



SNOHOMISH COUNTY

HUMAN SERVICES DEPARTMENT

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT (OHCD)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

**Application for
MULTI-FAMILY RENTAL HOUSING MINOR IMPROVEMENT PROJECTS
(Projects with total costs not exceeding \$200,000)**

Program Year 2021

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Human Services Department

Table of Contents

GENERAL APPLICATION INSTRUCTIONS	iii
Application Instructions	iii
OVERVIEW OF CDBG PROGRAM REQUIREMENTS	iii
Program Description	iii
Eligible Applicants.....	iii
Eligible Professional Services Costs	iii
Location of Projects	iii
Faith Based Activities.....	iii
Project Eligibility / CDBG National Objective	iv
Affordability	iv
Duration of Low- and Moderate-income Benefits & Terms of Agreement	v
Forms of Financial Assistance	v
Performance Measures.....	v
Collection of Low- and Moderate-income Data.....	v
Annual Report.....	vi
FEDERAL REGULATORY REQUIREMENTS	vi
Acquisition, Relocation and Displacement	vi
Environmental Review	vii
Procurement	vii
Wage Rate Requirements/Prevailing Wages	viii
Section 3 of the Housing and Urban Development Act of 1968, As Amended.....	viii
Minority and Women Business Enterprise Participation	viii
Bonding	viii
Debarred Contractors	viii
Equal Opportunity	viii
Americans with Disabilities Act (ADA).....	viii
Conflict of Interest.....	viii
FUNDING CRITERIA	viii
Threshold Review & Evaluation Criteria	ix
APPLICATION	1
Application Authorization	1
Application Questions Section 1 through Section 9.....	2
Form 1 – Project Budget	11
Form 2: Proposed Rents and AMIs Served.....	12
ENVIRONMENTAL REVIEW SUPPLEMENTAL OVERVIEW	13
ENVIRONMENTAL REVIEW SUPPLEMENTAL APPLICATION	14
ATTACHMENT E-1	19
APPLICATION CHECKLIST	20

GENERAL APPLICATION INSTRUCTIONS

This application is limited to smaller, single-phase projects consisting of minor health and safety improvements or accessibility modifications to privately or publicly owned Multi-Family Rental Housing properties.

Organizations that are proposing projects with total costs exceeding \$200,000 should apply for HOME or other local funds under the Capital Multi-Family Rental Housing Projects Application during the spring of 2021.

Application Instructions

Use the Application Checklist (page 20) for ensuring that your application is responsive to all application requirements. Make sure the electronic copy has all of the required attachments and is in the same order as the hard copy. Place all attachments at the end of the application. For ease of copying, do not use tabs to separate parts of the application.

Information is available from the Snohomish County Office of Housing and Community Development (OHCD) by contacting Robei Broadous at (425) 388-7454 or robei.broadous@snoco.org.

OVERVIEW OF CDBG PROGRAM REQUIREMENTS

Program Description

This program is specifically designed for multi-family properties with smaller, single-phase projects that are in need of appropriate minor health and safety improvements and/or accessibility modifications necessary to ensure decent, safe, and sanitary long-term housing.

Eligible Applicants

The following types of organizations are eligible to apply for TAP CDBG funding:

- Non-profit organizations
- Housing Authorities
- Cities and Towns in Snohomish County except Marysville, Everett and the King County portion of Bothell
- Snohomish County Departments
- Other public agencies

Eligible Professional Services Costs

Non-profit organizations receiving CDBG funding are required to obtain an architect or an engineer to assist with project. This cost is reimbursable under CDBG for all non-profit organizations as long as all procurement requirements at 2 CFR 200 are followed.

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 Snohomish County residents outside of these areas in the same proportion that Snohomish County funds are represented in the overall project.

Faith Based Activities

Organizations that are religious or faith-based are eligible to participate in the CDBG program on the same basis as any other organization. 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

Rental housing activities that provide or improve permanent residential structures can only qualify as benefiting low-income households under the Housing criteria of the low- and moderate-income (LMI) benefit national objective. Household income must be calculated in accordance with 24 CFR 5.609 (commonly referred to as the “Part 5 (Section 8 Program) definition”). LMI means family or household annual income less than 80% of the area median income, as established by the Department of Housing and Urban Development (HUD).

For Rental Housing, the County’s 2020-2024 Consolidated Plan limits households assisted to at or below 60% of Area Median Income (AMI), with at least 90% of the units for households at or below 50% AMI.

HUD 2020 Income Limits

Persons in Household	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
Low-Mod Income (60% of median)	50,160	57,360	64,500	71,640	77,400	83,160	88,860	94,620
Very Low Income (50% of median)	41,800	47,800	53,750	59,700	64,500	69,300	74,050	78,850
Extremely Low Income (30% of median)	25,100	28,650	32,250	35,800	38,700	41,550	44,400	47,300

The general rule is that at least 51 percent of the units in each CDBG-assisted property are to be occupied by LMI households. When less than 51 percent of the units will be occupied by LMI households, CDBG assistance may be provided only if:

- Not less than 20 percent of the units will be occupied by LMI households at affordable rents, and
- The proportion of the total cost of developing the project to be borne by CDBG funds is no greater than the proportion of units in the project that will be occupied by LMI households.

Affordability

The County’s standard for affordability is the same as the federal affordability standard. Rental housing units are considered affordable when households pay no more than 30% of their income for rent and utilities. Rents may be set to address affordability for 1) households based on their individual incomes where each household pays no more than 30% of its income for rent

and utilities, or 2) households within specific targeted income groups where the rent, including utilities, is set at no more than 30% of 60%, 40%, or 30% AMI.

2020 Snohomish County Rent Limits

Number of Bedrooms	<u>30% AMI</u>	<u>50% AMI</u>	<u>60% AMI</u>
0	627	1,045	1254
1	671	1120	1344
2	806	1343	1612
3	931	1552	1863
4	1038	1732	2079

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 LMI persons 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 properties will provide long-term, continuous benefits to LMI persons.

All CDBG subrecipients must be both able and willing to establish a legally binding public interest. Ownership by a government agency creates the required public interest. 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. The project must remain in the LMI use for a specified period of time. Agencies shall be required to meet the terms and conditions of the County’s Agreement as follows:

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

Forms of Financial 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 term of the grant.

Performance Measures

Snohomish County’s OHCD has selected the following HUD objective, outcome, and outcome statement for housing capital projects:

- HUD Objective:** Decent Housing
- HUD Outcome:** Affordability
- HUD Outcome Statement:** Affordability for the purpose of providing decent affordable housing
- Outcome Indicator:** Multi-family Rental Units Rehabilitated or Improved

The organization will be required to collect the following data: Total number and income levels of households assisted, race and ethnicity, number of units occupied by elderly and/or female head of household, number of units brought from substandard to standard condition, number of units qualified as Energy Star, number of units brought into compliance with lead safe housing rule (CFR part 35), number of units made accessible for persons with disabilities, and amount of money leveraged from other sources.

Collection of Low- and Moderate-income Data

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.

Annual Report

A report documenting compliance with federal regulations, low- and moderate-income household information, 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 approximately two-weeks after the end of the federal year.

FEDERAL REGULATORY REQUIREMENTS

CDBG regulations require applicants to comply with specific funding regulations. The following are some, but not all, of the federal requirements that may apply to a project:

Acquisition, Relocation and Displacement

Federally assisted projects are subject to the Uniform Relocation and Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) (42 U.S.C. 4601-4655), and the government wide implementing regulations issued by the Federal Highway Administration at 49 CFR Part 24.

Acquisition of real property, displacement and relocation resulting from the acquisition, rehabilitation, or demolition of real property for a federally or federally-assisted project are subject to the URA requirements. 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.

Displacement and Relocation

Relocation requirements apply to any type of project or program, receiving any amount of federal financial assistance that involves action upon occupied real property. 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 are carried out in compliance with the law and regulations. The required resources include provision for experienced, qualified, county approved relocation personnel. Past performance on compliance with the URA, will be considered when evaluating project feasibility.

Federal funding for acquisition or rehabilitation of occupied properties, both residential and commercial, where tenants may be displaced all require a detailed **Relocation Plan**. If temporary relocation is required for the project and tenants are temporarily relocated off-site, a detailed **Temporary Relocation Plan** is required.

Temporary and permanent relocation plan templates are available on the County's Application Web page at: <http://www.snohomishcountywa.gov/754/Housing-Projects>. Applicants are not required to use the temporary or permanent relocation plan templates but must incorporate the information requested in the template, in their relocation plan.

Demolition and Conversion

Section 104(d) Relocation Requirements ("Barney Frank Amendments" to Title I of the Housing and Community Development Act of 1974) requires one-for-one replacement of any occupied and vacant and can be occupied by LMI dwelling units that are demolished or converted to a use other than LMI housing, and mandates the provision of relocation assistance to any lower-income person displaced as a direct result of these activities when assisted with federal funds.

If your project involves acquisition, rehabilitation, or demolition of real property, contact the Relocation Specialist, Debra May, before submitting an application at 425-388-3264 or Debra.may@snoco.org. Even if there is no plan to displace tenants, other URA requirements may be triggered.

Environmental Review

ONCE AN APPLICATION HAS BEEN SUBMITTED TO OHCD FOR FUNDING, NO CHOICE LIMITING ACTION (CONTRACT EXECUTION, ACQUISITION, PROCUREMENT, 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) under 24 CFR part 58.4, 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 (usually by mid-May), and may take anywhere from 40 to 120 days to complete or more, depending on the project scope.

Environmental review of a project must consider the cumulative impact of a project. Cumulative impact 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 environmental review and clearance are complete. Commitment to a project or program before clearance could disqualify the proposal from funding consideration if there prove to be environmental issues which delay or prevent clearance.

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

Procurement

The use of CDBG funds requires compliance with Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200. The County requires review and approval by OHCD of any procurement documents to ensure compliance with all federal requirements before finalization.

Procurement is to be done competitively, although a number of methods are allowed, depending on the scope of the procurement. These include sealed bids for construction work, request for proposals or qualifications for professional services, and small purchase methods. Non-competitive awards may be allowed, only with prior written approval from OHCD, when none of the other methods is possible due to the services being available only from one source, services are needed on an emergency basis, or other methods were tried without sufficient response.

Organizations using CDBG funds to pay for professional services must comply with federal procurement requirements (architects, engineers, etc.). Organizations that wish to select a professional firm through a negotiated bid or other process must obtain advance written approval from OHCD.

Wage Rate Requirements/Prevailing Wages

- Davis-Bacon and Related Acts (DBRA) requirements will apply if the project contains 8 or more units; and
- State Prevailing Wage requirements per RCW Chapter 39.12 will apply for all work performed using federal, state, and/or local funds.
- When both Davis-Bacon and state prevailing wages are applicable to a project, all contractors and subcontractors must pay the higher of federal or state prevailing wages to all laborers and mechanics.

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

The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD financial assistance is directed to low- and very low-income persons to the greatest extent feasible. In accordance with the Snohomish County Section 3 Plan, solicitation of Section 3 businesses is required for any construction contract of \$100,000 or more and is encouraged for contracts of lesser amounts. The Section 3 Plan also requires contractors/subcontractors to follow a specific hiring plan in order to target Section 3 residents.

Minority and Women Business Enterprise Participation

The County is required to take affirmative actions to allow Women- and Minority-Owned Business Enterprises (WMBE) to benefit from federal funds. The County passes this requirement on to funded Agencies, which must make a good faith effort to employ WMBE firms when implementing projects/programs. These efforts can include advertising for professional services or construction contractors in minority publications, notifying WMBE firms directly of employment opportunities, or requiring that contractors hire WMBE subcontractors. Solicitation of MBE firms is required during procurement for any construction contract of \$50,000 or more.

Bonding

Performance and Payment Bonds in the full amount of the construction contract are required.

Debarred Contractors

Federal funds may not be used to directly or indirectly employ any contractor or subcontractor during any period of debarment or suspension from federal awards per 2 CFR part 180.

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.

Americans with Disabilities Act (ADA)

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

Conflict of Interest

Entities must comply with applicable federal, state, and/or local limitations regarding who can benefit from contracts.

FUNDING CRITERIA

Threshold Review and Evaluation Criteria

The following document is the Threshold Review and Evaluation Criteria. The Threshold Review 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 Multi-Family Rental Housing Minor Improvement funds can receive a maximum of 105 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

**CDBG GRANTS FOR
MULTI-FAMILY RENTAL HOUSING MINOR IMPROVEMENT PROJECTS
THRESHOLD REVIEW & EVALUATION CRITERIA**

**PROJECT:
PROJECT SPONSOR:**

Applications must be consistent with the Snohomish County Housing and Community Development Consolidated Plan and comply with CDBG regulations.

Threshold and Evaluation Criteria Review, plus Threshold Bonus Points, will be completed by OHCD staff and included in the material 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 Consolidated Plan Strategies and Objectives for 2020-2024 (Appendix B)	<input type="checkbox"/>	<input type="checkbox"/>
C. If project serves homeless persons, project is consistent with a goal in the Snohomish County 10-Year Plan to End Homelessness or the Homeless Policy Task Force Action Plan	<input type="checkbox"/>	<input type="checkbox"/>
D. 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"/>
E. Application is complete and submitted on time; all applicable documents noted on the Application Checklist are included with the submission.	<input type="checkbox"/>	<input type="checkbox"/>

Application Meets Threshold Criteria:	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

If Yes, Proceed to Evaluation Below.

EVALUATION CRITERIA

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

Total points for all types of applications include applicable bonus points, plus points assigned. There are five criteria sections which will be rated on a scale of 0 to 5 as outlined below.

1. **COMMUNITY NEED AND BENEFIT -**

a) ***Needs/Gap Assessment (Weighted 3x)***

POINTS: _____

The project is structured to adequately and appropriately address the unmet need identified for the target population. Documentation is provided demonstrating that the project's scope will not exceed or overfill the existing gap/need in community and provides options otherwise not available.

0 = Project impact on existing gap/need in community not addressed

1 = Mentioned a gap/need but did not provide any evidence of the scope to which this project will fill it

3 = Mentioned that there was a gap/need in the community and some statistics but reviewer had to infer that the project would not exceed it

5 = Provided clear and detailed description of gap/need in the community as well as a detailed description with statistics, and a well-developed approach to how this project will effectively address this need

b) ***Health and Safety Improvements (Weighted 3x)***

POINTS: _____

Organization establishes that the project or program targets health and safety needs.

0 = No mention of health and safety need

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

3 = Provided some statistics that partially documented health and safety need

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

c) ***Accessibility Modifications (Weighted 3x)***

POINTS: _____

Organization establishes that the project or program targets accessibility needs.

0 = No mention of accessibility need

1 = Mentioned that there was an accessibility need but did not provide any evidence

3 = Provided some statistics that partially documented accessibility need

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

Total Points: Community Need and Benefit _____

(Max = 45)

2. PROJECT SOUNDNESS -

a) *Project Scope*

POINTS _____

Project/program design and scope of work are thorough, consistent and feasible and respond to a locally identified housing need, with project design and management or services, if applicable, appropriate to the proposed target population.

- 0 = Scope of work/project design is not feasible or clearly/fully developed; project does not respond to a documented local housing need
- 1 = Scope of work/project design not fully identified or not appropriate for proposed population, or; project partially responds to a documented local housing need
- 3 = Scope of work is feasible as presented; project partially responds to a documented local housing need OR project responds to a local need for which only partial evidence is presented
- 5 = Scope of work/project design is well developed, thorough and appropriate for the intended population; project fully responds to a documented local housing need; evidence and data of need are clearly presented

b) *Consistency with Community Development*

POINTS _____

The project is designed to serve those households where there is a demonstrated need locally and/or addresses underserved populations identified in the Consolidated Plan, 10 Year Plan to End Homelessness, Comprehensive Plan/Housing Element, and other relevant plans; provides sufficient documentation to establish the need and the lack of viable options for the proposed population; targets priority underserved populations.

- 0 = Provided no documentation of the acuteness of the need
- 1 = Little documentation provided of the acuteness of the need
- 3 = Provided some statistical data or recognized study documenting the acuteness of need and benefit
- 5 = Provided clear and detailed description of needs supported by detailed and referenced current statistics, that the project addresses unmet local needs or Consolidated Plan targets, or other relevant plans, and effectively identifies the lack of sufficient alternatives for this population

c) *Marketing & Outreach*

POINTS _____

Applicant has a marketing plan that, when implemented, will assist in reaching the target population for the program, including affirmative marketing provisions.

- 0 = Marketing plan describing client recruitment not provided
- 1 = Identified the target populations to be recruited, but provided no information on how this will happen
- 3 = Identified general marketing efforts, but lacked details for affirmative marketing or reaching specific targeted populations
- 5 = Provided detailed description of the client recruitment plan/marketing and affirmative marketing plan with realistic timelines for recruitment activities

Total Points: Project Soundness _____ (Max = 15)
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3. FINANCIAL FEASIBILITY -

a) *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 or are inconsistent and inaccurate
- 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 was provided; proposed estimates and costs are reasonable; AND all forms are consistent, accurate and program is realistic and well developed

b) *Consistency with Affordability Requirements*

POINTS: _____

There is demonstrated capacity to serve and document income eligibility for program participants.

- 0 = No information provided to demonstrate affordability requirements or income eligibility documentation are met
- 1 = The program does not demonstrate or has little experience with income eligibility documentation
- 3 = Some evidence provided demonstrating experience with income eligibility documentation
- 5 = Clear evidence provided of prior experience with income eligibility documentation

c) *Additional Funding*

POINTS: _____

The project leverages other federal, state, local, or private resources.

- 0 = Did not mention additional funding or resources that had been leveraged.
- 1 = Vague mention that other funding or resources had been leveraged but no clear evidence that monies or resources were secured.
- 3 = Partial evidence showing that additional funding or resources were secured.
- 5 = Evidence clearly shows that additional funding or resources were secured.

Total Points: Financial Feasibility _____ (Max = 15)

4. READINESS TO PROCEED -

a) *Project Timeliness (Weighted 2x)*

POINTS: _____

Applicant demonstrates the ability to realistically schedule project milestones or does not consider impact of circumstances that may delay completion of the project in a timely manner.

- 0 = Proposed timeline not provided or incomplete

- 1 = Provided a proposed timeline that is not realistic and/or did not address impacts of possible delays
- 3 = Provided a reasonable proposed timeline with minimal description of how possible delays will be addressed
- 5 = Provided a detailed timeline; clearly identified all possible delays that would prohibit expenditure of funds or project completion AND clearly identified a detailed plan for addressing these barriers

b) Fund Expenditure **POINTS: _____**
(Weighted 3x for Homeowner Repair/Rehabilitation Programs)
(Weighted 2x for Multi-Family Rental Housing Minor Improvements)

c) Applicant demonstrates the ability to realistically expend funds in a timely manner.

- 0 = Proposed schedule for activities and expenditure of funds not provided or incomplete
- 1 = Proposed schedule for activities and expenditure of funds not realistic
- 3 = Reasonable proposed schedule for activities and expenditure of funds provided
- 5 = Provided a full detailed and realistic description of the draw down expectation, and provided a plan and schedule by funding source, as well as having a demonstrated history for drawing down funds successfully over the past two years

Total Points: Readiness to Proceed _____
 (Max = 25 for Homeowner Repair/Rehabilitation Programs)
 (Max = 20 for Multi-Family Rental Housing Minor Improvement Projects)

5. ORGANIZATIONAL CAPACITY –

a) Staffing Capacity **POINTS: _____**

Applicant demonstrates that it has adequate staffing with relevant experience to successfully complete and sustain the project or program, given its complexity.

- 0 = No qualified and experienced staff identified
- 1 = Not clear if there is sufficient experienced staff to complete and sustain the project/program
- 3 = Some qualified and experienced staff identified; but appear to lack extensive or applicable experience
- 5 = Clear identification of sufficient and qualified, experienced staff necessary to complete and sustain the project or program.

b) History of Project Management **POINTS: _____**

Applicant demonstrates the ability to successfully implement, manage and sustain the project, given its complexity, and comply with Federal and local funding requirements in a timely manner, and within budget. Applicant has identified the capacity to comply with labor standards, Section 3, acquisition and relocation requirements, among others, as applicable.

- 0 = No identification of previous project management experience
- 1 = Insufficient project management experience with projects of this complexity identified
- 3 = Some project management experience identified; may lack extensive experience or relevant experience for projects of this complexity
- 5 = Provided clear and complete evidence of successful project management of projects of similar complexity, with all relevant details included (e.g., timelines, budget adherence, funding requirements, deliverables)

c) *Financial Management Capacity*

POINTS: _____

Applicant has identified the ability and experience to develop realistic project/program budgets and successfully manage costs to budgets. Applicant has appropriate financial management capacity as indicated by audited financial statements and agency budget. Any audit findings of the organization have been resolved prior to submission of application.

- 0 = Financial management capacity not identified; agency budget and financial statements not provided
- 1 = Did not clearly identify sufficient financial management capacity
- 3 = Some financial management capacity identified; may lack identification in all relevant areas of financial management
- 5 = Provided clear and complete evidence of financial management capacity; all necessary audited financial statements and agency budget provided; ability to develop realistic project budgets and operating proformas, as applicable, or program budgets, and manage project costs; completed projects operating successfully

d) Data Collection and Outcomes Reporting

POINTS: _____

Applicant demonstrates that it has the capacity and data collection resources to comply with federal and local performance outcomes reporting requirements.

HMIS Mandated Projects	- Data Collection - (as applicable) and/ or WBARS, Annual reports, or data collection
0 = Did not mention data entry into HMIS	0 = No identified experience providing Combined Funders or other annual reports, audits, WBARS, local/federal outcomes, etc.
1 = Mentioned that data would be entered into HMIS but did not describe what or how	1 = Identified some capacity for data collection and outcomes reporting but did not specify how this would be done; lacks experience with required annual reporting, WBARS, audits
3 = Mentioned the data elements that would be entered into HMIS but did not provide how or when this would be done or who would do this	3 = Identified the federal and local performance outcomes that needed to be reported but did not provide a plan for the collection of data for these. Experience providing annual reports, WBARS, audits, but has issues with compliance or corrective actions.
5 = Provided a clear description of the data elements that would be entered into HMIS AND how and when this would be done AND who would be responsible for data entry	5 = Provided clear and complete description of all federal and local outcomes reporting requirements as well as a description of the data collection tools and procedures that would be utilized to gather the evidence needed for reporting on these outcomes. Provides timely annual reports, audits, WBARS and is responsive to corrective actions.

Total Points: Organizational Capacity _____ (Max = 20)
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BONUS POINTS:

- I. ***NON-SMOKING POLICY (For Multi-Family Rental Housing Minor Improvement Projects only) Apply 5 point bonus if applicant has demonstrated that it has a non-smoking policy for the proposed property. The policy must meet all of the following criteria to receive the bonus points:***

Non-Smoking Policy

- 0= Non-smoking policy not provided, or the policy does not address all of the following criteria.
- 5= Provided a detailed non-smoking policy that addresses all of the following criteria:
- a) The non-smoking policy must be available in writing
 - b) The non-smoking policy must apply to all residential dwellings and common areas (community room, utility room, etc.) associated with the project
 - c) The non-smoking policy must be consistent with all local, state and federal laws or ordinance associated with tobacco smoking in residential and public areas
 - d) The applicant's non-smoking policy must outline a resident/occupant outreach plan that verifies that tenants have been made aware of the non-smoking policy on the premise and that notices of such a policy is or will be available in common areas of the residential building, if the property has common areas

Non-Smoking Policy Bonus Points (0 or 5) _____

**TOTAL ALL POINTS _____
(Max = 120)**

ORGANIZATIONAL DOCUMENT CERTIFICATION FORM
Non-Profit Organizations
PY2021 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 with all attachments to OCHS.Mailbox@co.snohomish.wa.us marked as "Organizational Documents." Applicants need only submit this once for all Applications in the NOFA. (Note: Specific Applications may have additional submittal requirements to be enclosed with that particular Application.)

The following organizational documents are enclosed:

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

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

- 6. Current Organizational chart, including related or subsidiary entities and to-be-established entities (e.g. limited partnerships, LLCs, general partner entities, etc.)
- 7. Current Management Team information, including resumes of Executive Director, Chief Fiscal Officer and Chief Program Administrator
- 8. Current Year Operating Budgets
- 9. Most recent two years audits, with management letter, or financial statements if audits not required.
 - Year ending _____
 - Year ending _____
- 10. Tax return 990 forms for the last two years
 - Year ending _____
 - Year ending _____
- 11. Organizational Document Certification Form

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

Signature: _____ Title: _____

Name: _____ Date: _____

Organization: _____ Project: _____

Application Questions Section 1 through Section 9

Section 1 - PROJECT SUMMARY

Applicant:

Project Name:

CDBG Funds Requested:

Project Summary and Financial Structure:

Target Population and Project Need:

Status of current OHCD awards: (include grant number, amount, and unexpended balances remaining as of November 4, 2019)

Section 2 - ELIGIBLE ACTIVITIES

Housing Stock Status (check one):

<input type="checkbox"/>	Existing Privately Owned
<input type="checkbox"/>	Existing Publicly Owned

Project Activities (check all that apply):

<input type="checkbox"/>	Health & Safety Improvements
<input type="checkbox"/>	Accessibility Modification

Target Populations (check all that apply):

<input type="checkbox"/>	Families
<input type="checkbox"/>	Individuals
<input type="checkbox"/>	Special Needs

Number of Units per Special Needs Populations:

Units	Beds	Population
		Mentally Ill
		Developmentally Disabled
		Domestic Violence
		Elderly
		Homeless
		HIV/AIDS
		Alcohol/Substance Abuse
		Farmworker
		Youth Under Age 21
		Other

Section 3 - NEED FOR PROJECT

- 1. Describe the nature of the problem or need this project is designed to address.**
- 2. Describe how the project will address the identified gap or need without exceeding or overfilling the existing need or supplanting current project funding.**
- 3. Describe how the project will improve health and safety conditions for the residents.**
- 4. Describe how the accessibility modifications will benefit the residents.**

Section 4 - PROJECT DESCRIPTION

1. Provide a detailed, complete description of the proposed project.

2. Provide a description of the type of households to be served and any known special characteristics. (i.e., age, disabilities, special needs, etc.).

3. Does the project contain any non-residential space not dedicated for the sole use of the project's residents such as commercial space?
 - a. If so, describe the non-residential space and its intended use

 - b. Will this space generate any income for the project?

4. Has a Capital Needs Assessment (CNA) been completed? If yes:
 - a. What date was the CNA completed?

 - b. Are there any concerns that may affect maintaining the property long term? If yes, describe the concerns and how the project sponsor will address and budget for the concerns.

5. Will there be any temporary relocation of tenants? If yes, please explain. If tenants are temporarily relocated off-site, provide a copy of the temporary tenant relocation plan.

6. Will there be permanent relocation of tenants? If so, provide a copy of the tenant relocation plan.

Section 6 - FAIR HOUSING COMPLIANCE AND TENANT OUTREACH

1. Describe how compliance with fair housing laws will be applied to the proposed project.
2. **AMERICAN DISABILITIES ACT (ADA) AND SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED (504).** Under the ADA and Section 504 of the Rehabilitation Act, an agency receiving government funds for a housing project or program must provide the required types and numbers of units to meet ADA requirements. If an ADA accessible unit is not provided within the project being funded, the agency must have another ADA accessible unit available that has the same level of services in the project being funded. Describe how the proposed project meets the ADA and 504 accessibility requirements.
3. Describe the outreach and affirmative marketing methods your agency will utilize to identify and solicit applications from eligible households, particularly those who are not likely to apply for assistance.

Section 7 - PROJECT COSTS AND AFFORDABILITY

- 1. Submit a completed Project Budget – Form 1 (page 11)**
- 2. Provide a copy of the construction cost estimate.**
- 3. How were construction costs determined to be reasonable?**

- 4. Is the agency contributing any funds to the project? Describe source(s) of funds.**

- 5. Do you have a commitment for rental assistance to any units in the project?**

- 6. If you answered yes to number 4 above, provide the following:**
 - a. Type of rental assistance**
 - b. Number of units receiving rental assistance**
 - c. Number of years remaining on rental assistance contract**
 - d. Is the project currently required to restrict rents?**
 - i. If yes, provide the date the restriction is set to expire**

- 7. How will rents be set for households?**
 Based on their individual incomes
or
 Within specific targeted income groups

- 8. Submit a completed Form 2 (page 12) – Proposed Rents and AMIs Served.**

- 9. How will you ensure rent affordability through the use restriction period? (5 to 20 years depending on award amount)**

Section 8 - READINESS TO PROCEED

1. Are there any known issues or circumstances that may delay the project? If so, describe the issues and include an outline of steps that will be taken and the timeline needed to resolve the issues. (Any “Yes” responses on the Environmental Review Supplemental Overview may cause project delays and should be described here).

2. If the agency is contributing funds to the project, have the funds been committed? If not, provide a commitment timeline.

3. Projects awarded funding are expected to be “shovel ready” and completed within 12 months of receiving a contract. 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. Based on the estimated funding schedule, please complete the following chart, paying close attention to the existing desired beginning and end dates:

	Projected Date
The Organization provides necessary information to OHCD to allow staff to complete the environmental review:	May 15, 2021 to July 15, 2021
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	

Section 9 - PROJECT SPONSOR

1. How many years has the agency/program been in business? _____

2. Describe the sponsor's corporate status (nonprofit, Municipal Corporation, local government).

_____ Non-profit agency

_____ Municipal Government

_____ Other local government: Indicate type _____

4. Provide responses to the questions below.
 - a. Describe the experience of each of the key project management staff.
 - b. Describe the ability and experience of the organization's staff in federal grant management and include knowledge of procurement, Davis-Bacon and Related Acts (DBRA) and state prevailing wage requirements, Section 3, and MBE.
 - c. Describe the ability and experience of the organization's staff in regards to development of realistic project/program budgets and successful management of costs to budgets.
 - d. Describe how the organization will generate and maintain the records and financial reports required by the County and HUD to document the appropriate use of funds you may be granted.
 - e. Describe the financial stability of the organization, including any recent audit findings and how your agency is resolving them.
 - f. Describe the organization's experience with income verification including information collected, required documentation, and third party verifications.
 - g. Describe how the organization has the capacity and data collection resources necessary to comply with federal and local performance outcomes reporting requirements.
 - h. Describe how the organization will operate and maintain the project. Provide a copy of the organization's management plan or program manual.
 - i. Submit a copy of your organization's procurement policies and procedures.

4. **Non-Smoking Policy. Applications with a non-smoking policy that meets the County requirements may receive bonus points.** Please attach a copy of your policy for the proposed project and demonstrate how it meets the stated criteria.

Form 1 – Project Budget

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

NOTE: THIS ENVIRONMENTAL SUPPLEMENT MUST BE SUBMITTED FOR ALL HOMEOWNERSHIP PROGRAMS THAT INCLUDE PROPERTIES TO BE BUILT OR ARE UNDER CONSTRUCTION AND ALL HOUSING CAPITAL PROJECTS.

You **are not** required to complete this section if you are submitting an application for Homeowner Minor Home Repair and Rehabilitation programs, Homeownership Assistance programs for existing homes, or Operations and Maintenance programs.

Please contact the, Robei Broadous, at 425-388-7454 or robei.broadous@snoco.org if you have any questions related to environmental issues.

Information necessary to complete this environmental section may 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 planned project / construction activities, regardless of what funding will be used. Provide a clear explanation of any ground disturbing activities (please limit to space provided):

Provide detailed impervious surface information:

- a. Existing square footage: _____
- b. Additional square footage: _____
- c. Total square footage after construction: _____
- d. 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) 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

If you do not have a legally binding contract/agreement in place and dated prior to the submission date of your application, 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: _____

Complete Street Address: _____

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.

- 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 the 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 known 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. **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 your determination was made.**
 Yes No

PART III

Attach the following documents with the application FOR ALL PROJECTS:

- ◆ Copy of the current Thomas Guide page or other similar detailed 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 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 the street address, city, and state in the search box on the left side 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

1. Applicant Authorization and fully completed application for funding
2. Form 1 - Project Budget
3. Form 2 – Proposed Rents and AMIs Served
4. Copy of Board/City Council minutes or Board/City Council Resolution approving submission of the application for funding and designating an authorized individual to negotiate and contractually bind agency
5. Non-Smoking Policy
6. 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 letter, or financial statements
 - j. Tax return 990 for last two years
 - k. Signed Organizational Document Certification Form (page xvi)
7. Cost estimates
8. Procurement policies and procedures
9. Architectural drawings (if available)
10. Construction specifications (if available)
11. Appraisals (if applicable and available)
12. Relocation Plan (if applicable)

Environmental Supplement

13. Fully completed Environmental Review Supplemental Application with supporting documentation for questions in Part II, sections A through G
14. Copy of current Thomas Guide or similar map page site location marked
15. County Assessor Property Record
(<http://www.snohomishcountywa.gov/assessor>)
16. Copy of current Unanticipated Discovery Plan (if project includes ground disturbance of any kind)
17. FEMA Flood Map with site location marked
(<https://msc.fema.gov/portal/search>)
18. Environmental Protection Agency Map with site location marked
(www.epa.gov/enviro/)
19. Department of Ecology Map with site location marked
(www.ecy.wa.gov/programs/tcp/ust-lust/tanks.html)
20. Maps showing measurements from site (per Section E. 1, 2, & 3)
21. Signed zoning confirmation letter (if the project requires a zoning change)

- 22. Detailed history of the property use
- 23. All available project and site studies
- 24. Photographs or aerial photos of existing site
- 25. Site Plans and drawings (no larger than 11 x 17) if available
- 26. If available, Phase I Environmental Site Assessment. If not available, OHCD staff will advise if required
- 27. Hazardous materials survey/assessment summary (if applicable)