

SNOHOMISH COUNTY 2012 HOUSING APPLICATIONS HELPFUL REMINDER TIPS

2012 Rental Housing Applications

- Establish/address acuteness of need for project/target population in application through supporting information; tie to goals in Con Plan
- For site control – submit title report, appraisal, evidence of zoning for property.
- Capital Needs Assessment (CNA) needed for rehab and acquisition and rehab.
- For acquisition and rehab the project must meet local building codes when completed; need to be reflected in budget. If project is acquisition only and does not involve rehab, need documentation with the application that the building currently meets local codes. If code deficiencies exist, rehab to bring building up to code must be included as part of the project. (HOME)
- For projects located in the Cities of Everett and Marysville, need Letters of Consistency with their Con Plan. Amount of County funds requested needs to be proportionate to # of households to be served which reside in Snohomish County, outside of Everett, Bothell, and Marysville.
- For units receiving Section 8 subsidies, need letter from Housing Authority.
- Provide evidence of consistency with other plans (ex. local comprehensive plans), if applicable.
- Provide evidence of agency capacity and project readiness – committed funds, capital campaign plan, experience of staff or partnership with more experienced housing developer.
- Bonus points for no smoking policy.
- Pro forma (Form 8C) – complete for 15 year period; include operating and replacement reserves. Be sure to indicate on Form 8D what the basis is for the operating expense estimates.
- If applying for more than one project, prioritize projects in Board resolution, if possible.
- Answer each question completely and succinctly.

2012 Homeownership Applications

- New question added to Section 12: Supplemental Question on 11-7-11
- Establish need through supporting documentation; tie to goals in Con Plan
- New URA documents needed for homebuyer loans
- New form between homebuyer and agency stating: 1) the period of affordability; 2) either resale or recapture provisions if the home is no longer the principal residence of the homebuyer's and 3) the County's responsibility to enforce those provisions
- County will approve a subsidy layering review for each HOME loan layered with other public funds before it is executed.
- If applying for more than one project, prioritize projects in Board resolution, if possible.
- Answer each question completely and succinctly.
- New HOME Set-up and completion report with questions regarding lead based paint for purchase of homes built before 1978.

2012 Homeowner Rehab Applications

- If applying for more than one project, prioritize projects in Board resolution, if possible.
- Answer each question completely and succinctly.
- New HOME Set-up and completion report for major homeowner rehab with questions regarding lead based paint for homes built before 1978.