Clark County
CDBG and HOME Funding

2024 Funding Guide

Public Facilities and Neighborhood Improvements

Criteria and Application Information

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Clark County is a grantee and participating jurisdiction of U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funding. This means that annually, Clark County receives an allocation of CDBG and HOME funds to develop community improvements and housing for areas and households that are low-income. This funding is contracted through the county to nonprofit agencies, housing developers and local municipalities to carry out proposed improvements that meet the federal regulations and identified needs in Clark County's Five-Year Consolidated Plan.

Stakeholders for CDBG and HOME applications are notified by email each year when funding becomes available. To be added to the stakeholders list, contact Janet Snook: Janet.Snook@clark.wa.gov or 564-397-2130.

The 2023 funding cycle for all CDBG and HOME applications is as follows:

October 2, 2023	Applications open
October 10	Pre-application workshops 2:00 – 5:00 PM Details and links here: https://clark.wa.gov/community-services/cdbg-and-home-applications
October 25	Technical Assistance drop-in online 2:00 PM – 3:00 PM https://clarkwa.webex.com/clarkwa/j.php?MTID=m19b40fd013e7f7fe0924f5252e9f8e0b
October 31	Applicant Information and Eligibility Verification sections **due**
December 1	**Full applications due**
January 2023	Applications provided to Urban County Policy Board (UCPB) Scoring Advisory
February 12	**UCPB applicant presentations**
March 11	**UCPB project scoring and awards announced**
May	Public Hearing with County Council approval to submit Action Plan to HUD
Summer/fall	HUD releases 2024 funding upon approval of Clark County Action Plan
Fall/winter	Contracts executed and ready to proceed

Online grant applications, through Neighborly Software, and additional program information can be found on our website at www.clark.wa.gov/community-services/cdbg-and-home-applications.

The Urban County Policy Board is responsible for reviewing and scoring all applications and recommending funding awards. Approximately $3 million in entitlement funding is anticipated to be available this year.

Staff contact information:

Rebecca.royce@clark.wa.gov – 564-397-7863

Michael.torres@clark.wa.gov – 564-397-7801

Process Overview and Timeline

Description

The purpose of this RFA is to solicit applications that address the identified needs and objectives of the 2020–2024 Clark County Consolidated Housing and Community Development Plan. The Consolidated Plan is available for review at https://clark.wa.gov/community-services/cdbg-and-home-documents.

The Clark County CDBG program provides funds for eligible community development activities that benefit persons earning low to moderate income. Funds are allocated annually through a competitive process.

Questions regarding this Request for Application must be directed in writing, via email, to the contact person. The deadline for submitting such questions is November 29, 2023. Answers will be issued to all applicants no later than November 30, 2023.

Requirements

See https://www.clark.wa.gov/community-services/cdbg-and-home-applications for the Clark County Community Development Needs and Strategic Plan Goals to determine if your project is eligible. If you have any questions about your application or eligibility, contact county staff.

Contract performance will take place in Clark County or within the city limits of Woodland.
A contract awarded as a result of this RFA is intended to be for 12 months beginning in Fall/Winter 2024 if all other funding is secured.

Non-discrimination

Projects awarded federal funds are required to ensure that all persons are served equitably and that a person is not denied services because of their race, creed, color, religion, national origin, sex, familial status, or mental or physical ability. The State of Washington carries additional protections for persons experiencing discrimination based on a person's marital status, age, sexual orientation, gender identity, disability and the use of a trained dog guide or service animal, and honorably discharged veteran or military status. Applicants must be prepared to establish, amend, or maintain program admissions, occupancy, and operating policies and procedures (including policies and procedures to protect individuals' privacy and security), so that equal access is provided to individuals based on any of the above listed protected classes.

Restrictions

Applicants must be a municipality, housing authority, or qualifying nonprofit organization under IRS Section 501(c)(3).

Resources

	Document	What is it?	Where can I find it?
All Projects	UCPB Application Funding Guidelines	Describes guidelines and policies for the Urban County Policy Board's funding decisions.	https://www.clark.wa.gov/community-services/cdbg-and-home-applications
	CDBG and HOME Q and A	Document with frequently asked questions – grouped by topic.	
	Income and Rent Limits	Current limits for household income and rental amounts for HOME units or TBRA.	https://www.clark.wa.gov/community-services/cdbg-and-home-documents
	Voucher request forms and instructions	Used to bill Clark County for CDBG and HOME expenses for activities underway.	
CDBG Specific	CDBG Procedures Manual	Requirements for CDBG funding, including procurement, environmental review, and labor requirements.	
	Guide to CDBG Eligible Activities	HUD document describing types of activities that can be undertaken with CDBG funding.	
	Guide to CDBG National Objectives	Details three types of objectives for CDBG funding: low/mod benefit, eliminating slum/blight and other urgent needs	
	Maps showing low-income areas	Map of Census Tracts and Block Groups in Clark County that are eligible for CDBG area benefit activities.	
HOME Specific	HOME Procedures Manual	HOME requirements for rental projects, homebuyer activities, tenant-based rental assistance (TBRA) and CHDO qualifications.	
	Fair Housing for HOME Participants	Understanding compliance with fair housing laws for HOME activities, including TBRA.	https://www.hud.gov/sites/documents/19755_200510.PDF
	Tenant Based Rental Assistance Core Components	Describes program requirements for rapid-rehousing, currently required for HOME-funded TBRA	https://endhomelessness.org/resource/core-components-of-rrh/
	Evergreen Sustainable Development Criteria	Describes sustainable construction methods for HOME construction projects	http://www.commerce.wa.gov/wp-content/uploads/2018/03/hfu-esds-v3.0.1.pdf

Neighborly Application Overview

Neighborly is an online grant management system that will be used for application submission, application scoring, submission of quarterly reports throughout project completion, invoice submittal and loan management.

The link to access Clark County's Neighborly site is:
**https://portal.neighborlysoftware.com/clarkcountywa/Participant**

Register in the top right corner to set up a new account. Start a New Application by choosing the corresponding category for your project.

Public Facilities and Neighborhood Improvements	Asset and Economic Development	Affordable Housing and Homelessness
INFRASTRUCTURE • Street and sidewalk improvements • Water and sewer improvements • Parks and recreational facilities improvements	**HOMEOWNERSHIP** • New construction or rehabilitation of single-family housing • Homeownership assistance • Land Acquisition or infrastructure for single-family development	**CONSTRUCTION** • New construction or rehab of multi-family housing • Acquisition of existing units or land for multifamily development • Conversion of an existing structure for use as affordable housing
SOCIAL SERVICE • Community Center/Social Service Facilities construction or rehabilitation • Emergency shelter construction or rehabilitation	**ECONOMIC DEVELOPMENT** • Small business technical assistance or development • Microenterprise development • Business incubators • Façade improvements	**TBRA** • Tenant-based Rental Assistance (TBRA) programs

If you have a question about which application category you should choose, contact Rebecca Royce at Rebecca.Royce@clark.wa.gov or (564) 397-7863.

At the bottom of each screen, you have the option to "Save" or "Complete & Continue" to the next section. Information will not automatically be saved if you do not click Save!

Save   Complete & Continue
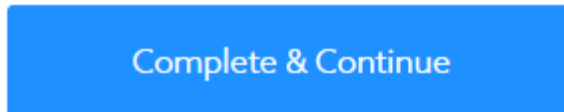
Click "Complete & Continue" at the end of each section. If you need to go back to make changes, you can reopen the section later. You also use "Complete & Continue" to skip a section that doesn't apply to your project or program.

A.   Applicant Information

A1-A11. ask for agency details such as contact information, UEI and EIN numbers. More information about the transition to UEI numbers and how to get one can be found here: https://sam.gov/content/duns-uei.

A.12. Within the past five years, has the agency had disciplinary action by a state or federal agency that are pending or lawsuits that went to final disposition and resulted in payment to plaintiff?

A.13. Was your organization established less than five years ago?

Responses to A7 and A8 determine whether an administrative review needs to be conducted for your agency. Staff may contact you for additional information if you are a newer agency or if you have any pending lawsuits or disciplinary action by a state or federal agency.

Upload the following documents:
- Anti-Lobbying certification (template available in Neighborly)
- Authorization to submit application
- E-Verify MOU

These questions are not scored by the committee.

Anti-Lobbying Certification
All bidders must complete and submit an Anti-Lobbying Certification. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Employment Verification
Effective November 1st, 2010, to be considered responsive to any formal Clark County Bid/RFA or Small Works Quote, all vendors must submit a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor ($25,000 or more) within 30 days after the subcontractor starts work. Contractors and subcontractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

B. Preliminary Eligibility Review

B1. Please briefly describe your proposal and how the funds will be used.
- Describes the full project from all funding sources
- Clearly describes what activities will be funded by CDBG

B2. What is the address or specific location of the project?
- Enter the specific address of the project, if known
- If a project area, clearly describe the parameters of the service area

B3. Upload a map indicating the Census Tract/Block Group and the service area.
- Map should clearly define the project location including the Census Tract/Block Group
  - Available on Clark GIS: https://gis.clark.wa.gov/mapsonline/index.cfm
  - If the project is not in a low-income census tract, a survey may be conducted to verify eligibility. Please contact staff for information about surveys.

B4. Describe the population to be served.
- Include all populations that will benefit from the activity
- Examples include people with a disability, elderly, experiencing homelessness, low/moderate income, etc.

These questions are not scored by the committee.

Submit this portion of the application for County review. Staff will review described activities to determine if the application is submitted under the right application type, the proposal meets a HUD national objective and describes eligible activities, and the project will be located in a qualifying area. If approved, applicants will receive an email to move forward with the application process. Further administrative review will occur after full application submission.

Sections A and B are due no later than October 31!

After passing the internal review, the Urban County Policy Board (UCPB) will review and recommend projects for funding award. Infrastructure projects will compete against Infrastructure projects and Social Service projects will compete against Social Service projects. The final approval of funding award is vested with the Clark County Council.

C. Application Overview

C1. Enter the total amount of CDBG funds requested, rounded to the nearest hundred dollars.

- Minimum request is $50,000, maximum is $300,000
- Requests over $200,000 will require compliance with additional federal requirements found at… 24 CFR part 75
- Click Add Row to begin response
- Only enter an amount under City of Vancouver CDBG Request if this is a joint application
- Other resources include the total amount of other funds that will be put into the project. You will describe these funds in the Budget section.

NOT SCORED

C2. Need: Describe why CDBG funds are needed. Detail all of the issues that would be addressed with this project. Include any health or safety issues and any past actions taken to try to resolve the problem.

25 POINTS POSSIBLE
Highest Scoring: Project will meet a critical need that is impacting public health or safety. Project is urgent and cannot move forward without requested funding. **Mid-Range:** Project is a fairly high need for the community and CDBG funding is essential to budget. **Low Scoring:** Project is a medium need and could seek other funding options or wait for future funding cycle.

C3. Solution: Describe the project and how it will address the needs identified.

- Describe why the proposed project is the best possible solution

25 POINTS POSSIBLE
Highest Scoring: Project is well-planned and a detailed description of improvements is provided. **Mid-Range:** Project planning is mostly complete with some variables yet to be determined. **Low Scoring:** Project planning is still underway and detailed scope of work is not yet available.

C4. Outcomes: Describe the measurable outcomes and how your proposed solution is the most effective at achieving those outcomes.

- Relate specifically to the project proposed

10 POINTS POSSIBLE
Highest Scoring: Project will have a large positive impact on a considerable number of people. **Mid-Range:** Project will improve a small area or affect a moderate number of households. **Low Scoring:** Project will benefit a limited number of households.

C. Application Overview (continued)

C5. Capacity: Describe your staff's capacity and experience carrying out similar activities with federal funding.
- Describe similar projects your agency has previously undertaken.
- Describe experience working with federal funds.
- Discuss outcomes achieved with similar projects.

> **10 POINTS POSSIBLE**
> **Highest Scoring:** Details several years' experience with federal funding requirements and positive outcomes with similar projects.
> **Mid-Range:** Describes some experience but lacks detail.
> **Low Scoring:** Has minimal experience with federal funding or project type.

C6. Project Development Information: Please describe all ground disturbing activities. Include current site conditions and depth of ground disturbance. Please include whether previous development or ground disturbance has occurred on this site and whether the project will require any tree removal.
- This section is needed for Historic Preservation Office information.

> **NOT SCORED**

C7. Is property acquisition or right-of-way easement anticipated? Displacement is strongly discouraged. If acquisition/relocation is anticipated, indicate households/businesses to be displaced. Estimate should be based on the number of households/businesses currently occupying property. Displacement is strongly discouraged: 20 points will be deducted per household or business displaced. Displacement of any households or businesses requires notification, announcement, and help paying for relocation.
- Relocation is not required if temporarily removing households for rehabilitation of the building under 12 months.
- Click Add Row to start your response.

> **RELOCATION OR DISPLACEMENT WILL RESULT IN NEGATIVE POINTS TO YOUR PROJECT APPLICATION**
> **20 points will be deducted per household or business displaced.**

C8. Does this proposed project make targeted, strategic investments in housing and other assistance for people experiencing, or at imminent risk of, homelessness?
- **No points awarded**

D. Infrastructure Projects

*Skip this Section by clicking "Complete & Continue" if you are applying for a Social Service Construction Project

D1. Area Benefit: Enter the Census Tract(s) and Block Group(s) of the service area, the total number of people served, and the number of people with low/mod income to be served. Refer to the Census data in the Resources Table in the Application Guide or contact staff with questions.
- Click Add Row to start your response.
- Add one row for each Census Tract/Block Group.

D2. Public process: Please describe the public outreach and engagement that was conducted for this project.
- Each city, before submitting an application, must hold a public meeting to inform the residents about program objectives, eligible activities, and to solicit public comment on local needs.

10 POINTS POSSIBLE
Highest Scoring: TWO public meetings or other outreach: one to gather ideas/brainstorm; one to get input on proposed CDBG application project.   **Mid-Range:** One public meeting for ideas or input on current project   **No points:** No public meeting or outreach conducted.

D3. Match: What is the percentage and source of match that your agency is putting toward this project. One point will be awarded for each 5% of match. Maximum of 10 points awarded for 50% match.
- Include the source of match funds.
- Federal funds cannot be match to other federal funds.
- Only funds that directly support the project can be used as match.
- Staff time spent on the project should be included under the City/Local budget category.

10 POINTS POSSIBLE
One point awarded for each 5% of match. Maximum 10 points awarded for 50% match.

E. Social Service Construction Projects

*Skip this Section by clicking "Complete & Continue" if you are applying for an Infrastructure Project

E1. Enter the Total Served and the Low/Mod Income served by this proposal and how you determined the numbers. If this is a joint project, enter the Low/Mod Income Served who live in Clark County and the Low/Mod Income Served who live in the City of Vancouver.
- Click Add Row to start your response.
- If joint application, request must be in proportion to the number of people served in Clark County. For example, a project needing $300,000 in funding that serves 300 people annually, 200 from outside the city of Vancouver and 100 Vancouver residents, would request $200,000 from the county and $100,000 from the city of Vancouver.
- Describe how the number of households served was determined.

E2. Coordination: How is this proposal coordinated with other community activities? Describe the role of other entities and/or individuals who have provided input for this project.
- Describe partnerships with other agencies in the community.
- Provide details about the roles each agency has in serving beneficiaries of this project.
- Upload partner MOUs

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5 POINTS POSSIBLE
Highest Scoring: Clearly details coordination with partners or community.
Low Scoring: Provides little detail about coordination or operates independently.

E3. O&M: How will the facility be maintained over its useful life? Specify ownership and legal responsibility. Describe O&M including staffing and financing. Upload a proforma including repayment schedule for 1/2 of CDBG award – Project Proforma Worksheet template available through Neighborly if needed.

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5 POINTS POSSIBLE
Highest Scoring: Provides clear plan and budget for future operations and maintenance needs.
Low Scoring: Does not appear to have funding or plan for sustainable long-term service.

E4. Equity: Clark County is committed to addressing inequity by prioritizing opportunities to serve historically underserved communities and removing barriers to opportunity. Describe how this proposal will ensure equitable outcomes for underserved populations.
- How have you connected to historically underserved communities in Clark County in planning for this project?
- How will you make economic opportunities associated with construction of your project available to underrepresented or underserved communities?
- Identify how proposed services will appropriately address the specific needs of historically underserved populations.

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10 POINTS POSSIBLE
Highest Scoring: Provides clear and compelling commitment to equity, provides service personalization and/or policy examples.

Mid-Range: Describes some understanding of equity, few details or examples.
Low Scoring: Provides little to no understanding or program examples of equitable services.

F. Timeline

F1. Describe the tasks and timeframe of the project. Discuss project readiness to proceed and possible delays (waiting for other funding, weather, right-of-way, etc.).
- Describe the process of the project.
- If previous projects did not start on timeline proposed, explain what will be done to keep this project on time.

> **10 POINTS POSSIBLE**
> **Highest Scoring:** Project will be able to be completed within one year of contract execution.
> **Mid-Range:** Project anticipates possible delays and/or does not have all other funding in place.
> **Low Scoring:** Project anticipates using funding more than one year from award announcement.

F2. Timeline table
- Click Add Row to start your response. Add the task and estimated complete date for each task (month and year).
- Example tasks include: engineering and design, bid process, construction, close-out
- Add as many rows as needed for the project.

G. Budget

G1. Budget Summary: Discuss the other funding needed for this project including the anticipated award date and any Terms and Conditions of the proposed funding. Include the source of matching funds.
- Describe all other funds that will be used to complete this project.
- If funds are not already committed, include the anticipated award date and terms and conditions of the funds.
- Include the source of match funds.
  - Federal funds cannot be match to other federal funds.
  - Only funds that directly support the project can be used as match.
  - If using in-kind sources, complete the In-kind Match Valuation form at bottom of screen.

G2. Budget table
- Enter the amount of funds in the corresponding budget category and type of funds.
- If joint project, Vancouver CDBG funds should be listed under the Federal category.

Next Steps

Once you apply for federal funding – you may not take any further "choice limiting" actions on your project before an environmental review is completed.

- This means you may not spend either public *or private* funds, or execute a legally binding agreement for property acquisition, rehabilitation, conversion, repair or construction pertaining to a specific site until environmental clearance has been achieved.
- Environmental reviews are undertaken by Clark County staff after funding recommendations are made and can take 30 – 90 days to complete.

Staff will contact you if there are any follow-up questions regarding your application.