



**Snohomish County  
Human Services**

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**MEMORANDUM**

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**Date:** December 27, 2022

**To:** Mary Jane Brell Vujovic, Human Services Department Director

**Through:** Jackie Anderson, Division Manager, Housing and Community Services

**From:** Debra May, Planning and Relocation Specialist  
Housing and Community Development

**Re:** **Proposed Amendments to the 2019 and 2022 Action Plans**  
Add Additional CDBG-CV1 Funds to the YWCA of Seattle-King County-Snohomish  
County – Landlord Engagement Program  
Add Program Income to the 2022 Action Plan for HomeSight and City of Everett  
Community Home Improvement Program

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**Action Requested**

The Housing & Community Services Division requests the Human Services Department Director approve three non-substantial amendment to the 2019 and 2022 Action Plans. The proposed amendments will add HOME Investment Partnership Program - Program Income (HOME-PI) received in the 2021 program year to the 2022 Action Plan (2022AP) and increase the amount of supplemental Community Development Block Grant-Coronavirus (CDBG-CV1) funds in the 2019 Action Plan to a public service project.

**PAB Notification:**

PAB members were notified of the proposed amendments on Thursday, December 15, 2022, and were provided until 4:00 pm on December 22, 2022, to submit any objections. No objections were received.

**Description:**

**Proposed Non-Substantial Amendments:**

**1. YWCA of Seattle-King County-Snohomish County – Landlord Engagement Program (YWCA-LEP)**

A portion of CDBG-CV1 funds awarded for public services in the 2019 AP will not be used due to one project not being eligible and lack of capacity for other agencies to expend funds by

the deadline, and a portion of the CDVG-CV1 funds awarded for County administrative costs in the 2019 Action Plan, is not anticipated to be needed.

The 2019 AP included \$80,163 in CDBG-CV1 funds for the YWCA-LEP. Human Services is proposing to add an additional \$43,688 in CDBG-CV1 consisting of \$40,081 for program costs and \$3,607 for administrative costs, for a total project cost of \$123,851.

## **2. City of Everett - Community Housing Improvement Program (CHIP)**

Pursuant to an interlocal agreement, 21% of the Consortium's HOME funds are set-aside each year for affordable housing projects that benefit residents of the City of Everett and the City of Everett's Urban Growth Area. The projects are selected through the City of Everett's project selection process and undergo both city-wide and county-wide citizen participation requirements. The City of Everett is a member of the Snohomish County Urban County Consortium for HOME funds.

Entitlement jurisdictions receiving HOME funds are required to include in each Action Plan, PI collected in the prior program year for use in the upcoming year's project activities. The approved 2022 AP includes \$315,095.75 in City of Everett-CHIP HOME PI collected through March 31, 2022, based on the most recent information available at the time. The City of Everett received additional CHIP PI in the last few months of the 2021 PY and this amendment will add the additional PI to the 2022 AP as required.

This proposed non-substantial amendment, if approved, will add an additional \$6,716.29 in 2021 HOME PI to the 2022 AP, bringing the total HOME PI award for CHIP to \$321,812.04. The CHIP program provides low-interest loans to low- and moderate-income homeowners to rehabilitate their homes. Program income generated from loan interest payments and repayment of loans is used to provide additional loans under the program.

## **3. HomeSight-Homeownership Assistance**

Entitlement jurisdictions receiving HOME funds are required to include in each Action Plan, program income collected in the prior program year for use in the upcoming year's project activities. The approved 2022 AAP includes \$359,696 in 2021 HOME program income for the HomeSight – Purchase Assistance Program, collected through April 2021. HomeSight received additional program income in the 2021 program year, which ended June 30, 2021, and this proposed amendment would add the additional program income to the 2022 AP as required.

This proposed non-substantial amendment, if approved, will add \$ 9,748.62 in 2021 HOME PI to the 2022 AP for the HomeSight – Purchase Assistance Program, bringing the total HOME-PI award for HomeSight to \$348,345.93.

HomeSight operates a first-time homebuyer program and provides purchase assistance to low- and moderate-income first-time homebuyers. Assistance is provided through second or third mortgages up to \$50,000 per household at three percent deferred interest for 30 years with no monthly or annual payments. Repayment would be due at the time of resale, refinance, or transfer of property. Repaid funds including the amount of purchase assistance and any shared appreciation is returned as program income and will be used to provide additional loans to future first-time homebuyers under the program.

**Attachment(s):**

NA

**Approval:**

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Mary Jane Brell Vujovic, Director  
Human Services Department

12/29/2022

Date



# Director Approval Tracking Sheet

(All lines must contain information or N/A)



**Snohomish County**  
Human Services

## NOT FOR CONTRACTS

DOCUMENT TITLE: Approval of - Non-Substantial Amendments to the 2019 and 2022 Action Plans

AGENCY: HUD-CDBG STAFF: Debra

DIVISION: HCS EXTENSION: 3264

ACTION TAKEN	DATE	INITIAL
<b>PROGRAM:</b>		
Received Rental Agreement / Amendment	<u>12/23/2022</u>	<u>DM</u>
Supervisor Review	<u>12/27/2022</u>	<u>RB</u>
Division Manager Review	<u>12.27.2022</u>	<u>JA</u>
<b>APPROVA</b>		
Fiscal Review / <del>Return for Corrections</del>	<u>12/29/22</u>	<u>[Signature]</u>
Fiscal Approval	<u>12/29/22</u>	<u>[Signature]</u>
<b>CONTRACTS UNIT</b>		
Proofed / Returned to Supervisor for Revisions	<u>12.29.22</u>	<u>CEK</u>
Approved with Revisions	<u>NA</u>	<u>NA</u>
Logged In	<u>12.29.22</u>	<u>CEK.</u>
Director Approval & Signature	<u>12/29/2022</u>	<u>[Signature]</u>
To Agency (Select One)		
<input checked="" type="checkbox"/> Original to Staff Person	<u>12.30.22</u>	<u>CEK.</u>
<input type="checkbox"/> Original to Fiscal / Copy to Master File		

