

Invitation to Submit a Letter of Inquiry for Pre-Development Funding from Skagit County

Skagit County is accepting Letters of Inquiry (LOI) to fund pre-development activities for affordable housing. Projects must be located in Skagit County and serve low-and-moderate-income households, with an emphasis on low-income households living below 50% of the Area Median Income (AMI).

Applicants should complete the enclosed project information sheet and submit a brief (2-3 page) LOI including the following information:

- Name of the organization sponsoring the project and a description of the organization's background in affordable housing development;
- Description of the proposed project, including the need, location, number of units, and proposed housing model (if known);
- A description of the use of funds and work that will be completed using County funds (ex. property acquisition, development of architectural plans, etc.);
- An expected timeline for pre-development and development activities;
- Any additional information the applicant would like the County to know about the project
- Applicants may attach documents like site plans, drawings, etc. with their letter if they help describe the project.

Please return the LOI and cover sheet to:

Sarah Hinman
Community Services Manager
700 South 2nd Street, Room 301
Mount Vernon, WA 98273
sarahh@co.skagit.wa.us

Skagit County will review letters on a rolling/ongoing basis. Potential funds available include:

- Real Estate Excise Tax (REET): for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvements of facilities serving the homeless and affordable housing.
- Chemical Dependency & Mental Health Sales Tax (0.1% sales tax): can support housing that is part of a coordinated chemical dependency or mental health treatment program or service.
- Document Recording Fees (fund 162): can support acquisition, construction, or rehabilitation of housing units affordable to < 50% AMI.
- Other County funds as they become available.

Pre-Development LOI Project Information Cover Sheet

Project Name	
Funding Request Amount	\$
Site Address, City, Zip	
Current Site Zoning	
# of Anticipated Affordable Units	
Anticipated Income Levels Served (check all that apply)	<input type="checkbox"/> Extremely low-income (<30% AMI) <input type="checkbox"/> Very low-income (<50% AMI) <input type="checkbox"/> Low-income (<80% AMI) <input type="checkbox"/> Moderate-income (80-120% AMI) <input type="checkbox"/> Market rate/not income restricted
Population Served (check all that apply)	<input type="checkbox"/> People experiencing homelessness <input type="checkbox"/> Seniors <input type="checkbox"/> Veterans <input type="checkbox"/> Families with children <input type="checkbox"/> Victims of domestic violence <input type="checkbox"/> Unaccompanied youth <input type="checkbox"/> People in chemical dependency or mental health recovery <input type="checkbox"/> Other _____
Contact Person Name	
Contact Person Phone Number	
Contact person e-mail	

Signature below indicates an interest in pursuing an affordable housing 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 request 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