed project location.

G. Other Environmental Resources

1. **Farmland Preservation:** Will proposed project site involve conversion of any existing farmland to another use? **Describe how determination was made.**
 Yes No
2. **Coastal Zone Management:** Is the proposed project site situated within a shoreline zone regulated under the Snohomish County Shoreline Management Master Program, or a municipality's shoreline regulations under the State Shorelines Management Act? **Describe how determination was made.**
 Yes No
a) **If yes,** is the project permitted under those regulations? Yes No
3. **Adjacent Property Uses:** Are there any adjacent or nearby property uses that may have an adverse impact or potentially be harmful to the people using and/or surrounding the project? **Describe how determination was made.**
 Yes No

PART III

FOR ALL PROJECTS ATTACH THE FOLLOWING DOCUMENTS WITH THE APPLICATION:

- ◆ Copy of the current Thomas Guide or similar map, with the site location clearly marked
- ◆ Site plans and drawings (no larger than 11 x 17, if available)
- ◆ A detailed history of prior uses of the proposed project location
- ◆ Submit one or more photos or aerial map clearly identifying the location of the project site
- ◆ Attach all available environmental project and site studies, investigations, reports, and project plans; including Environmental Site Assessments, wetlands or other biological investigations, hazardous materials investigations, soils and other geotechnical studies, planning reports, engineering reports, noise studies, traffic studies, etc.
- ◆ **If the project requires a zoning change,** attach a signed zoning confirmation letter from the project site jurisdiction's planning department. The letter must include sufficient detail to confirm the approval is for the specific proposed use of the site.

PART IV

Acquisition of land, whether vacant or occupied by buildings, new construction or substantial rehabilitation projects require a Phase I Environmental Site Assessment (Phase I). A Phase I is a professionally written assessment evaluating any hazards that may be on the land or in buildings (asbestos, lead based paint, etc.), historical use of the property or building (gas stations, factories, dry cleaners, etc.), and any other possible hazards in the vicinity of the property. In order to meet the all appropriate inquiry standard, the Phase I must be conducted or updated within one year prior to date of acquisition and the interviews, record reviews, site inspection, and lien search must be conducted or updated within 180 days prior to the date of acquisition. The Phase I should be written so that it meets HUD standards to ensure that the property does not impact the health and safety of the community. **This assessment is helpful at application time, but is not required until funding is approved.**

ATTACHMENT E-1
STEP-BY STEP DIRECTIONS TO ENVIRONMENTAL WEBSITES

Leaking and Underground Storage Tanks

<https://fortress.wa.gov/ecy/facilitysite/MapData/MapSearch.aspx?RecordSearchMode=New>

***Note – screen resolution must be at least 1024 x 768 pixels*

1. On the right side of the page click on Layers arrows.
2. In the Base Map box, change the option to Road Map.
3. On the right side of the page click on the Map Search arrows.
4. Enter the street address of the property and click Find.
5. On the top left corner of the page click on Tools, then Print Map.
6. In the Choose Title page, enter the address and/or name of the property.
7. Print the map in color.
8. Mark the exact location of the property on the printed color map.

Enviromapper www.epa.gov/enviro/

1. Scroll down the page to the “Other Sites of Interest” and click on EnviroMapper.
2. In the EnviroMapper box, enter street address, city, WA and click on magnifying glass.
3. Near the top of the page click on Search Envirofacts, then Search by Program
4. Put a check mark in the box of all 9 systems (if any of these are “0” you won’t be able to check that particular item).
5. On your map, you may need to zoom in once or twice, to get good area details.
6. Print entire page in color, you must include the facility information at the bottom of the map; everything comes on one page. The actual map is smaller but that’s ok as long as one of the colored symbols is not on or near your project location.
7. Mark the location of your project on the printed, color map.

Flood Map www.msc.fema.gov/portal/search

1. Enter street address, city, and state in the search box at the top of the page and click Search
2. Click on the blue magnifying glass icon in the top center of the page
 - a. If you get a message that states the map is being generated, wait several minutes until the map loads. Your project is not in a floodplain so just print the map, clearly mark the project location and you’re done.
 - b. If you get the Make a Firmette option with a small black and white map, the project may be in a floodplain so you need to follow steps 3 through 10.
3. Click on “Make a Firmette” on the left side of the page
4. Determine the property location and drag and drop the pink square outlined in green so that your property is in the approximate center of the square
5. On left side click “Scale and North Arrow”
6. On left side click “Title Block”
7. On left side click “Create Firmette” Adobe PDF
8. On top left corner, click “Save Your Firmette”, then open file
9. The map comes up which should show the area of your location. Print and clearly mark the spot of your property on the printed page

APPLICATION CHECKLIST

(This document is required as part of a complete PF&I application for funding)

1. Applicant Authorization and completed application Sections 1 through 4
2. Project Budget form
3. Copy of Board/City Council minutes or Board/City Council Resolution approving submission of the application for funding and designating authorized individual to negotiate and contractually bind agency **or** Copy of written authorization from Robei Broadous for late submission of Board/Council resolution no later than January 15, 2021.
4. Non Profit Organizations email the following documents electronically to OCHS.Mailbox@co.snohomish.wa.us:
 - a. Proof of 501 (c) (3) Status with IRS
 - b. Current Articles of Incorporation & Amendments
 - c. Current By-Laws, as amended
 - d. Organizational mission statement and length of time in existence
 - e. 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
 - f. Current Organizational Chart, including related or subsidiary entities and to-be-established entities
 - g. Current Management Team information, including resumes of executive Director, Chief Fiscal Officer and Chief Program Administrator
 - h. Current year operating budget
 - i. Most recent two years of Audits with management letters, or financial statements
 - j. Tax return 990 for last two years
 - k. Completed and signed Organizational Document Certification Form
5. Service area map with service area clearly indicated (for area benefit projects)
6. Evidence of site control (if applicable)
7. Client intake form (applicable to direct benefit projects)
8. Letters of funding commitment (if applicable)
9. Architectural drawings (if available)
10. Construction specifications (if available)
11. Title Report (if applicable)
12. Appraisals (if applicable and available)

- 13. Cost estimates (if available)
- 14. Relocation Plan (if applicable)
- 15. List of policies and procedures (Section 1, E) **List only**; do not include actual policies and procedures

Environmental Supplement Attachments

- 16. Completed Environmental Review Supplemental Application with the supporting documentation for questions in Part II, sections A through G
- 17. Copy of Thomas Guide or similar map with site location clearly marked
- 18. County Assessor Property Record (<http://www.snohomishcountywa.gov/assessor>)
- 19. Copy of current Unanticipated Discovery Plan (if project includes ground disturbance of any kind)
- 20. FEMA Flood Map with site location marked (<https://msc.fema.gov/portal/search>)
- 21. Environmental Protection Agency Map with site location clearly marked (www.epa.gov/enviro/)
- 22. Department of Ecology Map with site location marked (www.ecy.wa.gov/programs/tcp/ust-lust/tanks.html)
- 23. Maps showing measurements from site (per section E. 1, 2, & 3)
- 24. Signed zoning confirmation letter (if the project requires a zoning change)
- 25. Detailed history of the property use
- 26. All available project and site studies
- 27. Photographs or aerial photos of existing site
- 28. Site Plans and drawings (no larger than 11 x 17). If the project consists of new construction or rehabilitation, include the original total square footage of the site plus square footage of new impervious surface to be added
- 29. If available, Phase I Environmental Site Assessment for acquisition of land, new construction, or substantial rehabilitation. If not available, OHCD staff will advise if required
- 30. Hazardous materials survey/assessment summary (if applicable)

ATTACHMENTS

1. Attachment A: Snohomish County 2020–2024 Consolidated Plan - Public Facilities & Infrastructure Priorities and Goals
2. Attachment B: Countywide Planning Policies
3. Attachment C: 2020 HUD Income Limits
4. Attachment D: Organizational Document Certification

Attachment A – Consolidated Plan Priorities and Goals

SNOHOMISH COUNTY CONSORTIUM 2020 – 2024 CONSOLIDATED PLAN

PUBLIC FACILITIES & INFRASTRUCTURE PRIORITIES AND GOALS

Priority Need: Public Facilities

Description of Need: In order to provide a suitable living environment for, and expand the economic opportunities available to, persons of low- and moderate-income and to special needs populations, Snohomish County will address the public facility needs, prioritized at the municipal and community level, of low-income households and predominately low- and moderate-income neighborhoods and communities, and other HUD-eligible populations throughout the County.

Public Facilities Goals

Public Facilities - 1: Support construction and/or rehabilitation of up to three (3) public facilities which serve to remove material or architectural barriers to the mobility or accessibility of elderly persons and severely disabled adults.

Public Facilities - 2: Support acquisition, construction and/or rehabilitation of up to three (3) public facilities which will principally benefit low- and moderate-income households, special needs populations, the homeless and those at risk of homelessness or abuse, and other HUD defined “Presumed Benefit” populations, which include: abused children, battered spouses, elderly persons, severely disabled persons, homeless persons, illiterate adults, persons living with aids and migrant workers.

Public Facilities - 3: Support acquisition, construction and/or rehabilitation of up to three (3) public facilities which will principally benefit low- and moderate-income households, including but not limited to, youth centers, child care centers, health facilities, senior centers and food banks.

Public Facilities - 4: Support acquisition, construction and/or rehabilitation of up to two (2) public facilities to principally benefit low- and moderate-income neighborhoods including but not limited to, parks and recreation, health centers, fire stations and other neighborhood facilities.

Priority Need: Public Improvements and Infrastructure

Description of Need: In order to provide for the health, safety and welfare of Snohomish County's low- and moderate-income neighborhoods, Snohomish County will address the unmet basic infrastructure needs, prioritized at the municipal and community levels, of low- and moderate-income households and predominately low- and moderate-income neighborhoods and communities throughout the county.

Public Improvements and Infrastructure Goals

Public Improvements & Infrastructure 1: Support construction and rehabilitation of up to seven (7) street and/or sidewalk projects to principally benefit low- and moderate-income neighborhoods and/or which promote the accessibility and mobility for the elderly and the disabled.

Public Improvements & Infrastructure 2: Support up to ten (10) other infrastructure projects including but not limited to, water/sewer projects, flood drain improvements, and other flood mitigation needs to principally benefit low- and moderate-income households.

Attachment B – Snohomish County Planning Policies

COUNTYWIDE PLANNING POLICIES

Cited in Evaluation Criteria
CDBG Public Facilities and Infrastructure Projects
Long Range Planning Division/PDS
2021 Program Year Funding Round

- DP-11 The County and cities should revise development regulations and incentives, as appropriate, to encourage higher residential densities and greater employment concentrations in Urban Growth Areas.
- DP-14 The County and cities should promote and focus new compact urban growth in urban centers and transit emphasis corridors.
- DP-15 The County and cities should adopt policies, development regulations, and design guidelines that allow for infill and redevelopment of appropriate areas as identified in their comprehensive plans.
- DP-32 Jurisdictions should design public buildings and spaces, transportation facilities, and infrastructure so they contribute to livability, a desirable sense of place and community identity.
- DP-33 Jurisdictions should develop high quality, compact urban communities that impart a sense of place, preserve local character, provide for mixed uses and choices in housing types, and encourage walking, bicycling, and transit use.
- PS-13 Jurisdictions should adopt capital facilities plans, and coordinate with other service providers, to provide the appropriate level of service to support planned growth and development in Urban Growth Areas.
- TR-4 The County and cities shall provide transportation facilities and services that support the land use elements of their comprehensive plans, including roadway capacities and non-motorized options together with public transportation services appropriate to the designated land use types and intensities by:
- a. Maintaining and improving existing arterials, neighborhood streets, and associated pedestrian, bicycle, and transit infrastructure in order to promote safe and efficient use for all modes; and
 - b. Providing adequate access to and circulation for public service and priority for public transportation vehicles will be part of the planning for comprehensive plan land use designations and subsequent development as appropriate.
- TR-5 The County and cities together with the Washington State Department of Transportation should develop consistent transportation design standards for urban and rural areas throughout the County that address public transportation, roadways, ferries, walkways, bikeways, and access for people with disabilities, low-income and special needs populations, and that recognize differences among communities by: [...]

- TR-15 The County and cities shall maintain, preserve and operate the existing transportation systems in a safe and usable state. The County and cities should collaborate on maintenance, management, predictable funding and safety practices that:
- a. Maintain and operate transportation systems to provide safe, efficient, and reliable movement of people, goods, and services;
 - b. Protect the investment in the existing system and lower overall life-cycle costs through effective maintenance and preservation programs;
 - c. Reduce the need for some capital improvements through investments in operations; pricing programs; demand management strategies, and system management activities that improve the efficiency of the current system;
 - d. Improve safety of the transportation system and, in the long term, pursue the goal of zero deaths and disabling injuries;
 - e. Protect the transportation system against disaster by developing prevention and recovery strategies and coordinating emergency responses; and
 - f. Assess and plan for adaptive transportation responses to potential threats and hazards arising from climate change.
- TR-21 The County and cities, in cooperation with the Washington State Department of Transportation (as appropriate), shall coordinate in planning, designing programming, and constructing non-motorized transportation facilities in Snohomish County. The County and affected cities recognize a need for:
- a. Bikeway and walkway standards that are compatible among affected jurisdictions;
 - b. Joint planning to achieve continuous and/or direct bicycle routes between cities and major centers in Snohomish County and the region;
 - c. Joint planning for a safe system of bicycle and pedestrian facilities that link residential areas, schools, recreational areas, business districts, and transit centers and facilities; and
 - d. New development to accommodate non-motorized transportation facilities in its site planning.
- PS-16 The County and cities should encourage the location of new human services facilities near access to transit.
- HO-6 The County and cities should implement policies and programs that encourage the upgrading of neighborhoods and the rehabilitation and preservation of existing legally established, affordable housing, including but not limited to mobile/manufactured housing and single – room occupancy (SRO) housing.

Attachment C – 2020 HUD Income Limits

Household Size	30% Area Median Income	50% Area Median Income	80% Area Median Income
1	\$25,100	\$41,800	\$66,700
2	\$28,650	\$47,800	\$76,200
3	\$32,250	\$53,750	\$85,750
4	\$35,800	\$59,700	\$95,250
5	\$38,700	\$64,500	\$102,900
6	\$41,550	\$69,300	\$110,500
7	\$44,400	\$74,050	\$118,150
8	\$47,300	\$78,850	\$125,750

<http://www.huduser.org/portal/datasets/il.html>

Attachment D – Organizational Documentation Certification Form

ORGANIZATIONAL DOCUMENT CERTIFICATION FORM Non-Profit Organizations PY 2021 Snohomish County NOFA Application

Agency Name: _____

Each non-profit agency that applies for funds under this NOFA must email one electronic copy of this Organizational Document Certification Form (Attachment D) with all attachments, to OCHS.Mailbox@co.snohomish.wa.us marked as “Organizational Documents.” Applicants need only submit once for all applications submitted for this 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(s): _____