

SNOHOMISH COUNTY
2021 FIRST-TIME HOMEBUYER PURCHASE ASSISTANCE
APPLICATION ADDENDUM

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First-time Homebuyer Purchase Assistance Project Application Checklist

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

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

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

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

Attachments 1

ORGANIZATIONAL DOCUMENT CERTIFICATION FORM

Non-Profit Organizations

PY2021 Snohomish County Notice of Funding Availability (NOFA) Application

Agency Name: _____

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

The following organizational documents are enclosed:

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

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

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

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

- Year ending _____
- Year ending _____

10. Tax return 990 forms for the last two years

- Year ending _____
- Year ending _____

11. Organizational Document Certification Form

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

Signature: _____ Title: _____

Name: _____ Date: _____

Organization: _____ Project: _____