

Whatcom County  
EDI-INFRASTRUCTURE  
IMPROVEMENTS  
FOR WORKFORCE HOUSING

Application for Funding



Satpal Sidhu, Whatcom County Executive

## **Preliminary Information and Application**

*Note: The intent of this Program is to be consistent with State law, RCW 82.14.370*

1. **Who is eligible to apply:** Cities in collaboration with non-profit and for-profit developers, or public housing agencies. Applications will only be accepted with an adopted ordinance or resolution from the applicant jurisdiction.
2. **What projects are covered:** Construction of public infrastructure that directly supports construction of affordable workforce housing as outlined in the Guidelines of the program.
3. **What can you use the funds for:** Funds can be used to finance public infrastructure pursuant to RCW 82.14.370(c)(i), including but not limited to:
  - Construction of public water, sewer and/or stormwater conveyance and management facilities
  - Construction of public transportation improvements, including but not limited to streets, sidewalks, trails, electrical and transit facilities.
4. **Program Guidelines:** Please refer to the Guidelines for Requesting the Use of Whatcom County Economic Development Investment (EDI) Grant Funds for Public Facility (Infrastructure) Costs Related to Construction of Low Income and Workforce Multi-Family and Single-Family Homes. The EDI Board will review program applications and make their recommendations to the County Council. The County Council makes the final decision whether to approve the use of EDI funds for the proposed project. All applicants must adhere to the program requirements included in the guidelines.

### **Preferential Project Types**

**Preferential Projects – Projects with the following terms are preferred:**

- **“Short Term Loan”** – These types of projects would receive a short-term loan of up to 5 years with a balloon payment at the end of year 5.
- **“High Percentage of affordable Housing”** – Projects that allot more than 50-percent of the total units to low-income and/or workforce affordable housing. These projects are eligible for grants of 15-20 percent, as outlined in the Guidelines.
- **“Long-Term Affordable Housing”** –Projects that construct public infrastructure for the development of long-term affordable housing that includes a 50-year deed restriction on the property. Projects that include a 50-year deed restriction qualify for a 5 percent increase to the grant amount.
- **“Projects Financed through Local Improvement District”** –Projects that generally improve the efficiency in financing the project and eliminate administrative overhead on the program implementation.

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**Project Amounts (Guidelines)**

**POTENTIAL LOAN AMOUNTS AS PERCENTAGE OF TOTAL INFRASTRUCTURE COSTS**

- 70-percent loan: Requires 5-percent of total units be allocated to affordable housing
- 80-percent loan: Requires 10-percent of total units be allocated to affordable housing
- 90-percent loan: Requires 25-percent or more of total units be allocated to affordable housing

**GRANT AMOUNT AS A PERCENTAGE OF TOTAL INFRASTRUCTURE COSTS**

- 20-percent grant: Requires 100-percent of total units be allocated to low-income affordable housing
- 15-percent grant: Requires 50-percent of total units be allocated to low-income affordable housing, and/or 100-percent of total units be allocated to workforce affordable housing
- 10-percent grant: Requires 25-percent of total units be allocated to low-income affordable housing and/or 50-percent of total units be allocated to workforce affordable housing
- 5-percent bonus: A 50-year deed restriction or covenant increases the grant amount by 5-percent of total

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FILLABLE FORM BEGINS HERE

**Past Performance of Local Jurisdiction**

Has the local jurisdiction sponsoring the project received EDI Program funding in the past?

Yes                      No

If yes, provide project name and EDI grant/loan awarded:

If yes, EDI Program staff and/or the EDI Board may conduct an audit to review performance measures against projected outcomes, such as job creation projections.

Has your jurisdiction received any audit findings from the Washington State Auditor in the past 3 years?    Yes      No      If yes, provide details:

**THRESHOLD PROJECT CRITERIA**

*Evidence of Planning*

YES    NO

- Project included on an adopted regional economic strategy (“CEDS” list).
- Project included in the sponsoring jurisdiction’s Comprehensive Plan.
- Project included in the sponsoring jurisdiction’s Capital Expenditure Plan or adopted budget.

COMMENTS:

**THRESHOLD PROJECT SCORING**

*Preferential Project Type – See Criteria Above*

Add your points and put the number in here:	Short Term Loan      (5yrs)	<i>10 points</i>
	High Percentage Affordable (50%)	<i>5 points</i>
	Long Term Affordability (50yrs)	<i>5 points</i>
	LID Supported	<i>5 points</i>

**TOTAL POINTS      To proceed to other parts of the application and to receive EDI Board review, a proposed project must score 10 or more points on the above section.**

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**APPLICANT JURISDICTION**

Jurisdiction Name:

Jurisdiction Address:

Jurisdiction Contact Person:

Jurisdiction Contact Email and Phone Number:

**PROJECT DEVELOPER**

Developer Name:

Developer Address:

Developer Contact Person:

Developer Email and Phone Number:

**PROJECT TITLE:**

**PROJECT LOCATION:**

**PROJECT AMOUNT REQUESTED**

\$ TOTAL PROJECT COST

\$ EDI TOTAL - (Loan \$ ; Grant \$ )

\$ Proponent and/or Local Jurisdiction Match (10% of EDI request minimum)

Loan Only Grant/Loan

If a loan, term\* requested: (years) (rate %)

\* Loans are intended to be short term, with an interest rate of 1% for the first 2 years, 2% from year 3 to year 5 with a balloon payment at the end of year 5. Loans may be structured for up to 25 years depending on the scale of the project and/or the percentage of affordable units created. Loans with terms of longer than 5 years will have be negotiated through the County Executive's office and will generally include escalating interest rates and capitation to terminate at year 25.

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**PROJECT TYPE**

Total number of lots/units developed

Total number of Affordable Workforce units (120% AMI or Less)

Total Affordable Low-Income units (60% AMI or Less)

Percentage of Affordable Workforce homes compared to total units

Percentage of Low-Income homes compared to total units

Will the private, for-profit developer be the owner of the affordable lots/units? Yes No

If yes, please identify and provide a letter of support from the qualified non-profit housing agency that will be identified on the recorded Covenants to oversee and ensure the residents will meet the appropriate AMI requirements.

Name of Qualified non-profit housing Agency:

Will the private, for profit developer donate or sell the lots/units to a qualified housing agency?

Yes No

If yes, please identify and provide a letter of support from the qualified non-profit housing agency that will own the lots/units and ensure affordability requirements.

Name of Qualified non-profit housing Agency:

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**PROJECT DESCRIPTION**  
(one-page limit)

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**PROPOSED RECORDED RESTRICTIVE COVENANT**

(Applicant to include a proposed example consistent with program guidelines.)



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**BASIC PROJECT INFORMATION**

1. Complete the project budget and status of funds below. If EDI funds are approved is funding 100% complete? Yes No

Please explain:

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<u>Funding Source</u>	<u>Amount</u>	<u>Planned/Applied For</u>		<u>Secured</u>	
Federal Dollars	\$	Yes	No	Yes	No
State Dollars	\$	Yes	No	Yes	No
Local Dollars	\$	Yes	No	Yes	No
EDI Funding	\$	Yes	No	Yes	No
Private Funding	\$				
TOTAL	\$				

2. Describe the amount of outside (private) funding committed to the project.
  
3. Describe the public infrastructure being proposed. Include engineering estimates and a site map detailing the proposed improvements as Attachments A and B.
  
4. Describe how these improvements will enhance or encourage affordable housing, community vitality, economic development, and stimulate other private development in the area.
  
5. List all permits and environmental reviews required for the public infrastructure and detail their status (completed, in-process, etc.). Permits do not need to be applied for prior to application but a clear understanding of timeframe and likelihood that they will be issued and complete is needed.

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	<b>In Process/Anticipated Date</b>	<b>Date Completed</b>
Preliminary Engineering		
Environmental Review		
Design Engineering		
Right-of-Way Acquisition		
Construction Permits		
Environmental Permits		
Bid Documents		
Award Construction Contract		
Begin Construction		
Project Operational		

6. Are any other public jurisdictions involved in this project? If so, in what way?
  
7. What public entity will accept and own the public facility/infrastructure to be completed with EDI funds?
  
8. Will this project utilize a Local Improvement District (LID)? If so, please provide detail and background on the LID?
  
9. What other revenue sources are available for this project and have they been considered. This includes forming a Local Improvement District (LID or ULID), issuing Bonds, Revenue Bonds, or other source(s)
  
10. Describe the private development project that will be supported by this public facility project. If there is a committed private sector partner include Contingency Agreement (Attachment C).

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11. Explain why the private development requires the proposed public improvement(s).

12. What is the status of the associated private development review and permits? List all permits required and give the current status (applied for, being reviewed, issued).

	In Process	Date Completed
Environmental Review		
Construction Permits		
Environmental Permits		

13. What will the effect of this project be on the natural environment – does the project address any issues related to public health, pollution, or quality of life?

**Application for Funding – Certification**

HEREBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION TO WHATCOM COUNTY FOR INVESTMENTS IN ECONOMIC DEVELOPMENT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Private or Non-Profit Developer: \_\_\_\_\_ Date

Signature of Responsible Public Official: \_\_\_\_\_ Date