

2021-2023 Capital Budget Working Papers

Grantee: Snohomish County
Project Title: Snohomish County Food and Farming Center
(Everett)
Contract Code: S22174
Net Grant Amount: \$2,500,000.00

Instructions:

Before you can receive funds, a contract will need to be executed between your organization and the state. Contract development generally takes four to six weeks once you have met all pre-contracting requirements. Please follow these steps to get the process started:

1. Completely fill out the survey questions by typing your responses in the electronic version of this form;
2. Have the Grantee Certification (last page) signed by the person authorized to sign contracts for your organization;
3. Attach documentation for committed funds (copies of award letters, council appropriations, etc.), if applicable;
4. Fill out and have the *LEED Certification Declaration* form (attached) signed;
5. Compile and email these documents to your Grant Manager, Emily Hafford at emily.hafford@commerce.wa.gov

If you have any questions or need additional information, please contact me at:

Emily Hafford at (360) 764-0118 or emily.hafford@commerce.wa.gov.

All grantees are required to set up an SWV number so funds may be sent electronically. Please find detailed instructions here: [Office of Financial Management](#). It may take up to three weeks after you submit this information for an electronic transfer account to be set up. You may immediately submit your working papers survey to us; we will automatically receive your SWV number from the office that sets them up.

Thank you for your assistance in making this contract-writing process as quick and easy as possible!

SECTION 1. GENERAL INFORMATION

1.1	Grantee (Complete Legal Name)	Snohomish County	
1.2	Type of Organization	<input checked="" type="checkbox"/> Publicly-Owned	<input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Tribal
1.3	Statewide Vendor Number (if available)	SWV 0002794-19	
1.4	Federal Tax ID	91-6001368	
1.4	UBI# (if available)	313-014-461	
1.5	Project Street Address	600 128 ST SE Everett, WA 98201-	
1.6	Project Mailing Address	6705 Puget Park Drive Snohomish, WA 98296-	
1.7	County	Snohomish	
1.8	Project GPS Coordinates (approximate center of where you will be working)	Latitude (e.g., 45.3530)	Longitude (e.g., 120.4510)
		47.8785	-122.2233
1.9	Project Jurisdiction (county, city, town)	Snohomish County	
1.10	Legislative District	44	
1.11	Congressional District	2	
1.12	Which legislator(s) took the lead in introducing your appropriation?	Eslick, Carolyn	
1.13	Authorized Person to Sign Contract	Snohomish County Council	
	Authorized Signatory Title	Snohomish County Council Chair	
	Mailing Address (if different from project mailing address above)	3000 Rockefeller Ave Everett, WA 98201-	
	Telephone	() -	
	Email		
1.14	Person Administering the Grant (once contract is signed)	Carol Peterson	
	Mailing Address (if different from project mailing address above)	6705 Puget Park Drive Snohomish, WA 98296-	
	Telephone	(425) 388-6605	
	Email	Carol.Peterson@co.snohomish.wa.us	

SECTION 2. PROJECT INFORMATION

PROJECT DESCRIPTION

2.1	<p>Please describe the project's anticipated use and public benefit.</p> <p>For many years regional farmers have repeatedly identified a lack of infrastructure for fresh agricultural products as an ongoing barrier for producers across the region to get their farm goods processed and to markets including schools and institutions where it's most needed.</p> <p>Processing equipment needs will be identified by the farmers, the most common request is washing, slicing, freezing and canning. Aggregation and distribution will allow farmers to get back on the farm instead of delivering products.</p> <p>Benefits are multi-fold.</p> <ol style="list-style-type: none">1. Bringing and bridging a connection between farmers and consumers in the region2. A place for farmers to reaching out and market their produce to a wider group of consumers3. A place to process agriculture products and a learning center for entrepreneurs.4. Preserve and promotes the importance of agricultural lands5. To contribute to the County's economic drive
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2.2	<p>Is this project part of a larger, phased project? If YES, explain how this phase fits in the overall project.</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>There are three components to the Food and Farming Center. They are aggregation, processing and distribution facility, secondly the Commercial/Demonstration Kitchen with offices and classrooms and thirdly the Farmers Market indoor and outdoor. These components are symbiotic to each other.</p> <p>A commercial kitchen will allow for production of value-added products which will bring in an additional farm income and put more land into production.</p> <p>A year-round indoor farmers market will increase market share to farmers allowing for increase retail sales as well as allow for out of season production and sales. Currently farmers markets close at the end of the major growing season leaving farmers without a convenient retail option.</p>
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SITE CONTROL

2.3	<p>Do you have control of the project site either through ownership or through a long-term lease (at least 15 years)? If NO, please explain and include the date you expect to meet this condition.</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IMPORTANT: Site control is required before we can begin writing the contract.</p> <p>Snohomish has ownership of the property and the infrastructure within.</p>
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GOVERNOR EXECUTIVE ORDER 21-02 (EO 21-02) CULTURAL & HISTORICAL RESOURCES REVIEW (OR SECTION 106)

2.4 2.4a	Does your project involve pre-construction, land acquisition, ground disturbance, or construction or rehabilitation of a building over 45 years old? If YES and your project includes only state and local funds, you will need to go through the EO 21-02 review process. If NO, please explain. Does your project include federal funds? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, you will need to go through the Section 106 review process. IMPORTANT: If EO 21-02 (or Section 106) applies to your project, you will need to complete this review before we can execute the contract.¹	<input type="checkbox"/> Pre-Construction <input type="checkbox"/> Land Acquisition <input checked="" type="checkbox"/> Ground Disturbance <input type="checkbox"/> Building Over 45 Years Old
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LEED (LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN) CERTIFICATION

2.5	Does your project include new construction or renovation of a building or facility? If YES, indicate if you entered the LEED certification process with the goal of your facility obtaining the silver standard. IMPORTANT: As part of your contracting process, you are required to complete a <i>LEED Certification Declaration form.</i>² Yes	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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PREVAILING WAGE

2.6	If your project includes new construction or renovation, do you understand and acknowledge that you are required to pay state prevailing wages for all construction-related work as of May 18, 2021	<input checked="" type="checkbox"/> YES
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¹ The EO 21-02 requires recipients of state funds to consult with interested parties, i.e., Department of Archaeology and Historic Preservation, and Indian Tribes, prior to starting project construction. If your project funding includes federal funds, Section 106 (National Historic Preservation Act) will be required, which supersedes the EO 21-02 review. These consultations should take place as early as possible in order to avoid delays in starting your project. If you have questions regarding the cultural and historic resources process, please contact your project manager.

² LEED is a certification program run by the U.S. Green Building Council. In 2005 the Washington State Legislature passed a law requiring all capital projects grant recipients to comply with the LEED standards (RCW 39.35D). The goal is for major construction or renovation projects receiving state funds to be built to the LEED silver standard where “practicable.” Projects that fall under certain facility types and projects demonstrating that it would not “be practicable” to meet the LEED silver standard may qualify for a LEED exemption. Please refer to the attached *LEED Certification Declaration form* for more details. If you have questions regarding the LEED process, please contact your project manager.

SCOPE OF WORK

2.7	<p>Describe all the activities and deliverables needed to accomplish this project.</p> <p>IMPORTANT: Provide a description of the project along with the estimated start and end date. Your Scope of Work must correspond with your application or member request and will become part of your contract.</p> <p>The Snohomish County Food and Farming Center is a centrally located facility that will provide access to resources for the processing, distribution, aggregation, valued added production, direct and wholesale sales of locally produced agricultural products. Washing, slicing, packaging and other services to be identified by the ag community will be available. Processing is desperately needed regionally. This grant would fully fund the construction of this facility.</p> <p>Proposed is a commercial/demonstration kitchen for valued added production, providing year-round income for producers as well as potential export products. The kitchen will contain (1) commissary kitchens and (2) incubator kitchens, with equipment, and storage; with the addition of business development assistance, business counseling. Within this request, it would fund design, engineering and permitting of this facility.</p> <p>A consulting firm with design and engineer both the processing/distributing structure and the commercial kitchen facility. The deliverable is the processing facility and design/engineering documents for the next building. Estimated timeline for design/engineering and permitting is August 2021 through July 2023. Anticipated completion July 2024.</p>
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PROJECT COSTS

2.8	<p>Only complete the Project Costs table below <i>if your budget is finalized</i>. A list of eligible and ineligible costs is attached at the end of this survey.</p> <p>IMPORTANT: Your Total Project Costs must equal your Total Funding in Question 2.9. The cost categories must correspond with the activities listed on your Scope of Work. The Project Cost table will become part of your contract. Please note that this is a reimbursement grant; only costs incurred after July 1, 2018, will be reimbursed.</p> <p>IMPORTANT: A finalized budget is required before we can begin writing the contract.</p> <p>IMPORTANT: Internal project management is NOT an eligible cost for reimbursement.</p>
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Cost Category	Amount	
Site Acquisition	0	
Architecture and Engineering	1,000,000	
Construction	1,200,000	
Construction Management	100,000	
Capitalized Equipment	200,000	
Other:	0	
TOTAL PROJECT COSTS (must match 2.9 Total Project Funding)	<u>\$2,500,000</u>	

PROJECT FUNDING

2.9 Complete the table below listing the amounts and funding sources for this project. State the status of your funding sources as follows:

- **Committed:** funds are considered committed if a formal notice of approval for the funds is in place from the funding source. Local Revenue must be in an approved budget or be appropriated by your council or commission to be considered committed. Attach documentation such as copies of award letters, council appropriations, etc.
- **In-Hand:** funds are considered in-hand if you have already received the funds.

IMPORTANT: Your Total Project Funding must equal your Total Project Costs in Question 2.8. The Project Funding table will become part of your contract. You are required to have full funding for your project (or project phase) by either having the funds in-hand or by showing that the funds are committed.

IMPORTANT: All project funding is required before we can begin writing the contract.

Type of Funding	Identify Source	Amount	Status (Committed or In-Hand)
State Grant	Department of Commerce	\$2,500,000.00	Committed
Other Funds (eg. State, Federal, Local, Grants, Private, Loans)			
Total Other:			
TOTAL PROJECT FUNDING (must match 2.8 Total Project Costs)		\$	

CONTINGENCIES

2.10 Are there contingencies that could change your answers to any of the questions above? If so, please briefly explain. For example: Project description, site control, scope of work, financing, etc.

Yes. If the current structural elements cannot meet current code requirements and costing more to retrofit, a new structure will be proposed.

PROJECTIONS

3.0 Please estimate how much of your award you plan to request during the upcoming quarters. This information is used for program budgeting purposes only and **is not binding**.

Fiscal Year 2022		
July 1 - September 30, 2021	3,000	
October 1 - December 31, 2021	50,000	
January 1 - March 31, 2022	150,000	
April 1 – June 30, 2022	257,000	
Total	460,000	
Fiscal Year 2023		
July 1 - September 30, 2022	150,000	
October 1 - December 31, 2022	50,000	
January 1 - March 31, 2023	50,000	
April 1 - June 30, 2023	300,000	
Total	550,000	
Fiscal Year 2024		
July 1 - September 30, 2023	450,000	
October 1 - December 31, 2023	440,000	
January 1 - March 31, 2024	300,000	
April 1 – June 30, 2024	300,000	
Total	1,490,000	

GRANTEE CERTIFICATION

The Grantee certifies that:

- The information and financial data provided in this document are true and correct to the best of their belief and knowledge and it is understood that Commerce staff may independently verify information, and that the discovery of incomplete, false, and/or misleading information is grounds for withholding awarded funds or termination of grant contract;
- Records supporting the information provided in this document are on file and will be made available by the Grantee upon request;
- There are no outstanding liens against this project;
- There is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described project; and
- The Grantee intends to enter into a grant contract with the Department of Commerce, provided that the terms and conditions for a Department of Commerce grant are satisfactory to both parties.

Signed: Lacey Harper Digitally signed by Lacey Harper
Date: 2021.09.01 14:16:48 -07'00'

Name: _____

Title: Executive Director, Snohomish County

Phone Number: (425) 388-3699

Date: 9/1/2021

Eligible Costs

Capital Budget funds may generally be used to pay for the following project expenses incurred as far back as July 1, 2018:

- design, architectural, and engineering work;
- building permits/fees;
- archeological/historical review;
- construction labor and materials;
- demolition/site preparation;
- capitalized equipment;
- information technology infrastructure (cables and wiring);
- construction management and observation (from external sources only)*;
- initial furnishings**;
- landscaping;
- real property when purchased specifically for the project, and associated costs.***

* **Construction management and observation** is on-site management and/or supervision of the work site and workers thereon. This is an eligible project cost. Construction management does not include work typically performed by off-site consultants or consultant organizations, grant writers, project managers, or employees of the grantee, unless the employee is hired solely and specifically to perform on-site construction management as defined above and in accordance with the Office of Financial Management's 2017-2027 Capital Budget Instructions, Chapters 1.5 and 4.2.

** **Furnishings and equipment** are considered eligible project costs as long as the average useful life of the item purchased is 13 years or more.

*** **Costs directly associated with property** acquisition include appraisal fees, title opinions, surveying fees, real estate fees, title transfer taxes, easements of record, and legal expenses.

**** **In no way shall funds be used to supplant or subsidize operating costs such as ordinary maintenance or administrative staff expenses**

Note: Please do not include operating costs in your project scope and budget.

Ineligible Costs

The following costs are not eligible for reimbursement under this program:

- internal administrative activities and staffing costs;
- mortgage or loan payments;
- **project management (from any source)****;**
- fundraising activities;
- feasibility studies;
- computers or office equipment;
- rolling stock (such as vehicles);
- lease payments for rental of equipment or facilities;
- any maintenance or operating costs;
- property leases (including long-term leases)
- the moving of equipment, furniture, etc., between facilities.