



September 17, 2021

Snohomish County Council
Attention: Jim Martin
3000 Rockefeller Ave, M/S 609
Everett, WA 98201

Dear Council Councilmembers,

The City of Lynnwood is excited to apply for the Small Capital Project Partnership (SCPP) grant with our partner the Lynnwood Parks & Recreation Foundation. We have a long history of partnering with the Foundation to complete small and large capital projects including the Interurban Trail 40th Plaza, Heritage Park Water Tower (currently under construction), and the Lynndale Skate Park Playground Replacements (SCPP grant), to name a few.

This application is for the Meadowdale Playfields Playground Replacement and new ADA path and parking stalls. The playground at the Playfields is the oldest in our park system, constructed in 1990. This park is also the busiest park in our entire system with more than 285,000 visits per year.

Lynnwood is committed to addressing deferred maintenance in our system along with removing all known ADA barriers documented in our ADA Transition Plan. Replacing playgrounds and increasing accessibility are a top priority included in the Lynnwood Capital Facilities Plan, project #PK2000034A, and included in the City’s 21/22 Capital Budget.

This letter serves as our letter of intent to fund and complete the proposed Meadowdale Playfields Playground Replacement and ADA Path. If you have any questions, please don’t hesitate to contact me.

Sincerely,

CITY OF LYNNWOOD

Sarah R. Olson, MPA
Deputy Director



**SNOHOMISH COUNTY, WASHINGTON
2021 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 September 30, 2021 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 2021. 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 September 30, 2021 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
2021 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: City of Lynnwood Parks & Recreation (Agency Name) 19100 44th Ave W (Address) Lynnwood, WA 98036 (City) (Zip Code)	2. Authorized Signature Approving Application Submittal:  Signature Sarah Olson, Deputy Director Name and Title
Project or Grant Manager: This must be someone available to answer questions about the project.	Name Eric Peterson, Parks Superintendent
Phone: 425-670-5595	Email: epeterson@lynnwoodwa.gov

3. Co-Sponsoring Organization Name and Address: Lynnwood Parks & Recreation Foundation (Agency Name) PO Box 13 (Address) Lynnwood, WA 98046 (City) (Zip Code)	Authorized Signature of Co-Sponsoring Organization  Signature Lynn D. Sordel, President Name and Title
Project Contact Person:	Name Lynn Sordel Phone 425-670-5501 Email lsordel@lynnwoodwa.gov

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

Meadowdale Playfields Playground Replacement & ADA Pathway

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

Meadowdale Playfields
 16700 66th Ave W
 Lynnwood, WA 98037

Playground is situated in the northeast corner of the park.



6. Project Cost:

(a)	SCPP Grant funds requested	\$ 10,000	
(b)	Total match/Supporting entity contribution	\$ 140,000	
(c)	Total Project Cost:	\$ 150,000	

7. Project Description

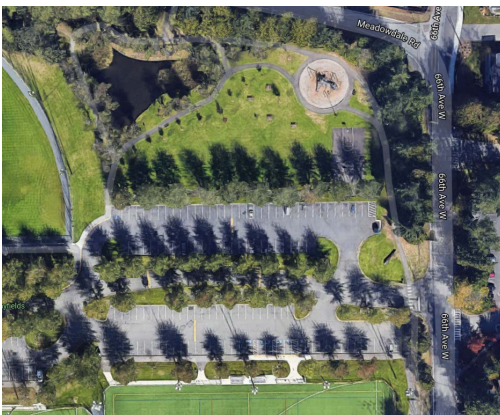
Describe the SCPP Grant Project for which funding is requested. Provide a thorough Scope of Services detailing how the funds will be used and how they relate to a master plan if the funds do not complete the project:

The City of Lynnwood in partnership with the Lynnwood Parks & Recreation Foundation plan to replace the aged and out-of-date playground at the Meadowdale Playfields with all new equipment. Leading to this new playground will be a new, ADA 150-linear foot pathway connecting from the north parking lot with two (2) new ADA parking stalls with curb ramp.

This project is estimated to cost \$150,000 with \$100,000 of equipment purchase and installation and \$50,000 for upgrading the ADA parking stalls and construction of new pathways. The Foundation will contribute \$1,000 cash towards the equipment purchase.

This project is in the City's 2021 Capital Facilities Plan as a Deferred Maintenance project, Project #PK2000034A. Our Deferred Maintenance CFP project primarily addresses playground replacements of end-of-life equipment and pathways improvements.

This project will be completed in full by December 31, 2022.



NE Parking Lot, Path, and Playground



View of Existing Playground



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.

The existing playground at Meadowdale Playfields was installed in 1990, is the oldest in our system, and well beyond it's useful life. The current equipment is limited in play features and designed for ages 5-12 years.

1,800 residents live within a 10-minute walk of this park but it also serves as a regional facility for families visiting for sports practices and games. Meadowdale Playfields is our largest and busiest park in our entire park system with more than 285,000 annual visitors. The Playground and nearby loop path are two very popular features of the park attracting families.

Making ADA improvements and increasing access and inclusion to parks and playgrounds is a top priority for Lynnwood. This park's improvements will directly improve access to a 2nd grade student who lives across the street and relies on mobility assistance by removing a half dozen existing barriers.

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).

Design for this project is planned to begin this fall with outreach to the surrounding neighborhood with an outreach survey.

We plan to work with a playground manufacturer to design a more interactive playground that would appeal to wider ages, and be more accessible. The proposed project replaces a single structure with multiple pieces built for climbing, crawling, and balancing.

Playground equipment will be purchased on a cooperative agreement for best pricing and efficiency. A contractor for both the playground installation and the pathway construction will be selected from the small works roster.

No permits are anticipated for this project; however, if any permits are required, application for City of Lynnwood permits will be submitted 'over-the-counter'. This is a 9-month small capital project included in the City's 2022 CFP as Project #PK2000034A.



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.

While not yet designed, this project's goals will be oriented towards increasing the types of features to include climbing, balance, and swinging, as well as touch, cognitive and other inclusive play elements. The upgrading of two parking stalls and addition of a new ADA pathway connecting to play area will remove existing barriers at the site and provide accessibility.

Outreach to inform design will begin in October 2021. Our design approach is to work with a playground manufacturer to develop a playground design that reflects community input.

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	Yes _____	_____
(2) <u>Worker's Compensation Coverage</u> - as required by the State of Washington	Yes _____	_____
(3) <u>Professional Liability</u> - Only required when providing professional services, \$1,000,000 errors and omissions.	N/A _____	_____
(4) <u>Self-Insured</u> - Public entities only	Yes _____	_____

HAVE YOU...

(1) Answered all questions in the form?	X Yes _____	No _____
(2) Attached all necessary attachments including copy of agency CIP, W-9, draft Contract or letter of intent to enter into Contract?	X Yes _____	No _____
(3) Signed the application (authorized representative)?	X 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> ?	N/A Yes _____	No _____

Please submit the original application and a completed W-9 to the following address by September 30, 2021 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

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. City of Lynnwood</p> <p>2 Business name/disregarded entity name, if different from above</p>	
		<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input checked="" type="checkbox"/> Other (see instructions) ▶ Municipal Government</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions. 19100 44th Avenue West</p> <p>6 City, state, and ZIP code Lynnwood, WA 98036</p>	<p>Requester's name and address (optional)</p>
		<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Cyndie Eddy</i>	Date ▶ 1/21/2021
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CAPITAL FACILITIES PLAN AND TRANSPORTATION IMPROVEMENT PROGRAM

2022-2027



Deferred Park Maintenance & Capital Renewal	PK2000034 A	Parks, Recreation & Cultural Arts	2000	City wide	F*
<p>Dedicated funding for renovation of park sites and playgrounds at existing City parks, to replace equipment and to meet ADA accessibility & safety standards for public playgrounds.</p> <p>General park conditions and existing equipment are reviewed and recommendations are made annually. Renovation is necessary to comply with safety standards, Americans with Disabilities Act and for repair and replacement of outdated play equipment. ADA requires all playgrounds over 20 years old be renovated for accessibility.</p> <p>Renovation of existing park facilities is a high priority of the Parks and Recreation Board. Consistent with goals and objectives stated in Parks and Recreation Element of the Lynnwood Comprehensive Plan that provide improvements to promote public safety, security, accessibility, and respond to community needs.</p> <p>Renovation of parks will improve level of service for users.</p> <p>Dedicated fund for necessary park renovation and repair and deferred maintenance.</p>					
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