# 2017 Combined Funders HOMEOWNERSHIP Application (CFA-H)

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|  |  | Most recent Audit report, or a year-to-date statement |
|  | Audit reports for the past two years. Include any management letters from the Auditor.  **OR**, If a first-time Applicant:  Financial statements for the past two years |
|  | Tax return 990 forms for the last two years (first time, nonprofit applicants only) |
|  | Signed board resolution authorizing application submittal (if applicable) |
|  | Secretary of State certification of existence (RCW 24.03) |
|  | Documentation of participation in the WSQA program (where required). This may be in the form of:   * Copy of **signed and dated** WSQA Intent to Apply Form   ***OR***   * Copy of letter or e-mail from WSQA confirming receipt of Intent to Apply Form   ***OR***   * Evidence of Application submittal to WSQA (please do not attach your application) |

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| If any item listed above is not checked or is not applicable to your project, please reference the specific document and provide an explanation here: | |
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**AFFIDAVITS TO COMPLY WITH STATE REQUIREMENTS**

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| **For all applicants:**  **Affidavit**  **To Promote Compliance with State Prevailing Wage Law** ([Chapter 39.12 RCW](http://app.leg.wa.gov/rcw/default.aspx?cite=39.12))  If the Department of Commerce issues an award for the project presented within this Application, that project may be subject to State Prevailing Wages law ([Chapter 39.12 RCW](http://app.leg.wa.gov/rcw/default.aspx?cite=39.12)) and [Section 201.5](http://www.commerce.wa.gov/Programs/housing/TrustFund/Pages/Handbook.aspx) of the [HTF Handbook](https://deptofcommerce.box.com/s/f89ytc0qtime7dl6wpqke5h2zl1jwzlm). If federal funds are awarded to the project presented within this Application, additional federal requirements will apply.  The Department of Commerce (Commerce) is not responsible for determining whether Prevailing Wages law applies to this project or for any prevailing wage payments that may be required by law. Commerce strongly recommends that the Applicant consult with the Washington State Department of Labor and Industries and/or private legal counsel prior to applying for HTF funding to determine whether or not prevailing wages must be paid on the project and, if so, what wage rates apply. The Applicant acknowledges that failure to secure a determination from the Washington State Department of Labor and Industries prior to commencement of work on the project can result in significant additional cost to the project, which cannot be covered by Commerce. By signing below, the Applicant is certifying the project will comply with Prevailing Wages law set forth in [Chapter 39.12 RCW](http://app.leg.wa.gov/rcw/default.aspx?cite=39.12), including the filing of the “Statement of Intent to Pay Prevailing Wages” and “Affidavit of Wages Paid” as required by [RCW 39.12.040](http://app.leg.wa.gov/RCW/default.aspx?cite=39.12.040).  The Applicant shall maintain records sufficient to evidence compliance with [Chapter 39.12 RCW](http://app.leg.wa.gov/rcw/default.aspx?cite=39.12) and shall make such records available for Commerce’s review upon request. |

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| **For all applicants:**  **Affidavit**  **To Promote Compliance with Washington State** [**Executive Order 05-05**](http://www.dahp.wa.gov/sites/default/files/DAHP%20Executive%20Order%2005-05.pdf)  If the Department of Commerce issues an award for the project presented within this Application, that project is subject to compliance with [Executive Order 05-05](http://www.dahp.wa.gov/sites/default/files/DAHP%20Executive%20Order%2005-05.pdf) and [Section 201.6](http://www.commerce.wa.gov/Programs/housing/TrustFund/Pages/HTF_Handbook_Chapter_2.aspx) of the [HTF Handbook](https://deptofcommerce.box.com/s/f89ytc0qtime7dl6wpqke5h2zl1jwzlm). If federal funds are awarded to the project presented within this Application, additional federal requirements will apply.  By signing below you are certifying that you will review the acquisition or capital construction project with the Department of Archaeology and Historic Preservation (DAHP) and affected tribes to determine potential impacts to cultural resources. Cultural resources are defined as archeological and historical sites and artifacts, and traditional areas or items of religious, ceremonial and social uses to affected tribes. The contractor shall maintain records sufficient to evidence compliance with Executive Order 05-05, and shall make such records available for the Department of Commerce’s review upon request. |

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| **Applies when “Total Project Construction Costs” are $1 million or more.**  **Affidavit**  **To Promote the Use Of Apprentices in Public Works Projects**  I,  Name ,  Title of Authorized Individual of  Applicant Organization , acknowledge that I have read RCW [39.04. 300](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.04.300) – [320](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.04.320) and Section 201.5 of the [HTF Handbook](https://deptofcommerce.box.com/s/f89ytc0qtime7dl6wpqke5h2zl1jwzlm) and understand the intent of this RCW. If my project(s) is awarded funds as a result of this Application and my project is required to meets the standards set forth in RCW 39.04.300 –340, I will make a good faith effort to comply with this Chapter of RCW. If at the start of construction, it is determined I am not able to comply with this Chapter of RCW, I will submit a written request for waiver of the apprenticeship participation requirement and will include reasons supporting the waiver request. Written approval of the waiver request is required from the Department of Commerce. |

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| **Affidavit**  **To Promote Compliance with** [**Chapter 39.35D.080 RCW**](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.35D.080)  If the Department of Commerce (Commerce) issues an award for the project presented within this Application, that project is subject to [Chapter 39.35D.080 RCW](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.35D.080) and 201.7 of the [HTF Handbook](https://deptofcommerce.box.com/s/f89ytc0qtime7dl6wpqke5h2zl1jwzlm). By signing below you are certifying that this project will be designed, implemented, built, operated, and maintained according to the requirements of the Evergreen Sustainable Development Standard. The contractor shall maintain records sufficient to evidence compliance with the Evergreen Standard and shall make such records available for review by the Commerce or Commerce’s agent upon request. |

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| **Self-Certification of Threshold Requirements**  I, Name , Title of Authorized Individual of Applicant Organization , acknowledge that I have completed the self –certified threshold checklist and that all the required documentation necessary to review this application has been included.  I have read and understand the following affidavits as described above:  Prevailing Wage Law, [Chapter 39.12 RCW](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.12)  Archeological & Cultural Resources, [Executive Order 05-05](http://www.dahp.wa.gov/sites/default/files/DAHP%20Executive%20Order%2005-05.pdf)  Use of Apprentices, [Chapter 39.04 RCW](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.04), when “Total Project Construction Costs”  are $1 million or more  Evergreen Standard Requirement, [Chapter 39.35D.080 RCW](http://apps.leg.wa.gov/RCW/default.aspx?cite=39.35D.080) ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL  |  |  |  |  | | --- | --- | --- | --- | | **Signature:** |  | **Title:** |  | | **Name:** |  | **Date:** |  | | **Organization:** |  | **Project:** |  | |  |  |  |  | |