



Snohomish County

Council Office

MS #609

3000 Rockefeller Avenue

Everett, WA 98201

(425) 388-3559

February 15, 2022

Snohomish County is accepting applications for small capital projects partnership (SCPP) grants until April 30, 2022. This Council sponsored initiative is an opportunity to make real differences in our community.

“I’m proud to partner with our local communities to address community needs and invest in improvements that benefit our residents,” said Council Chair Megan Dunn.

“This is a great way for the County to partner with local cities and organizations to help fund community projects,” added Council Vice Chair Jared Mead. “I am glad we are able to continue this program.”

“These grants have been helpful to organizations and cities in my district,” said Councilmember Stephanie Wright. “Even the smallest project can bring lasting benefits to our communities, and we’re proud to be part of that.”

These projects must be submitted by both the applicant group and a public entity, as a joint project. SCPP grant projects can be greatly successful with proper planning and cooperation between all parties.

Project proposal will be evaluated against criteria including: the application’s completeness, the proposed project’s consistency with funding limitations imposed by the State of Washington for Real Estate Excise Tax (REET) funds, the proposed project’s feasibility and timing to implementation (including any funding and/or permit issues), the availability of matching funds, the availability of in-kind materials and labor, the applicants’ demonstrated success in completing similar projects, and other relevant information demonstrating the proposed project’s value, readiness, and benefit.

“This program is a great opportunity for Snohomish County to team up with local partners on projects which benefit our community,” said Councilmember Nate Nehring.

“It is great to see our County investing in projects that benefit our local communities,” added Councilmember Sam Low.

These grants are issued on a reimbursement basis only. Work on the project must be completed before the grant money will be issued.

Questions regarding the program can be directed to Jim Martin, Office of the Snohomish County Council, at (425) 388-6250, or at james.martin@snoco.org.



**SNOHOMISH COUNTY, WASHINGTON
2022 SMALL CAPITAL PROJECTS PARTNERSHIP (SCPP) GRANTS**

Overview, Schedule, and Contents

The **Small Capital Projects Partnership (SCPP)** provides supporting funds for small capital projects within Snohomish County. Funding is provided by the Real Estate Excise Tax 2 (REET 2) Fund. To be eligible for funding, applicant organizations must partner with a public entity on whose land the field or facility is located. Public entities include: school districts, park districts, utility districts, county and cities. The application is submitted by both the applicant group and the public entity. The goal of the program is to award grants across Snohomish County.

Successful SCPP Grant projects consist of good planning and cooperation between the parties. The ability to demonstrate community need and impact of the project, and the ability to manage and complete the project in a timely fashion within budget are key elements of a strong application. Please carefully read all policies and application materials before you begin filling out the application. The application may be filled out electronically and saved. A hard copy original and three copies must be submitted. Please also include a completed W-9 with your application.

Applications are due April 30, 2022 before 5PM. Proposals will be evaluated against criteria, the primary one being that the project must meet the restrictions for REET 2 funds. REET 2 can be used for “planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.” (See RCW 82.46.035(5)). Note that land acquisition, facilities repair, maintenance or restoration are not qualifying uses of REET 2.

Additional criteria include: expectation that the project will be completed, and funds expended, by December 31, 2022; availability of matching funds; the availability of in-kind materials and labor; the applicants’ demonstrated success in completing similar projects; and other relevant information demonstrating the proposed project’s value, readiness, and benefit. Projects must be included on the agency’s Capital Improvement Plan for 2022. Preference will be given to projects that have not received SCPP awards in two of the last three years. Project agreements will be approved by the Snohomish County Council and executed by the Council Chair. Funding for project initiation will be available to selected applicants as a reimbursement for actual expenses incurred, not to exceed the amount awarded. Copy of County contract is included, and may not be amended.

Please submit the original application to the following address by April 30, 2022 at 5 PM:

Snohomish County Council Offices

Attention: Jim Martin

3000 Rockefeller Ave, M/S 609

Everett, WA 98201

Or to: james.martin@snoco.org

Please Note: Funds can only be awarded to organizations in Snohomish County, Washington.



**SNOHOMISH COUNTY, WASHINGTON
2022 SMALL CAPITAL PROJECTS PARTNERSHIP (SCPP) GRANTS**

Please read through this application form carefully before starting to fill it out; the instructions are on it. Be thorough, but brief. Excessive use of appended materials (beyond those requested in the application) is neither encouraged nor is to your advantage.

1. Public Entity Co-applicant Agency and Address:	2. Authorized Signature Approving Application Submittal:
(Agency Name)	Signature
(Address)	Name and Title
(City) (Zip Code)	
Project or Grant Manager: This must be someone available to answer questions about the project.	Name
Phone:	Email:

3. Co-Sponsoring Organization Name and Address:	Authorized Signature of Co-Sponsoring Organization
(Agency Name)	Signature
(Address)	Name and Title
(City) (Zip Code)	
Project Contact Person:	Name
	Phone
	Email

4. Title of Proposed Project--be concise but descriptive, e.g., Oak Tree Park Basketball Court:

5. Project Location--provide an address and enough information for staff to find the specific project location:



6. Project Cost:

	(a)	SCPP Grant funds requested	\$	
	(b)	Total match/Supporting entity contribution	\$	
	(c)	Total Project Cost:	\$	

7. Project Description

Describe the SCPP Grant Project for which funding is requested. Provide a thorough Scope of Services detailing how the funds will be used and how they relate to a master plan if the funds do not complete the project:



8. Neighborhood/Community Impact

The project's impact should include: **(1)** an explanation of how existing facilities in your service area are inadequate, in disrepair, scarce, or cannot meet the needs of your organization's members and area in general. Pictures may be included. You must define Service Area in your explanation; and **(2)** how the proposed project will remedy the above described situation. (For example: What field conditions will change or be improved as a result of this funding? How will this affect usability?)

Maximum points will be awarded to projects addressing a high priority neighborhood/community facility need. A project will not receive points if the need for the project is not documented. Evaluators will consider proposed project in context of existing facilities.

9. Proposed Project Management

Please describe how this project is carefully planned and clearly ready to proceed as soon as a grant award is available. The elements of a good plan include: a well-defined scope of work, clear and measurable objectives, activities that will accomplish the objectives within a detailed time frame, indication that the applicant has provided for any specialized knowledge or expertise necessary to accomplish the objectives, and evidence that there is well-established coordination between the joint applicants. Any necessary permits need to be identified and steps taken to obtain them noted, including schedule (e.g., timeline to obtain them).



10. Proposed Project Design

Please describe how the proposed project is well designed (site plans, drawings, and/or pictures are encouraged). Maximum points will be awarded to projects that are thoughtfully designed and consider the following elements: meeting current and future needs, appropriate and quality materials, potential phasing, efficiencies, maintenance, aesthetics, space relationships, and sustainable or green design.

11. Insurance Coverage - Funded project Public Entity Co-sponsors will be asked to provide proof of the following insurance coverage.

Please check the appropriate box below to indicate if your organization can obtain each type of coverage. (Waivers may be granted in some instances.)

	Agency can obtain this coverage	Agency cannot obtain this coverage
(1) <u>Public Liability Insurance</u> - \$1,000,000 personal injury and property damage	_____	_____
(2) <u>Worker's Compensation Coverage</u> - as required by the State of Washington	_____	_____
(3) <u>Professional Liability</u> - Only required when providing professional services, \$1,000,000 errors and omissions.	_____	_____
(4) <u>Self-Insured</u> - Public entities only		

HAVE YOU...

- | | | |
|--|-----------|----------|
| (1) Answered all questions in the form? | _____ Yes | _____ No |
| (2) Attached all necessary attachments including copy of agency CIP, W-9, draft Contract or letter of intent to enter into Contract? | _____ Yes | _____ No |
| (3) Signed the application (authorized representative)? | _____ Yes | _____ No |
| (4) Made copies of the application to be given to each person named on page 3 of the application and prepared <u>one original and three copies for submittal</u> ? | _____ Yes | _____ No |

Please submit the original application and a completed W-9 to the following address by April 30, 2022 at 5 PM:

Snohomish County Council Offices

Attention: Jim Martin
 3000 Rockefeller Avenue, M/S 609
 Everett, WA 98201-4046
 Or to:
james.martin@snoco.org