



## **Snohomish County Recovery Zone Facility Bonds (RZFB) Project Screening Application Instructions**

The attached application is designed to provide sufficient project information to allow Snohomish County to determine if the project meets the basic program requirements. These requirements including verifying that the project is within the adopted Recovery Zone (“RZ”), its land uses are permitted under the Federal rules, and the project is in a state of readiness that suggests it can meet the County’s financing issuance date of October 1, 2010.

The application is limited in scope of information required and requested. All project information must be included on the application form; no supplemental information is requested or desired at this time. Project renderings, site plans, applicant qualifications, letters of support and other materials should not be submitted and if submitted will not be considered by the County.

Once the application has been reviewed, applicants will be advised if the project meets the eligibility requirements. Projects deemed eligible will receive a “Notice of Eligibility”. This notice requires the applicant to submit application for bond issuance to the Washington Economic Development Finance Authority (WEDFA) within 14 days. And upon “Notice of Eligibility”, the applicant will be required to submit a “RZFB Project Timeline” identifying major project milestones necessary to result in bond issuance by October 1, 2010. **Please note that a ‘Notice of Eligibility’ from the County will NOT reserve any of the County’s RZFB allocation for the project nor will it guarantee any such reservation will occur.**

When the project has demonstrated it has completed its entitlements, has been approved by WEDFA for bond issuance, the project will be evaluated again for project readiness and a recommendation made to the County Executive and County Council to “reserve” an allocation of RZFB bonds for the project for a period of time depending on circumstances surrounding the individual project.

Proposals must be delivered via:

- **Email:** Donna Ambrose at [donna.ambrose@snoco.org](mailto:donna.ambrose@snoco.org);
- **In person:** Snohomish County Economic Development Division, 6<sup>th</sup> floor of the Robert J. Drewel Building, 3000 Rockefeller Avenue, Everett, WA 98201;
- **Mail:** Attention, Snohomish County Economic Development Division, 3000 Rockefeller Avenue, MS 411, Everett, Washington 98201-4046;

Questions should be directed via [snocobiz@snoco.org](mailto:snocobiz@snoco.org) or by phone: 425.388.3828.

All proposals received will become the property of Snohomish County and will not be returned.