City of Richland

Community Development Block Grant (CDBG)

2017 Program Year Request For Applications

City of Richland Community & Development Services
PO Box 190
840 Northgate Drive
Richland, WA 99352

(509)942-7580 (Phone)
(509)942-7764 (Fax)
Washington State Relay # 1(800)877-8300

mburden@ci.richland.wa.us www.ci.richland.wa.us

EQUAL HOUSING OPPORTUNITY

June 9, 2016

To : All Interested Applicants

From : Michelle Burden
City of Richland Planning Commission

Subject: 2017 Community Development Block Grant Funding Process

The estimated funding allocation for 2017 is $245,000 of which approximately $195,000 will be available for eligible projects. HOME funds of approximately $100,000 are also anticipated. The City utilizes its annual HOME allocation for City operated housing programs, but receives public input and applications for potential uses on an annual basis.

Overview of Application Process:

- You have received this 2017 CDBG Funding application packet as a result of being included or having applied in previous years. If you would prefer to be taken off this list – or, if you would prefer to receive this application in a "WORD friendly" manner, please contact the Block Grant Coordinator at (509)942-7580 or by email at mburden@ci.richland.wa.us.

- The CDBG funding process is very competitive with approximately two times the amount in requests as there is available funding. For this reason, it is imperative that your Application is 100% complete. The application must be an eligible activity, meet one of HUD's National Objectives and conform to local program requirements. Applications not meeting all the requirements cannot be considered for funding.

- A Public Hearing will be held on Wednesday, June 22, 2016 at 7:00 p.m. during a regularly scheduled Planning Commission meeting in Council Chambers at Richland City Hall, 505 Swift Boulevard.

- Technical assistance can also be obtained by contacting the Block Grant Coordinator as listed above. Assistance should be sought well in advance of the application deadline to allow staff the time to adequately assist you with your questions.

Schedule for Application Process:		
June 22	7:00 p.m.	Planning Commission -Public Hearing on Housing and Community Development Needs
July 7	4:30 p.m.	Deadline for application submission – US Mail postmarked by midnight or hand delivered
July 27	7:00 p.m.	Planning Commission - Applicant Oral Presentations and Review of Applications
August 24	7:00 p.m.	Planning Commission – Review and Recommendations of Applications
November 8	6:30 p.m.	City Council - Public Hearing and approval of 2017 Annual Action Plan

Application Criteria:

- Public Service Projects are subject to a Federal cap of 15% of the City's current year grant award and must be either a **new service** or a **quantifiable increase** in the level of an existing service.

- Complete all parts and questions in the Application forms. Incomplete applications will be returned to the applicant without further funding consideration.

- Priority placement in the Allocation Policy is as determined by Staff review. Projects rated as ineligible by Federal Regulations or local requirements and/or rated as "No Priority", as outlined in the Allocation Policy, will be returned to the applicant without further consideration.

- The Application must address a Community Priority Need (Attachment B). Your project should meet a Goal, Strategy, Objective and Outcome. The project must be able to produce and evaluate measurable outcomes and results as listed in the Indicators.

- Submittals must include the applicant's most recent audit report, including correspondence referred to in the report, including any responses to the audit and/or corrective action plan if it was required. If the applicant did not complete an audit in the previous two years, a certified "current financial statement" must be submitted in lieu of an audit report.

- Applications submittals must be typewritten or completed electronically and printed on 8 ½" by 11" white paper. There is no need to return the cover pages, instructions, Attachment's A or B.

- ***Please submit one (1) original and Eight (8) copy of the following items:***

    - Application packet
    - Public Service Special Attachment #1 **OR** Economic Development Special Attachment #2 (if applicable to your application)
    - Map of project location
    - List of Board/Council members, including names & addresses – **ONE** COPY ONLY ○ Recent audit report or financial statement – **ONE** COPY ONLY

- ***Mail or hand deliver your submittal to:***

    - City of Richland / Attn: Michelle Burden / PO Box 190 / 840 Northgate Drive / Richland, WA 99352

- ***Submittals must be postmarked no later than midnight on July 7, 2016 or hand delivered by 4:30 July 7, 2016.*** Applications received after the above date and time will not be considered. Extensions cannot be permitted.

- The City of Richland reserves the right at its sole discretion to reject any or all applications received without penalty and this does not obligate the City to enter into a contract. Incomplete Application packets will be returned to the applicant without further consideration. The Planning Commission may recommend to City Council applications for funding or may choose to accept additional applications. If the Planning Commission chooses not to fund its annual allocation in full, unallocated funds may be held for reallocation by the Planning Commission for existing projects or a new application process.

- Each applicant's Application that meets the eligibility criteria will be invited to make a 5-minute presentation to the Commission on ***July 27, 2016,*** followed by a 5-minute question and answer period. Applications and presentations will be evaluated based on the Allocation Policy and Community Priority Needs. Applicants will receive their scheduled time for oral presentation in mid-July.

- Requests for accommodations will be provided, to the extent feasible, to meet the needs of non-English speaking, deaf and hearing impaired and visually impaired persons. HUD will make arrangements to provide an interpreter, a signer or a reader upon request. Requests must be made by phone call or email at least 72 hours prior to ***July 27, 2015***.

- Contact Michelle Burden at (509)942-7580 or mburden@ci.richland.wa.us

Community Development Block Grant Application
2017 Program Year

Applicant:

Address:

Project Name:

Contact Person:

Telephone: Email:

Federal Tax ID #: Duns #:

Requested CDBG Funding Amount: Leverage:

1. What type of CDBG project/activity are you applying? (choose one)

☐ Public Facilities or Improvements
☐ Public Service, also compete **Attachment 1**
☐ Housing (acquisition, rehabilitation or homeownership assistance),
☐ Economic Development, also complete **Attachment 2**

2. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed.

3. Describe the unmet need in the community using statistics, demographics or other factual information.

4. Refer to **Attachment A** - Allocation Policy, what is your projects priority?

☐ High ☐ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

5. Refer to **Attachment B** - Community Priority Needs, what Strategy, Goal, Objective and Outcome does your project fulfill?

Strategy #	Goal #	Objective #	Outcome #

6. How does your application meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)

☐ a. You receive income data verification from each participant in the program.

☐ b. Your project/activity serves only a low income area which is proven by the FY 2015 American Community Survey data for Richland, WA:
Census Tract #:_____ Block Group #:_____

☐ c. Your project serves only the following clientele: (check only one box)
☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
☐ Battered spouses ☐ Migrant farm workers

☐ d. Your project will create jobs that employ low to moderate income employees.

7. Attach a map, providing the location of the project or service area.

8. Provide program benchmarks you hope to achieve in 2017. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.*

**Public Service / Housing – Unit of measure is people *Homebuyer – Unit of measure is households*

**Rehabilitation – Unit of measure is houses *Economic Development – Unit of measure is FTE jobs and / or businesses*

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1st Quarter				
2nd Quarter				
3rd Quarter				
4th Quarter				
TOTAL				

9. Of the total "number served" listed in the above table, please categorize your clientele by the following criteria:

Number of clients below 30% median income	
Number of clients below 50% median income	
Number of clients below 80% median income	
Number of elderly clients	
Number of minority clients	
Number of disabled clients	
Total Richland residents served	

The following are the maximum income guidelines for 2016 CDBG funded programs (80% is the maximum eligible). These guidelines will be updated annually by the U.S. Department of Housing and Urban Development (HUD).

2016 HUD income Limit Guidelines for Kennewick – Pasco – Richland (effective June 6, 2016)								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	$14,050	$16,050	$18,050	$20,050	$21,700	$23,300	$24,900	$26,500
50%	$23,400	$26,750	$30,100	$33,400	$36,100	$38,750	$41,450	$44,100
60%	$28,080	$32,100	$36,120	$40,080	$43,320	$46,500	$49,740	$52920
80%	**$37,450**	**$42,800**	**$48,150**	**$53,450**	**$57,750**	**$62,050**	**$66,300**	**$70,600**
Median	$46,800	$53,500	$60,200	$66,800	$72,200	$77,500	$82,900	$88,200

10. What is the dollar amount of CDBG funds your agency has received in the past four years?

	2016	2015	2014	2013
Kennewick				
Richland				
Pasco				

11. What impact will your project have in the community? How will you measure your success?

12. Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will

use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL: Salaries				
OPERATIONS: Rent/Lease Utilities Supplies				
CONSTRUCTION: Engineering Materials Labor / Contracts				
PROPERTY: Purchase Price Closing Costs				
OTHER: (Describe)				
TOTAL				

13. Are the above "other sources" of funds secured? Please describe:

14. If you do not receive the requested funds or receive only a portion of what you request, what will you do?

15. If your request includes recurring costs such as staff time, supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

16. Check “yes” or “no” for each of the following questions:

	Assessment Questions	**Yes**	**No**
	Is the subrecipient new to the CDBG program?	☐	☐
	Is this a new activity for the subrecipient?	☐	☐
	a. Has this activity been completed successfully in prior years?	☐	☐
	b. Have CDBG performance goals been met in prior years?	☐	☐
	Does the subrecipient have unresolved audit findings?	☐	☐
	Is staff responsible for the CDBG project new or inexperienced?	☐	☐
	Does your project displace or relocate any individual or business?	☐	☐
	Does your project involve construction/renovation?	☐	☐
	a. Do you own the property?	☐	☐
	b. Do you have experience with federal Davis-Bacon labor and wage requirements?	☐	☐

Certifications and Assurances

I/we make the following certifications and assurances as a required element of the Application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late or ineligible Application packets will be returned to the applicant without further consideration.

I understand that the City will not reimburse for any costs incurred in the preparation of this Application or any pre-award costs. All applications will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:

_____

Signature of Authorized Agency Official

_____

Printed Name & Title

_____

Date

Attachment 1

Public Service

Community Development Block Grant Application 2017 CDBG Program Year

(Complete this page if you are proposing to provide a "Public Service" project)

1. When was your agency organized/formed?

2. Is your agency a Washington State non-profit corporation and/or a faith based organization? ☐ Yes ☐ No

3. Does your agency have federal IRS non-profit status? ☐ Yes ☐ No

4. List any required accreditation your agency / staff must have in order to do business:

5. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?

6. Will CDBG assist in leveraging or matching other funding? ☐ Yes ☐ No

7. Is this the first year of the project/activity/program? ☐ Yes, Year began: _____ ☐ No

8. If you receive funding for 2017, how will your program be funded in the future?

9. If you received CDBG funding in 2016, please quantify the increase in service that you will provide during 2017 and explain why there is a new demand or an unmet need in the community for this service.

Attachment 2

Economic Development
Community Development Block Grant Application 2017 CDBG Program Year
(Complete this page if you are proposing to provide an "Economic Development" project)

1. We are a: ☐ non-profit ☐ for-profit ☐ faith-based

2. Describe how your project will make the most effective use of CDBG funds?

3. Is there leverage of other funds?

4. How will you assure that CDBG funds are not substituted for other non-federal investment?

5. Can you demonstrate that your project will meet the minimum federal CDBG threshold of providing one full time equivalency job (32 hours per week) per $35,000 of CDBG funds, or provide goods or services to residents of a low-moderate income (LMI) area, such that the number of LMI persons residing in the area served amounts to at least one LMI person per $350 of CDBG investment, and that at least more than one half (51%) of the **total** jobs created will be filled by very low, low and moderate-income persons? How will you make sure that the jobs will be made available to very low, low and moderate-income persons?

6. Is your request being used for business incentives or for recruitment of a business from another city or state? If yes, describe in detail. Are the proposed jobs existing positions or are they new?

7. Show the number of new permanent jobs projected to be created (seasonal jobs do not count):

Job Title	# FTE Jobs Created	# Part Time Jobs Created	# FTE Jobs Filled by LMI	# Part Time Jobs Filled by LMI

***** LMI jobs refer to any job that can be held by a person with no advanced training or education beyond high school – or a job that the business agrees to hire unqualified persons for and provide training.***

Attachment A

Allocation Policy

Community Development Block Grant

The Planning Commission has the responsibility of reviewing applications for Community Development Block Grant (CDBG) funding and making a recommendation to City Council. Using the general direction provided by Council and considering the needs identified in the 2015-2019 Consolidated Plan, the Planning Commission will use this procedure for allocation of CDBG funds.

I. Applications will be reviewed for eligibility:

A. National Criteria:

1. Project must be an eligible activity under CDBG regulations. .
2. Project must address a national objective. B. Local Criteria:
1. Applications must be complete and clearly state the scope of the project.
2. Project must address a specific priority objective as identified in the Strategic Plan (attached).
3. Project must demonstrate ability to be completed within the program year.
4. Applicant must demonstrate ability to deliver the project.
5. Project must serve City of Richland residents.

II. Eligible projects will be ranked according to the following:

A. High Priority

1. Bricks and mortar projects resulting in visual physical improvements (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost).
   a. Projects to reduce barriers for physically impaired person
   b. Acquisition, construction or improvements to public facility
   c. Neighborhood preservation and revitalization
2. a. Economic Development projects resulting in creation of jobs

B. Average Priority

1. Bricks and mortar projects resulting in creation or preservation of housing for elderly or special needs population (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost)
2. Social Service projects to address community needs
   a. Projects to assist seniors or special needs population
   b. Projects to assist disadvantaged youth
3. Projects, which consist primarily of salary and benefit expense

C. Low Priority

1. Social Service projects which assist in the prevention of homelessness
3. Bricks and mortar projects resulting in preservation of affordable housing through rehabilitation or acquisition/rehabilitation (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost)

D. No Priority

1. Projects that consist primarily of salary and benefit expenses
2. Projects with CDBG as the sole source of funding
3. Projects other than those described above

III. The Planning Commission will allocate funds and make a recommendation to Council based on the following:

A. Priority rating of the project (allocation policy & strategic plan)
B. The value of the project as judged from the Application and interview (in the best interest of the City)
C. Amount of available funds

Attachment B

Community Priority Needs
2015-2019 Consolidated Plan

STRATEGIC PLAN

The five-year strategic plan sets the framework for projects and activities in Richland over the next five years.

1. ***The need for affordable housing creation, preservation, access and choice.***
2. ***The need for community, neighborhood and economic development.***
3. ***The need for homeless intervention and prevention and supportive public services.***

GOALS

Goal I: **Improve Affordable Housing Opportunities for Lower-Income Individuals and Households**

Strategy 1. Maximize homeownership opportunities for lower-income and special needs households.

Goal II: **Improve Community Infrastructure, Public Facilities and Local Economies**

Strategy 1. Support businesses that create permanent jobs for lower-income residents.

Strategy 2. Support businesses that provide essential services to lower-income neighborhoods.

Strategy 3. Support activities that improve the quality of local workforces and prepare lower-income and special needs workers to access living wage jobs.

Strategy4. Expand or improve basic community infrastructure in lower-income neighborhoods while minimizing costs to households below 80% of area median income.

Strategy 5. Improve access for persons with disabilities and the elderly by improving streets and sidewalk systems.

Strategy 6. Access new funding opportunities to revitalize neighborhoods and address other community needs.

Strategy 7. Support the revitalization of neighborhoods by improving and supporting public facilities that serve low- and moderate-income neighborhoods and households.

Strategy 8. Improve parks and recreation facilities in targeted neighborhoods.

Strategy 9. Support the beautification of communities by integrating art into public facilities as needed to address local policies.

Goal III: **Reduce Homelessness and Support Priority Public Services**

Strategy 1. Support public services programs that address specific targeted needs that are a barrier to lower-income persons becoming self-sufficient.

Strategy 2. Focus on the basic living needs of lower-income households and individuals by addressing one or more priority populations and needs.

Strategy 3. Support the development of a crisis response center to provide immediate stabilization and assessment services to persons in crisis, including homeless persons.

Strategy 4. Support existing homeless facilities and increase housing resources that assist homeless persons toward housing stability and self-sufficiency.

OBJECTIVES – OUTCOMES – INDICATORS

HUD requires recipients of federal funding to assess the outcomes of the program in question, in order to better assess the effectiveness of the activity. A Performance Measurement System has been designed to establish and track measurable objectives and outcomes for the CDBG program. There are three key elements to the Performance Measurement System – Objectives, Outcomes and Indicators. All approved applicants will be required to comply with the Performance Measurement System.

Determine which one of the three objectives best describes the purpose of the activity/project:

Objective 1. Suitable Living Environment – This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environments.

Objective 2. Decent Housing – This activity typically is designed to cover the wide range of housing possible under CDBG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.

Objective 3. Create Economic Opportunity – This objective applies to the types of activities related to economic development, commercial revitalization or job creation.

Determine which Outcome best describes your proposed activity/project:

Outcome 1. Improve availability/accessibility – This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

Outcome 2. Improve affordability – This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Outcome 3. Improve sustainability – This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

These are the key Indicators that HUD will use to assist in demonstrating benefits that result from the expenditure of CDBG funds. **These are for your information only – you do not have to choose an Indicator.**

• Public facility or infrastructure activities	• Public service activities
• Geographically targeted revitalization effort	• Jobs retained
• Commercial façade treatment / rehabs that are not target area based	• Number of homeless persons given overnight shelter
• Acres of brownfields remediated that are not target area based	• Number of beds created in overnight shelter or other emergency housing
• New rental units constructed that are affordable, 504 accessible, quality as Energy Star, are occupied by special needs populations etc.	• Number of new or existing businesses assisted and the DUNS number of the business

• Homeownership units constructed, acquired, and/or acquired with rehabilitation, number that are affordable, how many years affordable, 504 accessible, qualify as Energy Star, are occupied by special needs populations, etc.	• Jobs created for previously unemployed, number that now have access to employer sponsored health care, types of jobs created, training provided, etc.
• Owner occupied units rehabilitated or improved that are brought from substandard to standard condition, qualify as energy efficient, are now compliant with lead safe housing rules, are accessible for persons with disabilities, are occupied by special needs populations, etc.	• Number of households with short-term rental assistance, number of special needs households, number of homeless households, etc.
• Assistance of down payment/closing costs to homebuyers to purchase a home, number of first time homebuyers, number who receive housing counseling	• Households that received emergency financial assistance to prevent homelessness, or received emergency legal assistance to prevent homelessness