



Snohomish County

Office of Recovery and Resilience

3000 Rockefeller Ave., M/S 407
Everett, WA 98201-4046
(425) 407-3701
www.snoco.org

April 4, 2024

Dave Somers
County Executive

Organization

Attn: XXXX

Address 1

Everett, WA 982XX

EMAIL

Re: Request for Information – Pre-Award Affordable Housing Preservation ARPA Grant

Dear XXXX:

The Snohomish County Office of Recovery and Resilience (ORR), working with the Department of Humans Services (HS) would like to inform you that you are eligible for the County's Affordable Housing Preservation ARPA Grant. The locations and units that were determined to be eligible can be found on the attached pages of this letter.

At this time, the award amount is estimated to be \$3,686 per unit. In order to receive the grant award, ORR will need more information to ensure that proposed expenses related to operations and maintenance are eligible under the ARPA grant program. If you are interested in receiving the award, please provide the information that is requested in the attached form.

If you have any questions or would like technical assistance, please directly reach out to me at kara.main-hester@snoco.org or 425-422-0632. All information needs to be received by April 30, 5pm. If information is not received by this time, ORR and HS will assume that you are forfeiting your grant award.

Sincerely,

Kara L. Main-Hester

Kara Main-Hester, Ph.D.
Chief Recovery and Resilience Officer

I. APPLICATION COVER SHEET

Agency name: Housing Hope

Contact Information for Project Applicant:

Primary contact for this application: _____

Application contact phone: _____

Application contact email address: _____

Organization mailing address: _____

UEI from SAM.gov (Entity Identifier): _____ (12-characters)

Tax ID Number: _____

Name of authorized signer: _____

Eligible Properties:

Number of Eligible Properties: xxxx

Number of Eligible Units: xxxxxxxx

Eligible Grant Award: \$x

Amount being requested by Agency:

Authorized Signature of Applicant: To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the proposal is awarded funding.

Signature of Authorized Representative: _____

-Electronic signatures are acceptable-

Typed Name and Title: _____

Date
Signed: _____

Listing of Eligible Properties from Pre-application:

II. THRESHOLD CRITERIA

Has your organization structured funding so that ARPA CLFR funds may be aligned with additional funding but will not be duplicative?

☐ YES ☐ NO

Will your organization pay state prevailing wages for all capital-related activities?

(<https://lni.wa.gov/licensing-permits/public-works-projects/prevaling-wage-rates/>)

☐ YES ☐ NO

Do you certify that all eligible units have had a limited maximum income of 120% area median income (AMI), as imposed through a covenant, land use restriction agreement, or other enforceable legal requirement for a period of at least 20 years?

☐ YES ☐ NO

If NO is selected, please provide information about the types of federal housing programs that the projects are participating in:

Overwrite this text with your answer

Are you able to complete all projects and request reimbursement from the County between the dates of June 1, 2023 and June 30, 2026?

☐ YES ☐ NO

Are you able to meet federal procurement standards as described in [2 CFR 200 Subpart D](#) for all expenses incurred between June 1, 2023 and June 30, 2026?

☐ YES ☐ NO

Are you aware that all funding must be spent by June 30, 2026 and no contract modifications may be made after December 2024?

☐ YES ☐ NO

Do you accept the list of eligible and ineligible properties as determined by Snohomish County?

☐ YES ☐ NO

If NO is selected, please provide more information:

Overwrite this text with your answer

III. PROJECT NARRATIVE

Note: Please answer the questions in the body of the narrative. Enter your answer to each question in the space below that question. Do not delete the questions.

-Section III may not exceed 5 pages-

1. **PANDEMIC IMPACTS:** Please describe the impacts of the pandemic on your Agency's affordable housing projects and the households and communities that your Agency serves.

Overwrite this text with your answer

2. **ELIGIBLE ACTIVITIES:** Grant funding may be used for operations, repairs and preservation of eligible affordable housing units. Please describe the activities you plan to undertake with this funding. Examples of eligible activities include:

- Maintenance and repair to units (includes a property or unit's upkeep, including structural, electrical, and plumbing systems);

- Replacement of furniture, fixtures or equipment that is retained in the unit;
- Maintenance to meet or exceed housing quality standards;
- Property taxes and insurance;
- Utilities;
- Routine preventative maintenance;
- Anticrime and anti-drug activities, including the costs of providing adequate security for public housing residents, including above-baseline police service agreements;
- Decontamination and remediation in order to maintain housing quality standards;
- Energy efficiency/weatherization upgrades;
- Routine landscaping maintenance; and
- Staff time for the above work.

Overwrite this text with your answer

3. **PUBLIC FUNDING:** Describe your organization's experience managing and accounting for public funding. Include your experience and ability operating on a cost reimbursement basis or if the organization would like to propose that the county provide some portion of this award on a working capital advance basis, please explain the need and planned compliance with [2 CFR 200.305](#).

Overwrite this text with your answer

4. **BUDGET AND SPENDING PLAN:** Using the "Cost Reimbursement Budget Template," provide a Project Budget parsed by year as noted on the Expenditures tab. In the Narrative tab, please provide a description of eligible activities by expenditure type. The Spending plan must be completed before June 30, 2026. *Note: While the award is based on a "per unit" allocation, your proposed project budget should be for eligible activities across the whole portfolio of eligible affordable housing projects and does not need to correlate with a per unit activity. Said differently, the total grant allocation can be used on a single project or unit if the agency so desires.*

Provide file name here

5. **OTHER FUNDING SOURCES:** If other funding sources will be braided into a single maintenance or operations project, please provide a written explanation below. Snohomish County prefers that ARPA CLFR funding be the only federal or state funding used on a per-project basis.

Overwrite this text with your answer

IV. NEXT STEPS

The ORR and HS teams will review your application for compliance with ARPA CLFR rules with particular attention to your spending plan timeline. If any questions arise, they will reach out to the primary contact listed in this application. Once an application is approved, materials will be used to put together an ARPA CLFR Subrecipient Agreement with the organization. Snohomish County has an internal deadline of June 30, 2024 for completion of all ARPA CLFR subrecipient agreements.