



**Yakima County  
HOME Consortium**  
*Providing Housing Opportunities  
Throughout Yakima County*

**Request for Proposals – Application Instructions**

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**HOME – SHB 2060**

**Yakima County Affordable Housing RFP**

Issue Date: July 21, 2016

Closing Date: August 18, 2016

**CONTACT AND INQUIRIES**

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**AVAILABILITY OF FUNDS**

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**HOME and 2060 Project Funding Period:**      **July 1<sup>st</sup>, 2015 – June 30<sup>th</sup>, 2016**  
    **July 1<sup>st</sup>, 2016 – June 30<sup>th</sup>, 2017**

**Approximate Funding Available:**

<b>HOME Investment Partnership Act</b>	<b>\$123,503</b>
<b>HOME Investment Partnership Act (CHDO Set-aside)</b>	<b>\$123,502</b>
<b>SHB 2060(to be used by as match for selected HOME awards)</b>	<b>\$167,277</b>
<b>Total:</b>	<b>\$413,282</b>

Yakima County is soliciting applications for HOME and 2060 for eligible activities that provide affordable housing in Yakima County.



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**TO BE CONSIDERED FOR FUNDING, APPLICATIONS MUST BE SUBMITTED and DELIVERED NO LATER THAN 3:00 pm on THURSDAY AUGUST 18th, 2016 TO:**

**Affordable Housing RFP  
Department of Public Services  
128 North Second Street  
Fourth Floor of the Yakima County Courthouse  
Yakima Washington 98901-2639**

**ELECTRONIC SUBMITTALS ONLY WILL NOT BE ACCEPTED.**

## **RFP APPLICATION MATERIALS**

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An electronic copy can be found online at <http://www.yakimacounty.us/1423/HOME-Consortium>

## **ANTICIPATED TIMELINES**

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The following anticipated timeline is subject to change, at the discretion of the County:

July 21, 2016: Notice of Funding Availability / Request for Proposal published in the Yakima Herald, the County's newspaper of record

August 18, 2016: **Applications are due no later than 3:00 p.m. to:**

Department of Public Services  
Fourth Floor, Yakima County Courthouse  
128 N. Second Street, Yakima Washington 98901-2639

August 24th, 2016: Review Committee Meetings

September 7th, 2016 Yakima County funding recommendations

September 2016: Recommendations to the Board of County Commissioners

October 2016: Yakima County sends preliminary award letters to successful applicants

November, 2016: Final award notification letters sent after Yakima County HOME Consortium issues fully executed funding agreement with the recipient for HOME projects

November/December, 2016 Contracts issued dependent on funding source



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## **REQUESTS FOR REASONABLE ACCOMMODATION**

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Yakima County (hereafter referred to as the “County”) will provide reasonable accommodation to allow for equal participation in the Request for Proposal (RFP) application process. To request a reasonable accommodation, please contact Andrea Reyes at [andrea.reyes@co.yakima.wa.us](mailto:andrea.reyes@co.yakima.wa.us) or call (509) 574-2239. This document will be provided in alternate formats, upon request.

## **ACCESS TO REFERENCED SUPPLEMENTARY DOCUMENTS**

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The electronic version of this RFP document contains active hyperlinks to supplementary reference documents. Prospective applicants who are unable to access the Internet may request copies of the documents referenced in this Request for Proposals (RFP) by contacting Marlene Carpenter at [marlene.carpenter@co.yakima.wa.us](mailto:marlene.carpenter@co.yakima.wa.us) or call (509) 574-2300.

## **NOTICE OF SOLICITATION**

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Failure of the County to notify any interested party or parties directly regarding the availability of these funds shall not void or otherwise invalidate the RFP process.

## **AVAILABILITY OF FUNDS**

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The Yakima County is soliciting applications for federal HOME Investment Partnership Program (HOME) and local SHB 2060 Affordable Housing (2060) funds for as match for eligible activities that provide affordable housing that benefit very low-income to extremely low-income residents residing in Yakima County. Up to fifteen percent (15%) of the total HOME allocation may be used to fund projects that are owned, operated and developed by certified Community Housing Development Organizations (CHDOs).

The funding amounts listed in this RFP are considered approximate, and may be subject to change based on specific federal and state allocations and fees collected by the County. Contract awards are subject to the County receiving projected revenue from federal, state, and local sources.



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## **FUND OVERVIEWS – ELIGIBLE ACTIVITIES**

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### **Federal Funds – U.S. Department of Housing and Urban Development (HUD)**

HOME Investment Partnerships (HOME): **\$123,503**

Must benefit very low-income (50% AMI) and extremely low-income (30% AMI) households

- Funds can be used for housing activities acquisition, homebuyer assistance, and new construction
- Other rental restrictions apply

CHDO Set-aside from HOME funds: **\$123,502**

Must be certified as a CHDO (Community Housing Development Organization)

- Includes the same restrictions and conditions on use of HOME funds

### **Local Funds – Washington State Legislation and Document Recording Surcharges**

Affordable Housing Grant (2060): \$167,277 to be used as match

- Benefits very low-income and extremely low-income households (30% and 50% AMI)
- Funds can be used for construction of affordable housing (30% and 50% AMI)

## **ABOUT THE FUNDING**

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### **HOME INVESTMENT PARTNERSHIP PROGRAM**

The HOME Program was created by the National Affordable Housing Act of 1990 (NAHA). The Housing and Community Development Act of 1992 and the Multifamily Property Disposition Act of 1994 made important changes to the Program. The intent of the HOME Program is to:

- Expand the supply of decent, safe, sanitary, and affordable housing;
- Strengthen the abilities of state and local governments to provide housing;
- Expand the capacity of nonprofit community based housing development organizations; and,
- Leverage private sector participation in financing affordable housing.

### **Affordable Housing Grant Program**

The Affordable Housing for All Grant Program came about through the enactment of Substitute House Bill 2060 which became law in Washington State on June 13, 2002. The law created a document recording fee on certain documents to be utilized for low-income housing.



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## **ELIGIBLE ACTIVITIES**

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### **HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)**

The Eligible activities are defined in the HOME program regulations at 24 CFR 92.205. A list of some of the activities follows:

- New construction of residential property
- New Construction multi or single family rental units property
- Relocation associated with an eligible HOME project

The following activities generally are **not eligible** for Yakima County HOME Consortium funding:

- Project reserve accounts
- Emergency home repair programs
- Public housing units
- Commercial properties
- Shelters, unless they meet Section 8 Housing Quality Standards and otherwise can be considered rental housing
- Tenant or project based rental assistance

Note: The above lists are not comprehensive. For a complete list of eligible or ineligible activities refer to HOME regulations in 24 CFR 92.205. Local priorities also direct investment strategies.

### **AFFORDABLE HOUSING GRANT PROGRAM (2060)**

Eligible activities are defined in the legislation for Substitute House Bill 2060

- Provide funding to build new single-family housing units, including duplexes, multifamily housing, and single room occupancies.

## **YAKIMA COUNTY HOME CONSORTIUM GOALS**

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The members of the Yakima County HOME Consortium selected the following for the Affordable Housing areas for the 2015 and 2016 funding round:

- **Maintain, enhance, and expand the supply of affordable housing for low income homeowners, renters and special needs populations.**
- **Ensure that all housing that is developed or rehabilitated with this funding is Green and Healthy Housing.**



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## **CITIZEN PARTICIPATION**

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The U.S. Department of Housing and Urban Development (HUD) program regulations require that citizens be given the opportunity to examine and appraise the County's use of HOME funds. Citizens are afforded an opportunity to participate by attendance at Yakima County Commissioner meetings, through participation through public comment periods throughout the review and recommendation process.

Yakima County publishes an Annual Action Plan outlining projected use of funds as recommended by the HOME Consortium and approved by the Board of County Commissioners for the upcoming program year (July 1st to June 31st). Prior to the adoption of the Annual Action Plan, a public hearing will be held by the Board of County Commissioners on or about April 5th, 2017 to provide citizens an opportunity to comment on the activities that will be carried out in FY 2017 (July 1<sup>st</sup>, 2017 to June 31st, 2018).

## **REQUIRED MONITORING**

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### **FOR FEDERAL FUNDING:**

The HOME Administrator will work with successful applicants to ensure specific benchmark or milestone requirements are met. The HOME Administrator will require monitoring activities are conducted at each of the following phases of a project:

#### **Predevelopment:**

Upon award of funding, the HOME Administrator will meet with the applicant to review all of the HOME program and monitoring requirements. Applicants will be required to report on the status of the project on a quarterly basis. The report should include the status of the site plans, financing, permits, and other predevelopment activities;

#### **Development:**

During the development phase of the project, the HOME Administrator will meet regularly with the applicant to ensure all program requirements are being met. On-site inspections will be conducted during construction prior to any release of funds; and

#### **Close Out:**

Prior to project close out, the HOME Administrator will meet with the applicant to ensure all compliance documentation and beneficiary data has been received. A cost certification and completion checklist will be required prior to final close out.





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**Housing Activities:** Records to be maintained shall include (this list is not all inclusive):

- A copy of the written agreement with each landlord or developer receiving HOME assistance indicating the total number of dwelling units in each multi-unit structure assisted and the number of those units that will be occupied by low- and moderate-income households;
- The total cost of the activity, including both HOME and non-HOME funds;
- Documentation that all individuals served in conjunction with the Project are eligible, and assurance that records are maintained documenting that the residents of the Project do not have a total gross annual family household income of all household members equal to or less than established by HUD for an equivalent family size. The definition of household is defined as all persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of a single family, two or more families living together, or any other group of related or unrelated persons who share living arrangements; and
- For each unit occupied by a very low- and low-income household, the size, ethnicity, and income of the household.

For rental housing activities only, the records shall include:

- Rent charged (or to be charged) after assistance, for each dwelling unit in each structure assisted; and
- Information as necessary to show the affordability of units occupied (or to be occupied) by very low- and low-income households pursuant to criteria established and made public by the grantee.
- Housing services that charge rent must comply with the HUD Fair Market Rents (FMR) Schedule for Yakima County, as updated annually, below:

HUD FINAL FY 2016					
Yakima County Fair Market Rents by Unit Bedrooms					
TYPE	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
Amount	\$492	\$588	\$759	\$1,039	\$1,187

For more information, please visit [www.huduser.org](http://www.huduser.org).



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- For each property acquired on which there are no structures, evidence of commitments must be present ensuring that the above criteria will be met when the structures are built;

## **FOR LOCAL FUNDING:**

Agencies will be monitored annually for compliance with program guidelines.

## **ELIGIBLE APPLICANTS**

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Any IRS designated non-profit or neighborhood-based organization, local government, Council of Governments, Housing Authority, Community Action Agency, or federally recognized Indian tribe serving residents of unincorporated Yakima County, or any of the Yakima County Cities and Towns participating in the Yakima County HOME consortium; Grandview, Harrah, Mabton, Sunnyside, Toppenish, Union Gap, Wapato, and Zillah may apply to use these funds for eligible activities.

Yakima County requires that all applicants that apply for funding be registered as a business entity with the State of Washington and possess a Washington State Unified Business Identifier (UBI) number and a Federal Tax ID number.

## **APPLICATION EVALUATION PROCEDURE AND CRITERIA**

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The HOME Administrator will jointly review applications to ensure minimum eligibility requirements are met. This will include a threshold review to ensure applications specify and include the minimum criteria below. An eligible project must meet ALL three (3) of the following criteria:

1. The activity must be eligible under HUD regulations for HOME and 2060 as appropriate;
2. The applicant has the ability to meet and maintain compliance with applicable federal, state, and/or local regulations, as identified.

Applications will also be evaluated on the following criteria:

- The conceptual soundness of the project;
- The financial feasibility of the project; and
- Demonstrated ability to implement and administer the program.

The Yakima County HOME Consortium will select members of a review committee who will rate and review applications and provide recommendations to the Yakima County HOME Consortium. The Yakima County HOME Consortium will make a final recommendation to the Board of County Commissioners on all funded projects.

Upon Board of County Commissioners approval, award letters will then be sent to successful applicants, officially notifying them of their award. For HOME funded projects, the award letter will indicate information on how to proceed with the NEPA level/HUD Environmental Review. The



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Environmental Review must be completed and approved before a contract is executed. No funds will be reimbursed prior to the execution of an Agreement with Yakima County.

## **UNACCEPTABLE SUBMITTALS**

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Applications submitted that are not responsive to the requirements of the solicitation are unacceptable and will not be considered. Unacceptable applications are those which are subject to at least one (1) of the following shortcomings:

1. Late submittals – Proposals received after **3:00 p.m. on August 18, 2016**.
2. Does not address the essential requirements of the RFP.
3. Clearly demonstrates that the applicant does not understand the requirements of the RFP.
4. Clearly deficient in approach.
5. Does not contain an original hard copy and an electronic copy.
6. Has changed the formatting of the application.
7. Does not include all the information and documents required as part of the application.

## **SUBMITTAL DUE DATE AND INSTRUCTIONS FOR SUBMITTAL**

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To be eligible for consideration, the full application must be completed and received by the Department of Public Services, 128 N. 2<sup>nd</sup> St., Fourth Floor of the Courthouse; Yakima, WA 98901, **no later than 3:00 p.m. on April 18, 2016**.

1. One (1) signed original hard copy delivered to the county with all required attachments;
2. Email the following to **both** : [andrea.reyes@co.yakima.wa.us](mailto:andrea.reyes@co.yakima.wa.us) **and** [marlene.carpenter@co.yakima.wa.us](mailto:marlene.carpenter@co.yakima.wa.us) :
  - a. One (1) electronic copy of the full application in PDF format, titled “[Your Agency], [Your Program] Affordable Housing 2016”
  - b. One completed excel workbook, titled “[Your Agency], [Your Program] Affordable Housing 2016”
  - c. One (1) electronic copy of your agency’s 990. Titled “[Your Agency], [Your Program] 990”

Electronic copies are in addition to, not in lieu of, hard copies. Applicants must use the forms provided. Applications postmarked prior to the deadline but not received by the Department of Public Services will be considered unresponsive and are ineligible for consideration. **Responses which do not**



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**contain a signed original will not receive consideration.** Applications must be signed by a person authorized to bind the agency in a contract.

Applications submitted on time will be considered as submitted. Yakima County will not contact the agency for corrections to the applications. Applicants are strongly encouraged to carefully review the Anticipated Timelines associated with this announcement.

Responses shall not exceed the page limits indicated for each section of the application. If any one section exceeds the stated page limit, the excess pages from that section may be removed by reviewers and not scored or otherwise evaluated.

Covers are not necessary and three-ring binders **must not** be used. If mailed, applicants are strongly encouraged to send proposals to the Department of Public Services via certified mail, return receipt requested. All proposals must be received by the stated deadline.

## **OWNERSHIP OF MATERIAL**

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Responses, applications, and other materials submitted in response to this request become the property of the County, are documents of public record, and will not be returned. By submitting an application, applicants acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in the applications.

## **PROPOSAL COSTS AND PAYMENT OF CONTINGENT FEES**

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The County is not liable for any costs incurred by an applicant prior to the issuance of a contract. All costs incurred in response to this solicitation are the responsibility of the applicant, including travel costs to attend workshops and/or contract negotiation sessions.

## **ACCEPTANCE OF TERMS AND CONDITIONS**

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By submitting a response to this RFP, the applicant acknowledges and accepts all terms and conditions of this request and all County, Washington State, and Federal regulations and requirements related to the delivery of the eligible activities. If the applicant is awarded a contract, the application will become part of the contract agreement. The applicant is bound by the terms of the application unless the County agrees that specific parts of the application are not part of the agreement. The County reserves the right to introduce different or additional terms and/or conditions during final contract negotiations. Applicants will be required to enter into a formal written agreement with Yakima County.

## **RIGHT TO REJECT OR NEGOTIATE**

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The County reserves the right to reject any or all applications, if such a rejection is in the County's best interest. This Notice of Funding Availability (NOFA) is a solicitation for offers and shall not be



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construed as an offer, a guarantee, or a promise that the solicited services will be purchased by the County. The County may withdraw this notification at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs.

Additionally, Yakima County reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, reserves the right to arrange an on-site visit/review to determine the applicant's ability to meet the terms and conditions described in this RFP.

## **CONTRACT AWARD AND NOTIFICATION TO SELECTED APPLICANTS**

Decisions regarding contract awards for services solicited by this announcement will be made in approximately November of 2016. Awarded contracts will begin between December 1, 2016 and January 1, 2017, depending on the funding source requirements.

All proposed HOME projects will be reviewed and approved by the HOME Administrator for completed NEPA-level / HUD environmental reviews. After the environmental reviews are approved by Yakima County staff, agreements will be developed. HOME and local 2060 funds will not be committed prior to the execution of an agreement with Yakima County.

## **CANCELLATION OF APPLICANTS**

The County reserves the right, with or without cause, to cancel any contract resulting from this RFP with thirty (30) calendar days written notice sent by certified mail, return receipt requested, to the applicant's address of record, as indicated the applicant's proposal to this RFP (or last known address on file).

## **NOTIFICATION OF REQUIRED ASSURANCES FOR FEDERAL FUNDING**

Applicants who are awarded federal funding agree to comply with the following regulations, requirements, conditions, and policies identified below, including but not limited to:

### **1. FEDERAL REQUIREMENTS**

Federally funded projects must adhere to a broad base of federal regulations including those listed below. Yakima County is responsible for ensuring that these regulations are met in all HOME-funded projects.

### **CONFLICT OF INTEREST:**

The Applicant covenants that no person who presently exercises any functions or responsibilities in connection with Yakima County Public Services has any personal financial interest, direct or indirect, in this proposal or any resulting Agreement. The Applicant further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or



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degree with the performance of its services hereunder. The Applicant further covenants that in the performance of this project/proposal, no person having any conflicting interest will be employed. Any interest on the part of the Applicant or its employees must be disclosed to Yakima County.

No officer, employee, or agent of the Applicant shall participate in the selection, award, or administration of activity funded in whole or in part with HOME funds if a conflict of interest, real or apparent, would exist, nor shall their families, or those with whom they have business ties, so benefit.

### **ENVIRONMENTAL REVIEW:**

All HOME projects will need to have an environmental review completed in accordance with the National Environmental Protection Act (NEPA). The scope of the environmental review will depend on the nature and size of the project. Yakima County may need to incur costs related to the completion of the NEPA review. The cost will be passed on to the applicant as a project cost.

Once the funding application is received the applicant and anyone else in the development process cannot take any choice limiting actions until the environmental assessment is complete. Choice limiting actions include the acquisition of property, beginning construction activities, signing binding contracts, etc. If a choice limiting action is taken without the environmental assessment being completed, it will disqualify the project from receiving federal funding.

**IMPORTANT FOR PROJECTS INVOLVING ACQUISITION:** HUD only allows the use of a conditional purchase and sale contracts conditioned on completion of the environmental review for the purchase of properties. The responsible entity or applicant may enter into a purchase option on these projects if the option agreement meets the standards of Part 58.22(d). (Applicants will need to work with the HOME Administrator to ensure that the option agreement meets the requirements of Part 58.22(d)).

Regulations at 24 CFR Part 58.22 make it clear that a recipient, any participant in the development process (including public or private nonprofit or for profit entities), or any of their contractors may not commit HUD or non-HUD funds on a project until the environmental review process has been completed and the Request of Release of Funds and related certification have been approved, if needed.

*The HOME Administrator may request applicants submit a Phase I environmental, or other related studies if applicable.*

### **UNIFORM RELOCATION ACT:**

All projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as implemented by HUD regulation 24 CFR 570.606, as applicable. Applicants applying for the acquisition or rehabilitation of an existing building with residents living in the project, and/or businesses operating in the project, will need to provide proper relocation notices on or before application for federal funds, including HOME. Applicants will be required to meet with the HOME





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Administrator to go over the relocation plan for the building(s) and required notices. If businesses or tenants need to be relocated as a result of the acquisition or rehabilitation, those impacted must be compensated in compliance with the URA.

For projects involving acquisition, a Property Owner Notice of Interest must be provided to the seller of the property being acquired. This notice must include language that the Applicant and the County will not use eminent domain to acquire the property and other URA requirements. A voluntary sale notice must be given at the time of the purchase and sale agreement. This notice must also include a disclosure to the seller making them aware of the fair market value of the property.

Applicants for acquisition or currently occupied property will be required to meet with the HOME Administrator to go over the acquisition notices for the building(s) and/or relocation requirements prior to application.

## **LABOR STANDARDS:**

Projects involving new construction or rehabilitation will adhere to federal labor laws which include:

- A. *Davis-Bacon Act: Applicable to all HOME projects (except residential housing projects with seven (7) or fewer housing units).* Provides assurance that workers employed in construction work under federally assisted contracts are paid wages and benefits equal to those that prevail in the locality where the work is performed. If applicable, the cost of compliance monitoring for federal Davis Bacon may be passed on to the applicant as a project cost.
- B. *Contract Work Hours and Safety Standards: Applicable to all projects.* Provides assurance that workers employed in construction work under federally assisted contracts are paid 1½ time their normal salary for working over 40 hours per week.
- C. *Copeland Act: Applicable to all projects.* Governs the deductions from paychecks that are allowable, and requires submission of weekly payroll.
- D. *Fair Labor Standards: Applicable to all projects.* Establishes a basic minimum wage for all work, and requires the payment of time and a half for overtime.

## **EQUAL EMPLOYMENT OPPORTUNITY:**

This law prohibits discrimination against any employee or application for employment because of race, color, religion, sex, or national origin. Provisions to effectuate this prohibition must be included in all construction contracts. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color or national origin.



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## **SECTION 3 REQUIREMENTS:**

All construction contracts must meet Section 3 requirements to the greatest extent feasible. Opportunities for training and employment arising from the project will be provided to low-income persons residing in the program service area. To the greatest extent feasible, contracts for work to be performed in connection with the contractor will be awarded to business concerns that are located in or owned by a person residing in the program service area. A Section 3 plan for the project will be required to be completed prior to the start of construction and a Section 3 clause will need to be included in any construction contracts.

## **MINORITY BUSINESS ENTERPRISES (MBE) AND WOMAN BUSINESS ENTERPRISES (WBE):**

Developers of federally funded housing projects *must adopt* procedures to establish and oversee a minority outreach program to ensure, to the maximum extent possible, that minorities and women, and businesses owned by minorities and women (MBE/WBE's), are offered contracts. Applicants will need to include an outreach plan and include MBE/WBE provisions in all construction contracts.

## **LEAD-BASED PAINT:**

If the project involves acquisition and/or rehabilitation on a building or buildings built before 1978, federal regulations require that testing for lead paint be conducted and a risk assessment be provided. Any lead-based paint hazard must be corrected in accordance with federal and state guidelines.

## **CONTRACTING AND PROCUREMENT:**

Projects may be subject to certain Federal procurement rules which include:

- A. Conflict of Interest;
- B. Debarred contractors; and
- C. Procurement Standards under 24 CFR 85.36 and 24 CFR Part 84.40-48, as applicable.

All contracts between applicant and contractors must include provisions as outlined in the Yakima County HOME Program contracting requirements and be reviewed by Yakima HOME Program staff.

## **FAIR HOUSING AND AFFIRMATIVE MARKETING:**

All projects must comply with the following federal fair housing laws, including but limited to:

- A. Title VI of the Civil Rights Act of 1964 as amended;
- B. The Fair Housing Act;
- C. Equal Opportunity in Housing Act; and
- D. Age Discrimination Act.

All projects must adopt affirmative marketing procedures in compliance with federal and County policy. An affirmative marketing plan must be provided on HUD form HUD935.2A. The plan must, to





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the greatest extent possible, provide information to the public and potential tenants that may be underserved in the community.

## **ACCESSIBILITY:**

All projects must comply with the following federal accessibility laws:

- A. Americans with Disabilities Act;
- B. Fair Housing Act; and
- C. Section 504/Handicap Accessibility.

## **FINANCIAL MANAGEMENT:**

The applicant must comply with all relevant OMB circulars. Recipients of funds must have a financial management system in place that complies with all federal standards including cost reasonableness. Applicants that received more than \$750,000 in federal funds in a program year must have an audit in accordance with OMB A-133.

## **HOME SPECIFIC REQUIREMENTS**

Yakima County may not commit HOME funds to a project consisting of new construction or rehab until the following are met:

- Committing funds is the act of signing the HOME funding agreement by Yakima County and applicant
- CHDO's must be certified at time of commitment of funds
- CHDO certification is based upon meeting the federal definition of a CHDO and capacity assessment
- All necessary funding is secured such as letter of credit, letter of available owner provided funds, or proof of grant award
- A budget and production schedule is established and accepted by the HOME Administrator
- Underwriting and subsidy layering is completed and accepted by the HOME Administrator
- Market assessment is completed for the specific project
- Assessment of the experience and financial capacity of the developer is completed
- All construction is expected to start within 12 months of Agreement signing



# Yakima County HOME Consortium

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## **OTHER FEDERAL REQUIREMENTS:**

Recipients of HOME funding will be required to comply with all federal laws and requirements including all OMB circulars and other federal requirements not listed in these instructions. These requirements will be included in any written agreement between the applicant and Yakima County. Further information is available on request.

## **2. Yakima COUNTY REQUIREMENTS**

Yakima County will not require supplemental documentation not specifically requested in the funding application at the time of application submission, or at the time of funding awards/reservations. However, the following documentation may be required prior to commitment of funds, and completion of the formal written agreement:

- A. Evidence of site control (purchase and sale agreement, or deed of ownership);
- B. Zoning certificate (if new construction/rehabilitation);
- C. Complete third party construction estimates (if new construction/rehabilitation);
- D. Phase I Environmental & Biological Assessment (if needed to complete environmental review);
- E. Lead test and risk assessment (for acquisition of existing housing built prior to 1978);
- F. Rent rolls (for acquisition of tenant occupied housing);
- G. Market study or comparable rent analysis (if rental housing project that is not special needs);
- H. Affirmative marketing plan – Plan to comply with Yakima County policy (not applicable for special needs housing);
- I. Copies of previous years A-133 audits and corporation financial statements;
- J. Copies of developer agreements or partnership agreements (if applicable);
- K. Copy of Board resolution authorizing the submittal of an application. Please include in the resolution the individual authorized to sign on behalf of the organization;
- L. Additional documentation may be required as needed.

The following documentation will be required prior to release of funds, and recording of loan documents:

- A. Title report;
- B. Property appraisal;
- C. Evidence of other funding commitments, including partnership agreements (if the project is a tax credit project), or developer/sponsor agreements; and



D. Additional documentation may be required as needed;

**YAKIMA COUNTY’S REVERSION OF ASSETS POLICY:**

Real property or facilities acquired or improved or constructed with HOME funds are subject to the below requirements:

Deed restrictions and covenants will be required that reflect the regulatory requirements for period of affordability based on the HOME program regulations at 24CFR Part 92, and as described below.

**AFFORDABILITY PERIOD FOR RENTAL PROJECTS:**

ACTIVITY	AVERAGE PER-UNIT HOME	MINIMUM AFFORDABILITY PERIOD
New Construction or Acquisition of New Housing	Any dollar amount	20 years

**AFFORDABILITY PERIOD FOR HOMEBUYER PROJECTS:**

HOME FUNDS PROVIDED	AFFORDABILITY PERIOD
<\$15,000	5 years
\$15,000 - \$40,000	10 years
>\$40,000	15 years

A. This provision will be implemented through the execution of:

- 1) A Deed of Trust in favor of the County, placed on the property at the time an Agreement is entered into or at such later time as may be acceptable to the County.
- 2) A Secured Promissory Note in the amount of this Agreement;
- 3) An applicant’s Covenant Agreement for the length of the period of interest; or
- 4) Any combination of the above documents.



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## HUD INCOME LIMITS

Area Median Income (AMI) is determined periodically by the Department of Housing and Urban Development (HUD) on the basis of state and local earnings data and is published for cities and counties.

The Area Median Income for Yakima County effective December 2015 is \$48,700 for a four-person household. More information is available at [www.huduser.org](http://www.huduser.org).

HUD updates income limits annually each December. The most up-to-date income limits will apply to all funded projects. They may be found at [www.huduser.org](http://www.huduser.org).

### Yakima County, Washington

FY 2016 Income Limit Area	Median Income	FY 2015 Income Limit Category	1 person	2 person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Yakima County	\$48,700	Very Low (50%)	\$19,500	\$22,250	\$25,050	<b>\$27,800</b>	\$30,050	\$32,250	\$34,500	\$36,700
		Extremely Low (30%)	\$11,880	\$16,020	\$20,160	<b>\$24,300</b>	\$28,440	\$32,250	\$34,500	\$36,700

**END OF INSTRUCTIONS**