

**Skagit County Public Health**  
**Notice of Request for Preliminary Applications**  
**for Projects Eligible for**  
**Community Development Block Grants**  
**Available through Skagit County and the**  
**Washington State Department of Commerce**



**Return applications and required attachments by 4:30 P.M., January 31, 2018**

**Proposals may be submitted via email at [kaylasb@co.skagit.wa.us](mailto:kaylasb@co.skagit.wa.us).**

**If you prefer to submit a paper application, you may do so at:**

**Skagit County Public Health  
700 S. Second Street, Room 301  
Mount Vernon, WA 98273  
Phone: (360) 416-1520**

With questions, please contact:  
Kayla Schott-Bresler, Public Health Analyst  
Skagit County Public Health  
(360) 416-1520  
[kaylasb@co.skagit.wa.us](mailto:kaylasb@co.skagit.wa.us)

**Skagit County seeks preliminary applications for projects eligible for Community Development Block Grants (CDBG). CDBG funding is available through the Washington State Department of Commerce. Skagit County is typically able to sponsor one project per year through Commerce’s competitive funding application. This preliminary Skagit County application process is intended to help inform Skagit County and other agencies about CDBG-eligible projects that may be a priority during 2018.**

### **Availability of Funds & Program Eligibility**

Rural counties in Washington, including Skagit County, are eligible to apply and compete for [Community Development Block Grants \(CDBG\)](#) through the Washington State Department of Commerce. These grants improve the economic, social, and physical environment of communities within rural counties and enhance the quality of life for people with low- and moderate-income.

### **Background Information**

The WA Commerce CDBG program can provide CDBG funding for a range of [eligible activities](#), including:

- Acquisition, final design (only when part of a construction project), construction, reconstruction, or installation of public facilities and community facilities. Buildings for the general conduct of government are excluded.
- Clearance, demolition, removal, and rehabilitation of buildings and housing.
- Activities in support of affordable housing.
- Some economic development activities, such as local microenterprise assistance programs and public infrastructure directly resulting in job creation.
- Planning activities.

CDBG-eligible activities must principally benefit persons with low- and moderate-income, defined as no more than 80 percent of the county median income. For additional background on eligible activities, income guidelines, and other CDBG program requirements, please see the recent [CDBG Application Handbook](#) from the WA Department of Commerce. In upcoming program years, the Department of Commerce may change its application guidelines and process. Skagit County will do its best to release the most up-to-date program regulations to interested parties in a timely manner.

### **Project Eligibility**

As explained in the CDBG Application Handbook, private agencies and some public agencies are not able to apply directly to the Department of Commerce for CDBG funding and must seek a city or county sponsor for their project. Each jurisdiction may apply for one CDBG General Purpose Grant per year, based on local priorities, project readiness and other relevant criteria.

Skagit County will accept preliminary applications from Skagit County departments, special purpose districts, public housing authorities, economic development councils, nonprofit organizations, and Indian Tribes.

Due to CDBG regulations, Skagit County will not sponsor projects located within the two CDBG entitlement areas in the County, Mount Vernon and Anacortes.

### **Skagit County Priorities among CDBG-eligible Activities**

- Projects located in unincorporated Skagit County, projects in jurisdictions without city capacity for lead sponsorship, or projects that serve residents across the County.
- Projects reflecting the current priorities of Skagit County. 2018 priorities include affordable housing, homelessness, and behavioral health.
- Projects with support from the city or town where activities will occur, demonstrated through a letter of support.
- Projects that minimize administrative burden and risk for Skagit County.

### **Minimum Requirements**

Any department or agency seeking sponsorship for a CDBG application must demonstrate:

- The capacity to independently draft a competitive application to the Department of Commerce in full, with limited assistance from Skagit County Public Health.
- The independent capacity to successfully and responsibly implement the project with limited assistance from Skagit County Public Health.
- Experience with the activities proposed as well as the CDBG regulations governing program startup, administration, and close out.

In the case that the agency or County department seeking funding is not able to demonstrate the necessary experience related to submission of a full CDBG application and implementation of project activities, Skagit County will require the agency or County department to hire consultant(s) for application and administrative activities. The agency or County department seeking funding must be prepared to pay costs related to consulting services.

### **Preliminary Application Process**

- The competitive, statewide CDBG General Purpose application process occurs once each year, and CDBG applications will likely be due at the Department of Commerce in June. In order to be better prepared for any June 2018 CDBG applications, Skagit County Public Health is inviting preliminary applications, separate from WA Commerce's CDBG grant application process.
- Eligible agencies and County departments must return the County's preliminary application to Skagit County Public Health no later than January 31, 2018.
- Program staff from Skagit County Public Health will review applications to ensure minimum requirements are met. The Skagit County Board of Commissioners will then review all applications and make a formal recommendation on sponsorship, based on County priorities, the merits of the application, agency or department experience, and the likelihood of success.
- Skagit County Public Health will notify agencies and County departments by March 1<sup>st</sup> if Skagit County will consider submitting a CDBG application in June.

After proposals are evaluated using the above criteria, Skagit County reserves the right to reject all submitted project proposals and not proceed with sponsoring an application. All proposals

will be rejected if the federal or state government does not release CDBG funding for the 2018 program year. For additional information, contact Kayla Schott-Bresler, Public Health Analyst, at [kaylasb@co.skaqit.wa.us](mailto:kaylasb@co.skaqit.wa.us) or (360) 416-1520.

# Skagit County Public Health Preliminary Application Cover Sheet

## Preliminary Application for Projects Potentially Eligible for WA State Commerce Community Development Block Grants

Please type or print all information. Return the completed and signed form to:

Kayla Schott-Bresler, Skagit County Public Health, 700 S. 2nd Street, Mount Vernon, WA 98273.

Forms may also be emailed to [kaylasb@co.skagit.wa.us](mailto:kaylasb@co.skagit.wa.us)

Preliminary Application must be received by 4:30 pm on January 31, 2018.

### IDENTIFYING INFORMATION

Organization's Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Signature below indicates an interest in pursuing a CDBG-eligible project with Skagit County.

I understand that signing this letter does not bind me to submission of a full application. All information submitted in this preliminary application is true to the best of my knowledge and belief. I fully understand that any significant misstatement in or omission from this application may constitute cause for denial of participation.

\_\_\_\_\_

Name and Title (print or type)

\_\_\_\_\_

Signature Date

# Skagit County Public Health Preliminary Application Contents

## Preliminary Application Format

- A. Applications must be typewritten in black font on standard 8 ½ x 11 inch white paper with one-inch margins and stapled once in the upper left corner. Applications submitted with binders or covers will be rejected. Page numbers are required.
- B. Applications at this stage will not have a page limit.
- C. All responses must contain the information requested. Please respond to each section in the same order in which it is asked.

## Preliminary Application Contents

- A. Provide a cover letter, limited to one page, on agency letterhead, briefly describing the project and how much CDBG funding is being requested for which specific uses.
- B. Provide a signed Application Cover Sheet, using the format above. An authorized signatory of the applicant's organization must sign the cover sheet.
- C. Provide a Project Proposal, including the following.
  - 1. Applicant's corporate history, mission, and organizational structure.
  - 2. A description of the CDBG-eligible project including population to be served, the number of people served, staffing needs, services provided, and expected outcomes.
  - 3. A project implementation budget summary, including all sources and uses of funding.
  - 4. A discussion of each funding source in the proposed project, including the timing and certainty or uncertainty that those funds are or will be secured.
  - 5. A description of how the CDBG project's eligibility will be confirmed and documented.
  - 6. A discussion of the proposed timeline, including dates for applying for and securing other funding, as well as for design, permitting, construction and completion of the project.
  - 7. A discussion of the likelihood that the project will be completed as proposed, including contingencies that may occur, and other factors that will improve the County's confidence that the project will be completed.
  - 8. A discussion of site control, if applicable, including how long the property has been owned, past investments in the property, current debt if any, etc.
  - 9. A description of how long the CDBG project will provide benefits to people with low- to moderate-income and how those benefits will be confirmed and documented.
  - 10. A description of agency staff and/or consultants' experience with CDBG and/or federal funding.
  - 11. A description of agency staff and/or consultants' experience with the proposed type of project.
  - 12. Any other information that helps to describe the project.
- D. Provide, as attachments, other pertinent information, including:
  - 1. Excerpts of pages or sections from other applications for funding for this project.
  - 2. Agency board of directors names and affiliations.
  - 3. Project team, including staff, consultants and contractors.
  - 4. A project budget, based on best available estimates.
  - 5. Any other information that helps to describe the project.