

UCPB Application and Funding Guidelines Changes Overview

- All changes are tracked. Not updated since 2016.
- There are 4 sections to the guidelines: Application Guidelines (AG), Funding Guidelines (FG), Contingency Fund Guidelines (CFG) and Exhibit I.
- A lot of changes are wording choice and clarifications.
 - Updates language from Infrastructure to Neighborhood Improvements, Social Service to Public Service.
 - AG Section 5 clarifies when applications are due. All applications are now due at the same time.
 - AG Section 6 clarifies when technical corrections can be made to an application. This is done during the staff review process.
 - AG Section 7 clarifies when an income survey is considered complete and due in the application process.
 - FG Section 1 clarifies which applications are awarded grants vs loans and typical loan terms. Incorporates deleted FG Sections 2 and parts of deleted section 5.
- The following changes to the reflect current practices:
 - AG Section 2 clarification on what programs/projects require match and/or if match is used in the scoring process.
 - Although the overall HOME program requires 25% match, it is difficult for TBRA programs to meet this requirement and the county has not required match the last several years.
 - County receives enough match to meet program requirements through the homebuyer and multi-family projects.
 - AG Section 3 breaks down the maximum amount of funding available for each application type.
 - AG Section 5 deletion. Although scoring is tied to projects moving quickly, there has not been *additional* consideration for projects starting in August.
 - AG Section 10 deletion. This information is now included in Section 3.
 - AG Section 10 addition. Administrative reviews have always been a part of the application process, but not reflected in the Application Guidelines.
 - FG Section 4, bullet 2 removal of redundant language now in the main part of this section.
 - FG Section 5 deletion. Now under FG Section 1.
 - CFG Section 3 partial deletion. Contingency funds cannot be used for a new project; this must go through the application process.
 - Exhibit 1 received an overhaul to indicate eligibility based on application type rather than funding source.
 - Exhibit 1 Endnotes updated to reflect eligible activities and appropriate examples.
- Proposed changes:
 - AG Section 3: Increase multi-family construction projects maximum request to \$400,000

- If not accepted, maximum will remain at \$300,000
- AG Section 3: Separate this amount from the full pot of funds used for both multi-family and TBRA. Requests beyond the first \$400,000 would compete with TBRA.
 - Prioritizes the construction, acquisition and condition of multi-family housing
 - If not accepted, all multi-family projects will continue to compete against TBRA.

**CLARK COUNTY
URBAN COUNTY POLICY BOARD**

APPLICATION AND FUNDING GUIDELINES

The following operating guidelines have been adopted by the Urban County Policy Board (UCPB) to provide direction in the operation of the Clark County Community Development Block Grant (CDBG) and HOME Investment Partnerships programs. The Urban County Policy Board is made up of Mayor/appointed representatives from each city and town in the county, except Vancouver, and is chaired by a County Councilor.

Application Guidelines

1. There is a limit of three applications that may be submitted per eligible entity or jurisdiction per year. Private individuals cannot receive CDBG funds. CDBG Infrastructure project applications shall be limited to one primary and one alternate application submitted per eligible entity. Primary projects will be given priority, scored and awarded first. If available funding remains, alternate projects will be scored and awarded.
2. Project match is required for HOME funded multi-family projects and homebuyer assistance programs. ~~Match is~~ strongly encouraged for CDBG projects and ~~Match~~ will be used in part to determine the ranking of projects in the analysis of project selection. Match does not need to be cash in hand but should be a commitment from other funding sources.
3. The minimum application request shall be \$50,000 for all application types. Maximum ~~project application~~ request shall be:
 - a. ~~\$300,000 for of CDBG funds shall be \$300,000~~ Public Facility and Neighborhood Improvement projects.
 - b. \$400,000 for multi-family construction projects as part of the Affordable Housing and Homelessness application.
 - c. \$300,000 for Tenant-based Rental Assistance programs for rent assistance as part of the Affordable Housing and Homelessness application. Case management assistance will be provided in addition to rent assistance and cannot exceed 30% of the rent assistance request.
 - d. \$300,000 for Asset and Economic Development programs.
~~Maximum project request of HOME funds shall be \$250,000. The minimum request for both programs is \$50,000. The maximum a project can receive from both CDBG and HOME programs is a combined funding total of \$300,000 per year.~~

Minimum and maximum requests may be waived at the UCPB's option.

4. Project proposals must address a need identified in the ~~Consolidated Housing and Community Development Plan of Clark County~~Clark County Five-year Consolidated Plan.
- ~~5. CDBG projects that are prepared to begin immediately (August) will be given additional consideration during the ranking process.~~
- ~~65.~~ 65. The ~~CDBG~~ proposal submission period shall run from October 1 to October 31 for the pre-application, with the full application due the first Monday in December ~~December 1, and October 1 to December 15 for HOME proposal submission.~~ Funding recommendations made by the UCPB will be submitted to the County Council in May.
- ~~76.~~ 76. Unless otherwise indicated by staff, ~~t~~The deadline for making technical corrections to a project proposal is two weeks before the meeting where the project rating will take place.
- ~~87.~~ 87. Projects must meet all federal program requirements to be eligible for review by the UCPB ~~and selection for funding. This includes a complete and approved~~Completed income surveys must be approved by county staff and submitted with the pre-application for infrastructure projects, if required.
- ~~98.~~ 98. The UCPB shall not fund the following activities:
 - a. Projects that are generally defined as public service projects as per 24 CFR part 570.201(e);
 - b. Infrastructure projects within the city limits of Vancouver; or
 - c. Planning activities.
- ~~10.~~ 10. ~~The UCPB may award CDBG Social Service funds to an entity that receives HOME tenant-based rental assistance (TBRA) funds for up to 20 percent of the HOME request. CDBG funds may only be used for the administration of the HOME rental assistance funds. The County will reserve CDBG Social Service funds needed based on HOME TBRA requests until the UCPB has selected the HOME TBRA projects.~~
- ~~119.~~ 119. Site control is not required for entities requesting funds for the purchase of a building and/or land.
- ~~10.~~ 10. Applicants must pass an administrative review before their application is considered eligible. Agencies who are not able to demonstrate the fiscal capacity for a cost reimbursement contract will not pass the administrative review. Agencies with the following situations may be required to submit additional documentation for review:
 - a. Agencies that have not previously contracted with Clark County Community Services.
 - b. Agencies with recent disciplinary action by a state or federal agency.

- c. Agencies with lawsuits that went into final disposition and resulted in payment to the plaintiff.
- a.d. Agencies that were established less than five years prior to application submission.

Funding Guidelines

1. The Urban County Policy Board encourages the loaning and repayment of **HOME** funds to the greatest extent possible, to permit others to utilize the funds. General loan terms are as follows and will be negotiated during the contract process if awarded funding:
 - a. HOME multi-family construction project loans to be up to 3% interest amortized for the length of the HOME affordability period. CDBG funds will generally carry the same loan terms as HOME funds on combined funded projects.
 - b. HOME and CDBG funds provided to Tenant-based Rental Assistance programs will be a grant.
 - c. HOME and CDBG funds provided to Assent and Economic Development programs will be a grant.
 - d. CDBG funds provided through the Homeowner Rehabilitation Program will be a grant.
 - e. CDBG funds provided for Neighborhood Improvement infrastructure projects to local government agencies that are part of the Urban County Qualification Interlocal Agreement will be a grant.
 - f. CDBG funds provided for Public Facility projects to local government agencies that are part of the Urban County Qualification Interlocal Agreement will be a forgivable loan with a five-year restricted use period.
 - a.g. CDBG funds provided for Public Facility and Neighborhood Improvement projects to entities not included in the Urban County Qualification Interlocal Agreement will be half loan, half forgivable loan. Loan terms will be for at least five years, or the length of the repayment period, whichever is longer. Shelter facilities are exempted from the loan requirement.
- ~~2. HOME loans shall generally be 1 to 3% interest amortized up to 50 years depending on other sources of funding. Loans may also have a call provision for a shorter time. CDBG funds will generally carry the same loan terms as HOME funds on combined funded projects.~~
- ~~52. CDBG funds provided to entities which did not sign the three-year agreement shall be a loan. The CDBG and HOME loan terms will depend on the size of the award and the nature of the project. The loan shall be secured by a Promissory Note and Deed of Trust. The UCPB may waive the loan requirement.~~
3. The UCPB has designated two categories of CDBG funds: Public Facility and Neighborhood Improvement Infrastructure and Social Services projects. Applications

compete against other applications in the same group. ~~The Exhibit I: Funding Category Matrix (attached) explains which category a particular type of project belongs. HOME proposals will only compete against other HOME proposals.~~

4. For the County to award funding to a project located within Vancouver city limits, the City must make a financial contribution to the project. Projects located within the city limits of Vancouver should submit an application to ~~the Vancouver CDBG or HOME program for funding.~~
 - **Community** projects that are located in the City but serve both ~~c~~County and ~~C~~city residents can be funded jointly by Vancouver and ~~the~~ Clark County CDBG programs. Requests must be split proportionally between the two agencies based on the number of residents served from each jurisdiction. The County’s final project commitment may be adjusted based on the percentage of ~~C~~county residents served and the amount of CDBG funding ~~that~~ the City of Vancouver awards to the project.
 - **Housing** projects ~~that are~~ located in ~~the City Vancouver city limits~~ and serve both ~~C~~county and ~~C~~city residents can be funded jointly by Vancouver and Clark County HOME programs. ~~For the County to award HOME funding to a project located within the City, the City must make a financial contribution to the project.~~ There are no proportionality or joint timing requirements for the award.

City/County Joint Funding Table

| | | Location | |
|---------|------------------|--|---|
| | | In Vancouver | In Clark County |
| Funding | City CDBG/HOME | Yes, City can fund | City may fund only if Clark County funds and there is some benefit to city residents. |
| | County CDBG/HOME | County may fund only if City of Vancouver funds and there is some benefit to county residents. | Yes, County can fund |

~~5. CDBG funds provided to entities which did not sign the three-year agreement shall be a loan. The loan terms will depend on the size of the award and the nature of the project. The loan shall be secured by a Promissory Note and Deed of Trust. The UCPB may waive the loan requirement.~~

65. Fifteen percent (15%) of the annual HOME allocation will be set-aside for use by eligible Community Housing Development Organizations (CHDO) as required by the HOME regulations. This set-aside is for projects in which the CHDO is a sponsor, developer or owner. The UCPB may award up to an additional five percent of its HOME entitlement amount for operating costs to a CHDO that is also awarded a County CHDO 15% set-aside in the same year.

76. A CDBG project which ~~does not have a firm permanent commitment of 100% of its funding is not adequately moving forward, including all funding commitments,~~ within nine months of selection by the UCPB shall not receive an executed contract. Awarded funds will be reallocated in the next funding round.
87. HUD HOME regulations require funding commitment within two years and full expenditure of funds within ~~five~~5 years. If these deadlines are not met, the HOME funds must be returned to HUD. Because of this, Clark County requires that applicants anticipate all other project funding committed within 18 months and full expenditure of HOME funds within four years of project award. Failure to meet these commitment timelines may result in award cancellation.
98. The UCPB shall set-aside up to \$250,000 in CDBG funds annually for the Clark County Homeowner Rehabilitation Program.
- +09. The UCPB has adopted the HUD conflict of interest requirements.
- +010. The UCPB has adopted policies regarding the CDBG Section 108 Loan Guarantee Program. See staff for a copy of these policies.

Contingency Fund Guidelines

1. Any unspent CDBG or HOME funds at project completion will remain with the ~~C~~county for use in the next funding cycle or will be made available for contingency requests.
2. If contingency is available, requests for additional project funding in an amount less than ten percent of the original award can be approved by the Program Manager.
3. Request for additional project funds over ten percent of the original request, ~~or funding for a new project~~ will be evaluated by staff before being presented to the Urban County Policy Board.

EXHIBIT I: FUNDING CATEGORY MATRIX

| Eligible Activity | <u>CDBG</u>Neighbo rhood Improvement (Infrastructure) | <u>CDBG</u>Social ServicePublic Facility | <u>Asset and Economic Development</u> | <u>HOME</u> Mult-family Construction | <u>HOME</u> TBRA |
|--|--|---|--|---|-----------------------------|
| Acquisition of Real Property ¹ | ✓ | ✓ | | | ✓ |
| Community Centers/Social Service Facilities ² | | ✓ | | | |
| Parks, Recreational Facilities | ✓ | | | | |
| Street and Sidewalk Improvements ³ | ✓ | ✓ | | | |
| Water and Sewer Improvements ³ | ✓ | ✓ | | | |
| Clean Up Contaminated Sites | ✓ | | | | |
| Single- U unit Residential Rehabilitation | | ✓ | | <u>✓</u> | |
| Multi- U unit Residential Rehabilitation | | ✓ | | <u>✓</u> | |
| Code Enforcement | | ✓ | | | |
| Historic Preservation | | ✓ | | | |
| Economic Development Assistance ⁴ | ✓ | ✓ | | | |
| <u>Business Technical Assistance</u> | | | <u>✓</u> | | |
| Housing New Construction | | | | | ✓ |

| Eligible Activity | CDBG <u>Neighborhood Improvement (Infrastructure)</u> | CDBG <u>Social Service Public Facility</u> | <u>Asset and Economic Development</u> | <u>HOME Mult-family Construction</u> | <u>HOME TBRA</u> |
|---|--|---|---------------------------------------|--------------------------------------|------------------|
| Housing Services in Connection with HOME Funded Activities | | ✓ | | | |
| Homeownership Assistance | | ✓ | ✓ | ✓ | ✓ |
| Tenant-Based Rental Assistance | | | | | ✓ |
| Community Housing Development Organization Operations ⁴⁵ | | | | ✓ | ✓ |

Table Endnotes:

¹ For CDBG, the end use of the property determines which category acquisition belongs. For example, property acquired for streets, water lines, sidewalks, parks and other public right-of-way areas would belong in the Neighborhood Improvement Infrastructure category. Property purchased for social service activities such as housing, senior centers, community centers, shelters and counseling centers would belong in the ~~CDBG~~ Social Service Public Facility category. Property for affordable multi-family or homeowner housing could apply for HOME funds.

² Preservation of a community center or privately owned building would be a ~~Social Service~~ Public Facility activity. Any preservation involving a structure with the end use of transitional or permanent housing for families who have low- and moderate-income would also be in the ~~Social Service~~ Public Facility category.

³ Improvements for a low- and moderate-income neighborhood are Infrastructure Neighborhood Improvements. ~~Improvements needed for a specific low- and moderate-income housing project would be considered Social Service. For example, a new low- and moderate-income housing development requires the extension of a public street including water lines and sidewalks to the housing. Curb cuts are in the infrastructure category.~~

⁴ ~~Assistance for working in a public right-of-way with the end result of retaining or creating full-time permanent low- and moderate-income jobs would be Infrastructure. Assistance for equipment or building modification or rehabilitation with the end result of creating or retaining permanent low- and moderate-income jobs would be a Social Service activity.~~

⁵⁴ Agencies applying for CHDO operations must be certified as a CHDO and have a current CHDO eligible, HOME funded project.

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3. The minimum application request shall be \$50,000 for all application types. Maximum application request shall be:
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 - d. \$300,000 for Asset and Economic Development programs.

Minimum and maximum requests may be waived at the UCPB's option.

4. Project proposals must address a need identified in the Clark County Five-year Consolidated Plan.
5. The proposal submission period shall run from October 1 to October 31 for the pre-application, with the full application due the first Monday in December. Funding recommendations made by the UCPB will be submitted to the County Council in May.

6. Unless otherwise indicated by staff, the deadline for making technical corrections to a project proposal is two weeks before the meeting where the project rating will take place.
7. Projects must meet all federal program requirements to be eligible for review by the UCPB. Completed income surveys must be approved by county staff and submitted with the pre-application, if required.
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2. CDBG and HOME loan terms will depend on the size of the award and the nature of the project. The loan shall be secured by a Promissory Note and Deed of Trust.
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 - **Community** projects that are located in the City but serve both county and city residents can be funded jointly by Vancouver and the Clark County CDBG program. Requests must be split proportionally between the two agencies based on the number of residents served from each jurisdiction. The County’s final project commitment may be adjusted based on the percentage of county residents served and the amount of CDBG funding the City of Vancouver awards to the project.
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6. A CDBG project which is not adequately moving forward, including all funding commitments, within nine months of selection by the UCPB shall not receive an executed contract. Awarded funds will be reallocated in the next funding round.
7. HUD HOME regulations require funding commitment within two years and full expenditure of funds within five years. If these deadlines are not met, the HOME funds must be returned to HUD. Because of this, Clark County requires that applicants anticipate all other project funding committed within 18 months and full expenditure of HOME funds within four years of project award. Failure to meet these commitment timelines may result in award cancellation.
8. The UCPB shall set-aside up to \$250,000 in CDBG funds annually for the Clark County Homeowner Rehabilitation Program.
9. The UCPB has adopted the HUD conflict of interest requirements.
10. The UCPB has adopted policies regarding the CDBG Section 108 Loan Guarantee Program. See staff for a copy of these policies.

Contingency Fund Guidelines

1. Any unspent CDBG or HOME funds at project completion will remain with the county for use in the next funding cycle or will be made available for contingency requests.
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| Eligible Activity | Neighborhood Improvement (Infrastructure) | Public Facility | Asset and Economic Development | HOME Mult-family Construction | HOME TBRA |
|--|--|------------------------|---------------------------------------|--------------------------------------|------------------|
| Acquisition of Real Property ¹ | ✓ | ✓ | | | ✓ |
| Community Centers/Social Service Facilities ² | | ✓ | | | |
| Parks, Recreational Facilities | ✓ | | | | |
| Street and Sidewalk Improvements ³ | ✓ | ✓ | | | |
| Water and Sewer Improvements ³ | ✓ | ✓ | | | |
| Clean Up Contaminated Sites | ✓ | | | | |
| Single-unit Residential Rehabilitation | | ✓ | | ✓ | |
| Multi-unit Residential Rehabilitation | | ✓ | | ✓ | |
| Code Enforcement | | ✓ | | | |
| Historic Preservation | | ✓ | | | |
| Business Technical Assistance | | | ✓ | | |
| Housing New Construction | | | | | ✓ |
| Homeownership Assistance | | | ✓ | ✓ | |
| Tenant-Based Rental Assistance | | | | | ✓ |
| Community Housing Development Organization Operations ⁴ | | | | ✓ | |

Table Endnotes:

¹ For CDBG, the end use of the property determines which category acquisition belongs. For example, property acquired for streets, water lines, sidewalks, parks and other public right-of-way areas would belong in the Neighborhood Improvement category. Property purchased for social service activities such as housing, senior centers, community centers, shelters and counseling centers would belong in the Public Facility category. Property for affordable multi-family or homeowner housing could apply for HOME funds.

² Preservation of a community center or privately owned building would be a Public Facility activity. Any preservation involving a structure with the end use of transitional or permanent housing for families who have low- and moderate-income would also be in the Public Facility category.

³ Improvements for a low- and moderate-income neighborhood are Neighborhood Improvements.

⁴ Agencies applying for CHDO operations must be certified as a CHDO and have a current CHDO eligible, HOME funded project.



Clark County CDBG and HOME Funding

2025 Funding Guide

Public Facilities and Neighborhood Improvements

Criteria and Application Information

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Process Overview

DESCRIPTION

Clark County is a grantee and participating jurisdiction of the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) program 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.

The purpose of this request for application (RFA) is to solicit applications that address the identified needs and objectives of Clark County's Consolidated Plan. Approximately \$3 million in entitlement funding is anticipated to be available this year. Responses should address at least one of the following goals:

1. **Public Facilities and Neighborhood Improvements.** This goal includes infrastructure improvements in low- and moderate-income neighborhoods. It also includes acquisition and improvements to facilities that provide services to the elderly, those with special needs, and other households with low income.
2. **Affordable Housing and Homelessness.** This goal maintains and improves the response to homelessness including rapid rehousing programs, transitional housing, permanent supportive housing, and construction or rehabilitation of affordable multifamily units.
3. **Asset and Economic Development.** This goal is to assist with microenterprise business development, homeownership activities and homeowner rehabilitation. Although homeowner assistance activities could also fit under the affordable housing goal, they are considered under this category because homeownership is also critical to wealth building and asset development for households with low incomes.

The Clark County Community Action, Housing and Development program provides funds for eligible community development activities that benefit persons earning low- to moderate-income. Funds are allocated annually through a competitive process.

RFA PROCESS

There are multiple steps for the complete RFA process. Applicants are responsible for completing each step by the designated due date.

Notice of Funding Availability

When funding becomes available, Clark County announces the opportunity to apply through a News Release to all local media and posts information to the county's social media platforms. Staff also notifies all interested stakeholders by email. To be added to the stakeholders list, contact Rebecca Royce: Rebecca.Royce@clark.wa.gov or 564-397-7863.

Application Access

Applications are completed through Neighborly Software, an online grant management system. Applicants can start the application process at: <https://portal.neighborlysoftware.com/clarkcountywa/Participant>

Additional program information can be found on our website at www.clark.wa.gov/community-services/cdbg-and-home-applications.

Pre-application

The pre-application includes Sections A and B and is used by county staff to determine preliminary eligibility of the agency and the project. Responses to the pre-application may trigger additional information requests before the applicant is able to move on to the full application. Passing the pre-application and moving to the full application does not guarantee project or agency eligibility to be selected for funding. The pre-application is mandatory and is due by October 31, 2024.

Full Application

The remaining sections comprise the full application and include requests for detailed project information, timeline for project accomplishments and proposed budget. The full application is due by December 2, 2024.

Staff Review and Technical Corrections

Staff may request technical corrections before applications are released to the scoring committee. Applicants will receive notification via email if corrections are needed.

Application Presentation

Applicants are invited and expected to provide a brief presentation to the Urban County Policy Board at their February meeting. Presentations should focus on the application, not the agency. Staff will email applicants additional information in January.

Scoring and Awards

The Urban County Policy Board (UCPB) is responsible for reviewing and scoring all applications and recommending funding awards. The pre-application sections are only reviewed by the UCPB scoring committee if the full application is deemed eligible by county staff. There are no points awarded for the pre-application. Each application can earn up to 100 points. Each question in the full application indicates how many points can be awarded based on the quality of the response. The majority of points are awarded by the UCPB scoring committee. Questions with set criteria or where points may be deducted are scored by county staff.

Funding recommendations are made by the UCPB at their March meeting. Applicants are encouraged to attend. Staff will send an email notification to all applicants with the results of the funding recommendations and next steps. Funding recommendations are then sent to the county council for approval to submit to HUD.

ELIGIBLE APPLICANTS

Qualifying nonprofit organizations under IRS Section 501(c)(3) and public organizations may apply for funds. Private individuals and for-profit entities are not eligible for funding awards.

Applicants must meet the following requirements:

- Be registered with SAM.gov in good standing.
- Participate in E-Verify.
- Demonstrate fiscal capacity for a cost reimbursement contract.

CONTRACT PERFORMANCE

Services provided as a result of this RFA will take place in Clark County or within the city limits of Woodland, outside the city limits of Vancouver.

A contract awarded for multi-family housing projects as a result of this RFA must be complete within four years including securing all other funding.

Tenant-based Rental Assistance (TBRA) programs are intended to run from January 2026 to December 2026.

RFA TIMELINE

The 2025 funding cycle for all CDBG and HOME applications is as follows:

| | |
|------------------------|--|
| October 1, 2024 | Applications open |
| October 15 | Pre-submittal workshops 9:00 AM – 10:00 AM PST Details and links here: https://clark.wa.gov/community-services/cdbg-and-home-applications |
| October 28 | Technical Assistance drop-in online 2:00 PM – 3:00 PM PST https://clarkwa.webex.com/clarkwa/j.php?MTID=m11130800759209b988d9bdeee36278e9 |
| October 31 | Pre-Application due. Applicant Information and Eligibility Verification sections |
| November 25 | Technical Assistance drop-in online 1:00 PM – 2:00 PM PST https://clarkwa.webex.com/clarkwa/j.php?MTID=m11130800759209b988d9bdeee36278e9 |
| November 25 | Deadline to submit questions |
| December 2 | Full applications due |
| December/January | Staff review, request for technical corrections |
| January 2025 | Applications provided to Urban County Policy Board (UCPB) Scoring Committee |
| February 10 | UCPB applicant presentations |
| March 10 | UCPB project scoring and awards announced |
| May | Public Hearing with County Council approval to submit Action Plan to HUD |
| Summer/fall | HUD releases 2025 funding upon approval of Clark County Action Plan |
| Fall/winter | Contracts executed and ready to proceed |

TECHNICAL ASSISTANCE AND QUESTIONS

Clark County staff highly encourage potential applicants attend the Pre-submittal Workshop on **Tuesday, October 15 starting at 9 AM PST**. This workshop will provide an overview of the application process and requirements and is an opportunity to discuss potential applications directly with staff. The workshop will be available using a hybrid model in person and online.

In-person:
Center for Community Health
1601 E Fourth Plain Blvd, Bldg 17
2nd Floor conference rooms A&B

Online:
<https://clarkwa.webex.com/clarkwa/j.php?MTID=m11130800759209b988d9bdeee36278e9>

The workshop recording and presentation will be made available on our website at <https://www.clark.wa.gov/community-services/cdbg-and-home-applications>.

Clark County staff will be available during two, virtual technical assistance drop-in sessions. Applicants can join at <https://clarkwa.webex.com/clarkwa/j.php?MTID=m11130800759209b988d9bdeee36278e9>:

- Monday, October 28 from 2-3PM PST.
- Monday, November 25 from 1-2PM PST.

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 26, 2024**. Answers will be issued to all applicants no later than November 27, 2024.

OTHER PROGRAMMATIC REQUIREMENTS

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. A template is available in Neighborly to download, sign and upload.

Buy America, Build America (BABA) Act

Recipients of an award of federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- 1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- 2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- 3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

For more information: <https://www.hud.gov/baba>.

Conflict of Interest

“Organizational conflict of interest” means that, because of other activities or relationships with other persons or firms, the Proposer (including its principal participants, directors, proposed consultants or subcontractors) would be unable or potentially unable to render impartial, technically sound assistance or advice to Clark County; or the Proposer’s objectivity in performing the Work would or might be otherwise impaired.

The Proposer certifies to the best of its knowledge and believes that neither it nor any of its principal participants and agents has any relationship with any firms or individuals that are, or appear to be, an organizational conflict of interest.

Davis Bacon/Prevailing Wage

Federal Davis Bacon and Washington State prevailing wage rules are in effect for any construction activities. These require the tracking and payment of Davis Bacon/prevailing wage rates and may increase the overall project cost. Exceptions to prevailing wage (not Davis Bacon) requirements may apply when the county funds only pay for non-construction costs (e.g. land acquisition or soft costs) or are provided in the form of an interest-bearing loan. For more information:

https://www.hud.gov/program_offices/davis_bacon_and_labor_standards.

Debarment, Suspension and other Responsibility Matters

Applicants shall certify to the best of their knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency.
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

3. Are presently indicted for, or otherwise criminally charged with, commission of any of the offenses enumerated in paragraph 2 of this certification.
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract.
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract.
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.
7. Have paid all taxes the bidder or proposer owes to a public body, as defined in ORS 174.109, and otherwise complied with the tax laws of this state or a political subdivision of this state including, but not limited to ORS 305.620, 310.630 to 310.706, 320.005 320.150, 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323.

Environmental Review

As part of the contract preparation process, the county will conduct an environmental review under the National Environmental Policy Act (NEPA). **No funds will be formally committed nor expended, and NO work can be undertaken until the completion of this review.**

Completion of the environmental review process is mandatory, before taking any choice-limiting actions, including the expenditure or commitment of federal or non-federal funds. Prohibited actions include any physical action on a site such as demolition, movement, rehabilitation, conversion, repair or construction. Further, the agency may not execute a purchase and sale nor a construction contract prior to environmental clearance.

To expedite the process, the county proceeds with the required environmental review and information gathering prior to the contract being signed. The agency may be required to furnish data, information and assistance as part of the environmental review.

E-Verify

To be considered responsive to any formal Clark County RFA, all applicants shall include with their response 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 subcontractor (\$25,000 or more) within thirty days after the sub-contractor 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: <https://www.e-verify.gov/>.

Fair Housing/Non-discrimination

Fair Housing is the right of all people to be free from discrimination in the rental, sale or financing of housing. Equal access to rental housing and homeownership opportunities, regardless of race, color, religion, national origin, sex, familial status (the presence of children under 18) or disability, is the cornerstone of federal Fair Housing Policy. Local cities and counties that receive certain federal housing or community development funds have a role in affirmatively affirming Fair Housing.

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.

Insurance

Agencies that are awarded funds shall obtain insurance coverage that meets Clark County standards. Each contract will be reviewed by Risk Assessment to identify the full insurance requirement needs. At minimum, agencies will need:

- **Commercial General Liability.** Contractor shall maintain \$1,000,000 per occurrence and \$2,000,000 annual aggregate limits in annually renewing occurrence-based Commercial General Liability (CGL) insurance coverage. A “claims-made” policy” is not acceptable. In no event shall the deductible exceed \$10,000. Contractor agrees that its CGL policy is primary and non-contributory and waives its right of subrogation.
- **Automobile Liability.** If vehicles are to be used in the performance of work under this Contract, Contractor shall provide the County with proof of \$1,000,000 combined single limit for bodily injury and property damage in annually renewing occurrence-based Automobile Liability insurance coverage for all owned and non-owned vehicles. If vehicles are not used, the Contractor shall provide the County with a written declaration on company letterhead stating that no vehicles will be used in the performance of the Contract. Contractor agrees that its Automobile Liability policy is primary and non-contributory and waives its right of subrogation.
- **Workers’ Compensation.** Contractor shall maintain Workers’ Compensation insurance coverage in compliance with the Revised Code of Washington (RCW) Title 51 or provide evidence that State law does not require such coverage.
- **Professional Liability.** Contractor shall maintain Professional Liability insurance coverage with minimum limits of \$1,000,000 for any one (1) incident. At all times, Contractor’s policy, limits, and coverage will be primary and non-contributory to any coverage maintained by Clark County.

Additional Insurance Requirements:

- Clark County, its officers, employees, and agents, shall be named on the Commercial General Liability and Automobile Liability policies of Contractor and any subcontractors as an Additional Insured with no restrictions or limitations concerning products and completed operations. Coverage shall be primary and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this Contract. Clark County reserves the right to require complete, certified copies of all required insurance policies at any time.
- All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Insurance certificates shall list Clark County as a Certificate Holder as follows: Clark County Washington Community Services, Attn: Contracts Unit, PO Box 5000, Vancouver, WA 98666-5000.

SAM Registration

Applicants must have, or obtain, an active registration with the federal System for Award Management (SAM). To register and get a Unique Entity ID (UEI) number visit: <https://sam.gov/content/entity-registration>. Registered entities UEI should be entered in the appropriate field on the Neighborly application. SAM registration expires after one year. There is no cost for SAM registration.

Section 3 – Economic Opportunities

The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide training, employment, contracting and other economic opportunities to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons. For more information:

<https://www.hud.gov/section3>.

GRIEVANCE PROCESS

If an applicant has a grievance about the outcome of their application through this request for application, they are encouraged to discuss their concerns with Clark County Community Services Program Manager Michael Torres at Michael.torres@clark.wa.gov. If this discussion does not result in a satisfactory outcome, the applicant may request the grievance be considered by Clark County Community Services Director, Vanessa Gaston who has final decision in all grievances.

STAFF CONTACT INFORMATION

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

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

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 |
| 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 | https://www.wshfc.org/mhcf/EvergreenStandard.htm |

Neighborly Application Overview

Neighborly is an online grant management system that will be used for application submission, application scoring, submission of quarterly reports, 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 |
|---|--|---|
| PUBLIC FACILITIES <ul style="list-style-type: none"> Community Center/Social Service Facilities construction or rehabilitation Emergency shelter construction or rehabilitation | HOMEOWNERSHIP <ul style="list-style-type: none"> New construction or rehabilitation of single-family housing Homeownership assistance Land Acquisition or infrastructure for single-family development | CONSTRUCTION <ul style="list-style-type: none"> 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 |
| NEIGHBORHOOD IMPROVEMENTS <ul style="list-style-type: none"> Street and sidewalk improvements Water and sewer improvements Parks and recreational facilities improvements | ECONOMIC DEVELOPMENT <ul style="list-style-type: none"> Microenterprise development | TBRA <ul style="list-style-type: none"> 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.



Important!

- Information will not automatically be saved if you do not click Save!
- Click “Complete & Continue” at the end of each section. If you need to go back to make changes, you can reopen the section later.
- Use “Complete & Continue” to skip a section that doesn’t apply to your application.



For Neighborly technical support, click the help button at the bottom right of the screen.

Application Overview

The following sections list each question by section of the application in Neighborly. The guidance provides clarification and insight for each question, how many points are available for each question and scoring guidance provided to the UCPB scoring committee.

SECTION 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>.

Upload the following documents. More information about these requirements can be found Other Programmatic Requirements.

- Anti-Lobbying certification (template available in Neighborly)
- Conflict of Interest and Debarment Certification Form (template available in Neighborly)
- E-Verify MOU

These questions are not scored by the committee.

SECTION B. ELIGIBILITY VERIFICATION

B.1. Please briefly describe your proposal and how the funds will be used.

- Provide an overview of the project with enough detail to determine eligibility. Include what type of activities will be completed (acquisition, new sidewalks, upgraded water line, etc) from all funding sources.
- Detailed project information will be provided later in the application.
- Clearly describe what activities will be funded by CDBG.

B.2. 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.
- If a public facility project located inside the city limits of Vancouver, briefly describe how this proposal benefits residents of Clark County outside the city of Vancouver.
 - Projects located within Vancouver city limits must have financial support from the city of Vancouver to also receive assistance from Clark County.
 - Please note that the city of Vancouver does not have CDBG funding available for public facility projects until the 2045 funding round. Contact staff if you have questions.

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/maponline/index.cfm>
- If a neighborhood improvement project located outside of a low-income Census Tract, a survey may be conducted to verify eligibility.
 - Upload the CPD Worksheet provided by county staff showing income eligibility of the project.
 - If an income survey has not been completed, please contact staff.

B.4. 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, historically marginalized community, etc.

B.5. Will this project be ready to proceed, including all funding, within nine months of the funding recommendations in March?

- Projects that are not ready to proceed are recommended to apply for future awards.

B.6. 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? If yes, please explain.

- Contact county staff with any questions about this question.

B.7. Was your organization established less than five years ago?

- Contact county staff with any questions about this question.

B.8. Does your agency have the fiscal capacity for a cost reimbursement contract? Please note that because the county operates on a 30-day pay schedule, your agency must maintain at least 15% of the funding request as cash on hand at all times in order to meet this requirement.

- Federal regulations require that funds be contracted as cost reimbursement. All costs must be accrued and paid by the contractor before invoicing the county. Clark County's standard payment schedule is 30 days from a complete and accurate invoice.
- Contact county staff with any questions about this question.

Responses to B.6. through B.8. 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.

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. Applicants will receive an email notifying them if their application is approved to move forward with the application process.

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

SECTION C. NEIGHBORHOOD IMPROVEMENT PROJECTS

C.1. Enter the total amount of CDBG funds requested, rounded to the nearest hundred dollars.

- Click Add Row to begin response.
- Minimum request is \$50,000, maximum is \$300,000.
- Requests over \$200,000 require compliance with Section 3 requirements found at 24 CFR part 75.
- Projects totaling over \$250,000 (all funds) may require compliance with the BABA Act.
- 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.
- Other resources include the total amount of other funds, including in-kind contributions, that will be put into the project. You will describe these funds in question C.22.
- Responses to this question must match the budget table under C.23.

NO POINTS AWARDED

C.2. 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.

- Describe the need for the project. Include notation to data used to determine the need.
- Include characteristics of the proposed beneficiaries of the project.

20 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.

C.3. Solution: Describe the project and how it will address the needs identified.

- Describe why the proposed project is the best possible solution.

20 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.

C.4. Solution: Describe specifically how the funds awarded from this application will be used. For example, CDBG funds will be used for x amount of sidewalk.

- Describe how each funding source will be used to complete the project. Be specific when describing how the CDBG funds requested in this application will be used.

NO POINTS AWARDED

C.5. Outcomes: Describe the measurable outcomes and how your proposed solution is the most effective at achieving those outcomes. Discuss outcomes achieved with similar projects.

- Outcomes should 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.6. 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 Library or contact staff with questions.

- Click Add Row to begin response.
- Add one row for each Census Tract/Block Group.

NO POINTS AWARDED

C.7. Agency 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.

C.8. Is property acquisition or right-of-way easement anticipated? 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. Enter 0 if not applicable.

- Click Add Row to begin response.
- Displacement of any households or businesses requires notification, announcement, and help paying for relocation.
- Include any household or business tenant occupying the property that *may* need to move, even temporarily, as a result of this project.
- If displacement is anticipated, review the Clark County HOME policies and HUD Uniform Relocation Assistance requirements immediately.
- If right-of-way easement is anticipated, Uniform Relocation Act requirements may apply. Contact staff to discuss.

How did your agency determine the number of households or businesses that will be displaced (including if none)?

- Describe how you were able to determine the number of households or businesses being displaced.

NEGATIVE POINTS POSSIBLE

If any acquisition or relocation is anticipated, 20 points for each business or household displaced will be *deducted* from the overall score.

C.9. Does this proposed project make targeted, strategic investments in housing and other assistance for people experiencing, or at imminent risk of, homelessness?

NO POINTS POSSIBLE

C.10. 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 project objectives, eligible activities, and to solicit public comment on local needs.

10 POINTS AWARDED

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.

C.11. Match: What is the percentage and source of match that your agency is putting toward this project.

- 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.
- 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.

C.12. 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.

- Ground disturbing activities information is needed for Historic Preservation Office information.
- Tree removal can impact endangered species in the area. Removal of trees is discouraged but may be mitigated by the presence of other similar trees and/or replacement of removed trees.

NO POINTS POSSIBLE

C.13. Does this project add infrastructure where none currently exists? Review PFNI Application Guidance section C.13. for specific guidance to answer this question.

- This question is used to determine the level of environmental review the project will require per 24 CFR Part 55. While staff complete the majority of a Categorically Excluded Subject to 58.35 level review, projects that rise to an environmental assessment will be completed predominantly by the applicant and their consultants.
- Examples include:
 - Adding sidewalks where none currently exist
 - Adding stormwater improvements where none currently exist.

NEGATIVE POINTS POSSIBLE

If new infrastructure is being added, 5 points will be deducted from the total score.

C.14. Does this project increase capacity of current infrastructure by more than 20%? Review PFNI Application Guidance section C.14. for specific guidance to answer this question.

- This question is used to determine the level of environmental review the project will require per 24 CFR Part 55. While staff complete the majority of a Categorically Excluded Subject to 58.35 level review, projects that rise to an environmental assessment will be completed predominantly by the applicant and their consultants.
- Examples include:
 - Infilling sidewalks that increase the amount of sidewalk by more than 20%.
 - Increasing the size of a water line where the capacity to carry water is increased.
 - Changing stormwater systems that increase the amount of water that can be moved through the system.
- Describe the change to the current infrastructure. Include calculations used to determine the change.

NEGATIVE POINTS POSSIBLE

If size or capacity of infrastructure is being increased by more than 20%, 5 points will be deducted from the total score.

C.15. Is the project location within 150 feet of an aquatic source or located in a riparian area?

- Projects located in a riparian area or within 150 feet of an aquatic source will require individual consultation with National Marine Fishery Services (NMFS) as described in the HUD Consultation Guidance: <https://www.hud.gov/sites/dfiles/State/documents/NMFS-HUD-consultation-guidance-Erratum-2023.pdf>.
- Describe if any riparian or aquatic sources are near or in the project area. Upload a map showing nearby aquatic sources.

NEGATIVE POINTS POSSIBLE

If project will trigger individual consultation with NMFS, 5 points will be deducted from the total score.

C.16. Is the project located on, near, or will there be any impacts, positive or negative, to a wetland as defined by 24 CFR 55.9? Please explain.

- Projects that have any impact to wetlands, either positively or negatively are subject to Executive Order 11990: Protection of Wetlands.
- Projects that have any impact to wetlands, either positively or negatively may be subject to complete an 8-step decision-making process as described by HUD here: <https://www.hudexchange.info/programs/environmental-review/wetlands-protection/>. Consult staff for more information.
- Indicate if there are any onsite or nearby wetlands.
- Describe any potential impacts to onsite or nearby wetlands both during construction and post construction.

NO POINTS POSSIBLE

C.17. Will there be any new impervious surfaces added to the project location? If so, how much? Can pervious surfaces be used instead?

- Projects adding new impervious surfaces will require programmatic consultation with National Marine Fishery Services (NMFS) as described in the HUD Consultation Guidance: <https://www.hud.gov/sites/dfiles/State/documents/NMFS-HUD-consultation-guidance-Erratum-2023.pdf>.
- Describe any new impervious surfaces as part of the project. Include the amount of new surface.
- Explain why pervious surfaces cannot be used for the project.

NO POINTS POSSIBLE

C.18. Equity: People of color struggle disproportionately with homelessness, displacement and unaffordable housing. Clark County is committed to addressing this inequity by prioritizing opportunities to serve historically underserved communities, removing barriers to fairness in representation, opportunity and access, and providing equal opportunity for very low-income families of all ethnic backgrounds. Describe how this proposal will ensure equitable outcomes for underserved populations.

- Tell us about historically underserved communities in your project area. Include demographics and other factual data in your response.
- How have you connected to these communities in planning for this project?
- What feedback were you provided from these communities?
- How will you make economic opportunities associated with construction of your project available to underrepresented or underserved communities?
- Please identify how this proposal will benefit marginalized and underserved populations in Clark County.

UP TO 2 POINTS FOR EACH QUESTION, 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.

C.19. Timeline: 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.

C.20. Timeline: Does your agency have previous CDBG or HOME awards that have not been completed? When will these projects be completed?

- List any projects that have been awarded to your agency for CDBG or HOME funds that have not been completed.
- Include a brief status description of each project and how your agency plans to get timely.

UP TO 5 POINTS DEDUCTED

Points will be deducted for agencies with more than one pending project.

C.21. Timeline: Please include all significant project milestones.

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

NO POINTS AWARDED

C.22. Budget Summary: Discuss the other funding that will be used 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.
- Indicate which funds are part of the City of Vancouver Request, if applicable.
- 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.

NO POINTS AWARDED

C.23. Budget. Amounts must match those provided in question C.1. Amounts listed as In-kind must be supported with an In-kind Match Valuation and Explanation form.

- Enter the amount of funds in the corresponding budget category and type of funds.
- County request column total must match the amount indicated in C.1.
- Total amount of all other columns must match the combined amount indicated under City of Vancouver Request and Other Resources in C.1.
- Total amount from all sources must match the Total Project Cost indicated in C.1.

NO POINTS AWARDED

SECTION D. SOCIAL SERVICE CONSTRUCTION PROJECTS

D.1. Enter the total amount of CDBG funds requested, rounded to the nearest hundred dollars.

- Click Add Row to begin response.
- Minimum request is \$50,000, maximum is \$300,000.
- Requests over \$200,000 require compliance with Section 3 requirements found at 24 CFR part 75.
- Only enter an amount under City of Vancouver CDBG Request if this is a joint application.
 - Projects located within Vancouver city limits must have financial support from the city of Vancouver to also receive assistance from Clark County.
 - Please note that the city of Vancouver does not have CDBG funding available for public facility projects until the 2045 funding round. Contact county staff if you have questions.
- 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.
- Other resources include the total amount of other funds, including in-kind contributions, that will be put into the project. You will describe these funds in question D.18.
- Responses to this question must match the budget table under D.19.

NO POINTS AWARDED

D.2. 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.

- Describe the need for the project. Include notation to data used to determine the need.
- Include characteristics of the proposed beneficiaries of the project.

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.

D.3. 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.

D.4. Solution: Describe specifically how the funds awarded from this application will be used. For example, CDBG funds will be used for roof repair.

- Describe how each funding source will be used to complete the project. Be specific when describing how the CDBG funds requested in this application will be used.

NO POINTS AWARDED

D.5. Outcomes: Describe the measurable outcomes and how your proposed solution is the most effective at achieving those outcomes. Discuss outcomes achieved with similar projects.

- Outcomes should 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.

D.6. 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. Provide unduplicated individuals in count.

- Click Add Row to begin response.
- Enter the total number to benefit from the project and the number of beneficiaries who are low/mod income.
- Of the beneficiaries identified as low/mod income, enter the number who are residents of Clark County and the number who reside in the city limits of Vancouver.
- 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.
 - Projects for shelters serving people experiencing homelessness can split the proportion evenly between the County and City applications.
- Low/mod income is defined as earning less than 80% of the area median income.

Describe how the number of households served was determined.

- If joint application, include how the proportion was determined.

NO POINTS AWARDED

D.7. Does this proposed project make targeted, strategic investments in housing and other assistance for people experiencing, or at imminent risk of, homelessness?

NO POINTS POSSIBLE

D.8. Agency 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.

D.9. 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.

5 POINTS POSSIBLE

Highest Scoring: Clearly details coordination with partners or community.

Low Scoring: Provides little detail about coordination or operates independently.

D.10. 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.

- Ground disturbing activities information is needed for Historic Preservation Office information.
- Tree removal can impact endangered species in the area. Removal of trees is discouraged but may be mitigated by the presence of other similar trees and/or replacement of removed trees.

NO POINTS POSSIBLE

D.11. Will there be any new impervious surfaces added to the project location? If so, how much? Can pervious surfaces be used instead?

- Projects adding new impervious surfaces will require programmatic consultation with National Marine Fishery Services (NMFS) as described in the HUD Consultation Guidance: <https://www.hud.gov/sites/dfiles/State/documents/NMFS-HUD-consultation-guidance-Erratum-2023.pdf>.
- Describe any new impervious surfaces as part of the project. Include the amount of new surface.
- Explain why pervious surfaces cannot be used for the project.

NO POINTS POSSIBLE

D.12. Is property acquisition or right-of-way easement anticipated? 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. Enter 0 if not applicable.

- Click Add Row to begin response.
- Displacement of any households or businesses requires notification, announcement, and help paying for relocation.
- Include any household or business tenant occupying the property that *may* need to move, even temporarily, as a result of this project.
- If displacement is anticipated, review the Clark County HOME policies and HUD Uniform Relocation Assistance requirements immediately.
- If right-of-way easement is anticipated, Uniform Relocation Act requirements may apply. Contact staff to discuss.

How did your agency determine the number of households or businesses that will be displaced (including if none)?

- Describe how you were able to determine the number of households or businesses being displaced.

NEGATIVE POINTS POSSIBLE

If any acquisition or relocation is anticipated, 20 points for each business or household displaced will be *deducted* from the overall score.

D.13. 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.

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.

D.14. People of color struggle disproportionately with homelessness, displacement and unaffordable housing. Clark County is committed to addressing inequity by prioritizing opportunities to serve historically underserved communities, removing barriers to fairness in representation, opportunity and access, and providing equal opportunity for very low-income families of all ethnic backgrounds. Describe how this proposal will ensure equitable outcomes for underserved populations.

- Tell us about historically underserved communities in your project area. Include demographics and other factual data in your response.
- How have you connected to these communities in planning for this project?
- What feedback were you provided from these communities?
- How will you make economic opportunities associated with construction of your project available to underrepresented or underserved communities?
- Please identify how this proposal will benefit marginalized and underserved populations in Clark County.

UP TO 2 POINTS FOR EACH QUESTION, 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.

D.15. Timeline: 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.

D.16. Timeline: Does your agency have previous CDBG or HOME awards that have not been completed? When will these projects be completed?

- List any projects that have been awarded to your agency for CDBG or HOME funds that have not been completed.
- Include a brief status description of each project and how your agency plans to get timely.

UP TO 5 POINTS DEDUCTED
Points will be deducted for agencies with more than one pending project.

D.17. Timeline: Please include all significant project milestones.

- Click Add Row to start your response. Add as many rows as needed for the project.
- Add the task and estimated completion date for each task (month and year).
- Example tasks include property search, property closing, bid process, construction, close-out.

NO POINTS AWARDED

D.18. Budget Summary: Discuss the other funding that will be used 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.
- Indicate which funds are part of the City of Vancouver Request, if applicable.
- 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.

NO POINTS AWARDED

D.19. Budget. Amounts must match those provided in question D.1. Amounts listed as In-kind must be supported with an In-kind Match Valuation and Explanation form.

- Enter the amount of funds in the corresponding budget category and type of funds.
- County request column total must match the amount indicated in D.1.
- Total amount of all other columns must match the combined amount indicated under City of Vancouver Request and Other Resources in D.1.
- Total amount from all sources must match the Total Project Cost indicated in D.1.

NO POINTS AWARDED

SUBMISSION

Before submitting your application in Neighborly you must certify to the following:

- I have read and understand the UCPB Guidelines.
 - Guidelines are linked in Neighborly and also available for view on our website: www.clark.wa.gov/community-services/cdbg-and-home-applications.

- This agency has never been debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension". Our agency will not contract with a subcontractor that is debarred or suspended.
- The information contained in this application is accurate and complete. I understand that final funding awards are based upon funding availability and the approval of the Clark County Council.

Once certifications have been made, electronically sign the application and county staff will be notified of your submission.

NEXT STEPS

IMPORTANT!

Once you submit the pre-application for federal funding you may not take any "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. TBRA reviews can be completed quickly while construction projects can take up to one year to complete.

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



Clark County CDBG and HOME Funding

2025 Funding Guide

Asset and Economic Development

Criteria and Application Information

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Process Overview

DESCRIPTION

Clark County is a grantee and participating jurisdiction of the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) program 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.

The purpose of this request for application (RFA) is to solicit applications that address the identified needs and objectives of Clark County's Consolidated Plan. Approximately \$3 million in entitlement funding is anticipated to be available this year. Responses should address at least one of the following goals:

1. **Public Facilities and Neighborhood Improvements.** This goal includes infrastructure improvements in low- and moderate-income neighborhoods. It also includes acquisition and improvements to facilities that provide services to the elderly, those with special needs, and other households with low income.
2. **Affordable Housing and Homelessness.** This goal maintains and improves the response to homelessness including rapid rehousing programs, transitional housing, permanent supportive housing, and construction or rehabilitation of affordable multifamily units.
3. **Asset and Economic Development.** This goal is to assist with microenterprise business development, homeownership activities and homeowner rehabilitation. Although homeowner assistance activities could also fit under the affordable housing goal, they are considered under this category because homeownership is also critical to wealth building and asset development for households with low incomes.

The Clark County Community Action, Housing and Development program provides funds for eligible community development activities that benefit persons earning low- to moderate-income. Funds are allocated annually through a competitive process.

RFA PROCESS

There are multiple steps for the complete RFA process. Applicants are responsible for completing each step by the designated due date.

Notice of Funding Availability

When funding becomes available, Clark County announces the opportunity to apply through a News Release to all local media and posts information to the county's social media platforms. Staff also notifies all interested stakeholders by email. To be added to the stakeholders list, contact Rebecca Royce: Rebecca.Royce@clark.wa.gov or 564-397-7863.

Application Access

Applications are completed through Neighborly Software, an online grant management system. Applicants can start the application process at: <https://portal.neighborlysoftware.com/clarkcountywa/Participant>

Additional program information can be found on our website at www.clark.wa.gov/community-services/cdbg-and-home-applications.

Pre-application

The pre-application includes Sections A and B and is used by county staff to determine preliminary eligibility of the agency and the project. Responses to the pre-application may trigger additional information requests before the applicant is able to move on to the full application. Passing the pre-application and moving to the full application does not guarantee project or agency eligibility to be selected for funding. The pre-application is mandatory and is due by October 31, 2024.

Full Application

The remaining sections comprise the full application and include requests for detailed project information, timeline for project accomplishments and proposed budget. The full application is due by December 2, 2024.

Staff Review and Technical Corrections

Staff may request technical corrections before applications are released to the scoring committee. Applicants will receive notification via email if corrections are needed.

Application Presentation

Applicants are invited and expected to provide a brief presentation to the Urban County Policy Board at their February meeting. Presentations should focus on the application, not the agency. Staff will email applicants additional information in January.

Scoring and Awards

The Urban County Policy Board (UCPB) is responsible for reviewing and scoring all applications and recommending funding awards. The pre-application sections are only reviewed by the UCPB scoring committee if the full application is deemed eligible by county staff. There are no points awarded for the pre-application. Each application can earn up to 100 points. Each question in the full application indicates how many points can be awarded based on the quality of the response. The majority of points are awarded by the UCPB scoring committee. Questions with set criteria or where points may be deducted are scored by county staff.

Funding recommendations are made by the UCPB at their March meeting. Applicants are encouraged to attend. Staff will send an email notification to all applicants with the results of the funding recommendations and next steps. Funding recommendations are then sent to the county council for approval to submit to HUD.

ELIGIBLE APPLICANTS

Qualifying nonprofit organizations under IRS Section 501(c)(3) and public organizations may apply for funds. Private individuals and for-profit entities are not eligible for funding awards.

Applicants must meet the following requirements:

- Be registered with SAM.gov in good standing.
- Participate in E-Verify.
- Demonstrate fiscal capacity for a cost reimbursement contract.

CONTRACT PERFORMANCE

Services provided as a result of this RFA will take place in Clark County or within the city limits of Woodland, outside the city limits of Vancouver.

A contract awarded as a result of this RFA is intended to be for 12 months beginning in Fall/Winter 2025 if all other funding is secured. Business technical assistance programs are intended to run from January 2026 to December 2026.

RFA TIMELINE

The 2025 funding cycle for all CDBG and HOME applications is as follows:

| | |
|------------------------|--|
| October 1, 2024 | Applications open |
| October 15 | Pre-submittal workshops 10:00 – 11:00 AM PST Details and links here: https://clark.wa.gov/community-services/cdbg-and-home-applications |
| October 28 | Technical Assistance drop-in online 2:00 PM – 3:00 PM PST https://clarkwa.webex.com/clarkwa/j.php?MTID=m11130800759209b988d9bdeee36278e9 |
| October 31 | Pre-Application due. Applicant Information and Eligibility Verification sections |
| November 25 | Technical Assistance drop-in online 1:00 PM – 2:00 PM PST https://clarkwa.webex.com/clarkwa/j.php?MTID=m11130800759209b988d9bdeee36278e9 |
| November 25 | Deadline to submit questions |
| December 2 | Full applications due |
| December/January | Staff review, request for technical corrections |
| January 2025 | Applications provided to Urban County Policy Board (UCPB) Scoring Committee |
| February 10 | UCPB applicant presentations |
| March 10 | UCPB project scoring and awards announced |
| May | Public Hearing with County Council approval to submit Action Plan to HUD |
| Summer/fall | HUD releases 2025 funding upon approval of Clark County Action Plan |
| Fall/winter | Contracts executed and ready to proceed |

TECHNICAL ASSISTANCE AND QUESTIONS

Clark County staff highly encourage potential applicants attend the Pre-submittal Workshop on **Tuesday, October 15 starting at 10AM PST**. This workshop will provide an overview of the application process and requirements and is an opportunity to discuss potential applications directly with staff. The workshop will be available using a hybrid model in person and online.

In-person:
Center for Community Health
1601 E Fourth Plain Blvd, Bldg 17
2nd Floor conference rooms A&B

Online:
<https://clarkwa.webex.com/clarkwa/j.php?MTID=m11130800759209b988d9bdeee36278e9>

The workshop recording and presentation will be made available on our website at <https://www.clark.wa.gov/community-services/cdbg-and-home-applications>.

Clark County staff will be available during two, virtual technical assistance drop-in sessions. Applicants can join at <https://clarkwa.webex.com/clarkwa/j.php?MTID=m11130800759209b988d9bdeee36278e9>:

- Monday, October 28 from 2-3PM PST.
- Monday, November 25 from 1-2PM PST.

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 26, 2024**. Answers will be issued to all applicants no later than November 27, 2024.

OTHER PROGRAMMATIC REQUIREMENTS

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. A template is available in Neighborly to download, sign and upload.

Buy America, Build America (BABA) Act

Recipients of an award of federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- 1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- 2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- 3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

For more information: <https://www.hud.gov/baba>.

Conflict of Interest

“Organizational conflict of interest” means that, because of other activities or relationships with other persons or firms, the Proposer (including its principal participants, directors, proposed consultants or subcontractors) would be unable or potentially unable to render impartial, technically sound assistance or advice to Clark County; or the Proposer’s objectivity in performing the Work would or might be otherwise impaired.

The Proposer certifies to the best of its knowledge and believes that neither it nor any of its principal participants and agents has any relationship with any firms or individuals that are, or appear to be, an organizational conflict of interest.

Davis Bacon/Prevailing Wage

Federal Davis Bacon and Washington State prevailing wage rules are in effect for any construction activities. These require the tracking and payment of Davis Bacon/prevailing wage rates and may increase the overall project cost. Exceptions to prevailing wage (not Davis Bacon) requirements may apply when the county funds only pay for non-construction costs (e.g. land acquisition or soft costs) or are provided in the form of an interest-bearing loan. For more information:

https://www.hud.gov/program_offices/davis_bacon_and_labor_standards.

Debarment, Suspension and other Responsibility Matters

Applicants shall certify to the best of their knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency.
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

3. Are presently indicted for, or otherwise criminally charged with, commission of any of the offenses enumerated in paragraph 2 of this certification.
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract.
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract.
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.
7. Have paid all taxes the bidder or proposer owes to a public body, as defined in ORS 174.109, and otherwise complied with the tax laws of this state or a political subdivision of this state including, but not limited to ORS 305.620, 310.630 to 310.706, 320.005 320.150, 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323.

Environmental Review

As part of the contract preparation process, the county will conduct an environmental review under the National Environmental Policy Act (NEPA). **No funds will be formally committed nor expended, and NO work can be undertaken until the completion of this review.**

Completion of the environmental review process is mandatory, before taking any choice-limiting actions, including the expenditure or commitment of federal or non-federal funds. Prohibited actions include any physical action on a site such as demolition, movement, rehabilitation, conversion, repair or construction. Further, the agency may not execute a purchase and sale nor a construction contract prior to environmental clearance.

To expedite the process, the county proceeds with the required environmental review and information gathering prior to the contract being signed. The agency may be required to furnish data, information and assistance as part of the environmental review.

E-Verify

To be considered responsive to any formal Clark County RFA, all applicants shall include with their response 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 subcontractor (\$25,000 or more) within thirty days after the sub-contractor 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: <https://www.e-verify.gov/>.

Fair Housing/Non-discrimination

Fair Housing is the right of all people to be free from discrimination in the rental, sale or financing of housing. Equal access to rental housing and homeownership opportunities, regardless of race, color, religion, national origin, sex, familial status (the presence of children under 18) or disability, is the cornerstone of federal Fair Housing Policy. Local cities and counties that receive certain federal housing or community development funds have a role in affirmatively affirming Fair Housing.

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.

Insurance

Agencies that are awarded funds shall obtain insurance coverage that meets Clark County standards. Each contract will be reviewed by Risk Assessment to identify the full insurance requirement needs. At minimum, agencies will need:

- Commercial General Liability. Contractor shall maintain \$1,000,000 per occurrence and \$2,000,000 annual aggregate limits in annually renewing occurrence-based Commercial General Liability (CGL) insurance coverage. A “claims-made” policy” is not acceptable. In no event shall the deductible exceed \$10,000. Contractor agrees that its CGL policy is primary and non-contributory and waives its right of subrogation.
- Automobile Liability. If vehicles are to be used in the performance of work under this Contract, Contractor shall provide the County with proof of \$1,000,000 combined single limit for bodily injury and property damage in annually renewing occurrence-based Automobile Liability insurance coverage for all owned and non-owned vehicles. If vehicles are not used, the Contractor shall provide the County with a written declaration on company letterhead stating that no vehicles will be used in the performance of the Contract. Contractor agrees that its Automobile Liability policy is primary and non-contributory and waives its right of subrogation.
- Workers’ Compensation. Contractor shall maintain Workers’ Compensation insurance coverage in compliance with the Revised Code of Washington (RCW) Title 51 or provide evidence that State law does not require such coverage.
- Professional Liability. Contractor shall maintain Professional Liability insurance coverage with minimum limits of \$1,000,000 for any one (1) incident. At all times, Contractor’s policy, limits, and coverage will be primary and non-contributory to any coverage maintained by Clark County.

Additional Insurance Requirements:

- Clark County, its officers, employees, and agents, shall be named on the Commercial General Liability and Automobile Liability policies of Contractor and any subcontractors as an Additional Insured with no restrictions or limitations concerning products and completed operations. Coverage shall be primary and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this Contract. Clark County reserves the right to require complete, certified copies of all required insurance policies at any time.
- All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Insurance certificates shall list Clark County as a Certificate Holder as follows: Clark County Washington Community Services, Attn: Contracts Unit, PO Box 5000, Vancouver, WA 98666-5000.

SAM Registration

Applicants must have, or obtain, an active registration with the federal System for Award Management (SAM). To register and get a Unique Entity ID (UEI) number visit: <https://sam.gov/content/entity-registration>. Registered entities UEI should be entered in the appropriate field on the Neighborly application. SAM registration expires after one year. There is no cost for SAM registration.

Section 3 – Economic Opportunities

The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide training, employment, contracting and other economic opportunities to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons. For more information:

<https://www.hud.gov/section3>.

GRIEVANCE PROCESS

If an applicant has a grievance about the outcome of their application through this request for application, they are encouraged to discuss their concerns with Clark County Community Services Program Manager Michael Torres at Michael.torres@clark.wa.gov. If this discussion does not result in a satisfactory outcome, the applicant may request the grievance be considered by Clark County Community Services Director, Vanessa Gaston who has final decision in all grievances.

STAFF CONTACT INFORMATION

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

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

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 |
| 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 | https://www.wshfc.org/mhcf/EvergreenStandard.htm |

Neighborly Application Overview

Neighborly is an online grant management system that will be used for application submission, application scoring, submission of quarterly reports, 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 |
|---|--|---|
| PUBLIC FACILITIES <ul style="list-style-type: none"> Community Center/Social Service Facilities construction or rehabilitation Emergency shelter construction or rehabilitation | HOMEOWNERSHIP <ul style="list-style-type: none"> New construction or rehabilitation of single-family housing Homeownership assistance Land Acquisition or infrastructure for single-family development | CONSTRUCTION <ul style="list-style-type: none"> 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 |
| NEIGHBORHOOD IMPROVEMENTS <ul style="list-style-type: none"> Street and sidewalk improvements Water and sewer improvements Parks and recreational facilities improvements | ECONOMIC DEVELOPMENT <ul style="list-style-type: none"> Microenterprise development | TBRA <ul style="list-style-type: none"> 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.



Important!

- Information will not automatically be saved if you do not click Save!
- Click “Complete & Continue” at the end of each section. If you need to go back to make changes, you can reopen the section later.
- Use “Complete & Continue” to skip a section that doesn’t apply to your application.



For Neighborly technical support, click the help button at the bottom right of the screen.

Application Overview

The following sections list each question by section of the application in Neighborly. The guidance provides clarification and insight for each question, how many points are available for each question and scoring guidance provided to the UCPB scoring committee.

SECTION 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>.

Upload the following documents. More information about these requirements can be found Other Programmatic Requirements.

- Anti-Lobbying certification (template available in Neighborly)
- Conflict of Interest and Debarment Certification Form (template available in Neighborly)
- E-Verify MOU

These questions are not scored by the committee.

SECTION B. ELIGIBILITY VERIFICATION

B.1. Please briefly describe your proposal and how the funds will be used.

- Provide an overview of the project with enough detail to determine eligibility. Include what assistance/services the project will provide and where the activity(ies) will take place. Detailed project information will be provided in section C.
- Clearly describe what activities will be funded by CDBG and/or HOME funds.

B.2. 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, historically marginalized community, etc.
- Explain how you will reach Clark County residents outside the City of Vancouver.

B.3. 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? If yes, please explain.

- Contact county staff with any questions about this question.

B.4. Was your organization established less than five years ago?

- Contact county staff with any questions about this question.

B.5. Does your agency have the fiscal capacity for a cost reimbursement contract? Please note that because the county operates on a 30-day pay schedule, your agency must maintain at least 15% of the funding request as cash on hand at all times in order to meet this requirement.

- Federal regulations require that funds be contracted as cost reimbursement. All costs must be accrued and paid by the contractor before invoicing the county. Clark County's standard payment schedule is 30 days from a complete and accurate invoice.
- Contact county staff with any questions about this question.

Responses to B.3. through B.5. 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.

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. Applicants will receive an email notifying them if their application is approved to move forward with the application process.

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

SECTION C. APPLICATION OVERVIEW

C.1. Enter the total amount of funding requested, rounded to the nearest hundred dollars.

- Minimum request is \$50,000, maximum is \$300,000.
- Click Add Row to begin response.
- Total Clark County Request cannot exceed \$300,000 including administration dollars.
- Other resources include the total amount of other funds, including in-kind contributions, that will be put into the project. You will describe these funds in the Budget section.
- Responses to this question must match the budget table under F.2.

NO POINTS AWARDED

C.2. Provide the total number of households expected to be served and describe their income levels and any demographic characteristics you anticipate they will have (large families, seniors, etc.). Describe how you will target services to households in Clark County, outside the City of Vancouver.

NO POINTS AWARDED

C.3. Need: Describe why funds are needed. Detail all of the issues that would be addressed with this project.

20 POINTS POSSIBLE

Highest Scoring: Project is a critical need and cannot move forward without requested funding.

Mid-Range: Project is a fairly high need for the community and requested funding is essential to budget.

Low Scoring: Project is a medium need and could seek other funding options or wait for future funding cycle.

C.4. Solution: Describe the project and how it will address the needs identified. What experience do you have with similar activities?

- Describe why the proposed project is the best possible solution.

20 POINTS POSSIBLE

Highest Scoring: Project is well-planned, and a detailed description is provided. Agency is very experienced.

Mid-Range: Project planning is mostly complete with some variables yet to be determined.

Low Scoring: Project planning is still underway and/or this is a new program for the agency.

C.5. Solution: Describe specifically how the funds awarded from this application will be used.

- Specify how the CDBG and/or HOME funds requested in this application will be used.

NO POINTS AWARDED

C.6. Outcomes: Describe the measurable outcomes and how your proposed solution is the most effective at achieving those outcomes.

- Relate specifically to the project proposed.
- Describe past experience and outcomes achieved when operating a similar project.
- Outcomes will be included in the contract if awarded.

20 POINTS POSSIBLE

Highest Scoring: Project will have a large positive impact on the assets of low- or moderate-income households. Agency has previously achieved positive outcomes with a similar program model.

Mid-Range: Project will have a moderate impact on assets of low- or moderate-income households.

Low Scoring: Project will have a limited impact on assets of low- or moderate-income households.

C.7. Management: Describe the management structure and staffing for your program. Include how staff will be trained to effectively deliver evidence-based practices. Describe your experience providing similar program models.

- Describe the staff who will work on this project and their experience.
- Describe the evidence-based practices used in your program model.
- Describe similar projects your agency has previously undertaken.
- Describe experience working with federal funds.

15 POINTS POSSIBLE

Highest Scoring: Details several years' experience with federal funding requirements and positive outcomes with similar projects.

Mid-Range: Describes minimal experience with federal funds or has some experience with a similar program but lacks detail.

Low Scoring: Has minimal experience with federal funding or project type.

C.8. Coordination: How is this proposal coordinated with other community services such as financing, housing counseling or education? 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.

10 POINTS POSSIBLE

Highest Scoring: Clearly details coordination with partners or community.

Mid-Range: Describes referral process to other agencies; requires program participants to make connections.

Low Scoring: Provides little detail about coordination or operates independently.

SECTION D. EQUITY

People of color struggle disproportionately in Clark County with homelessness, displacement and unaffordable housing. Clark County is committed to addressing this inequity by prioritizing opportunities to serve historically underserved communities, removing barriers to fairness in representation, opportunity and access, and providing equal opportunity for very low-income families of all ethnic backgrounds.

D.1. Tell us about historically underserved communities in your project area. Include demographics and other factual data in your response.

- Using fact-based data such as Census, Homeless Management Information System, Council for the Homeless Point-in-Time Count or Annual System data to describe historically underserved communities in your project area.

NO POINTS AWARDED

D.2. How have you connected to these communities in planning for this project? What feedback were you provided from these communities?

- Describe outreach efforts made to connect to historically marginalized communities.
- Summarize feedback provided by these communities.

5 POINTS POSSIBLE

Highest Scoring: Clearly details outreach efforts to marginalized communities and incorporates feedback in project design.

Mid-Range: Little outreach to historically marginalized communities. Does not delineate between low-income communities and marginalized communities. Does not discuss feedback provided.

Low Scoring: No outreach to historically marginalized communities.

D.3. What is your plan for mitigating identified barriers to access?

- Describe the barriers historically marginalized communities have to accessing services your agency provides.
- Describe how your agency is addressing the barriers.

5 POINTS POSSIBLE

Highest Scoring: Clearly details barriers to accessing services and efforts to mitigate the barriers in project design. Includes commitment to equity in agency policies.

Mid-Range: Provides little understanding of barriers to accessing services. Does not describe how the agency is addressing the barriers.

Low Scoring: Does not identify barriers to access by historically marginalized communities.

D.4. Identify how proposed services will appropriately address the specific needs of historically underserved populations.

- Discuss how your project provides culturally appropriate services for the different populations in your project area. Include if project information, both oral and written, are available in a person's native language. Are these services provided within your agency or contracted out?
- Describe training staff receive to provide culturally appropriate services. Include how often training is provided, if staff speak multiple languages, and if staff identify as belonging to a marginalized community.

5 POINTS POSSIBLE

Highest Scoring: Agency have staff that belong to the marginalized communities they serve. Have materials available in different languages. Clearly discusses providing culturally competent services.

Mid-Range: Provides little understanding of needs of different cultures and abilities. Uses an outside service to provide language and ability access such as interpretation services rather than in-house.

Low Scoring: Does not provide access to materials, written or spoken, in beneficiaries' native language.

SECTION E. TIMELINE

E.1. Describe the tasks and timeframe of the project. Discuss project readiness to proceed and possible delays (waiting for other funding, outreach process, 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.

NO POINTS AWARDED

E.2. Does your agency have previous CDBG or HOME awards that have not been completed? When will these programs be completed?

- List any projects that have been awarded to your agency for CDBG or HOME funds that have not been completed.
- Include a brief status description of each project and how your agency plans to get timely.

UP TO 5 POINTS DEDUCTED

Points will be deducted for agencies with more than one pending project.

E.3. Timeline: Please include all significant program milestones. Please note that business technical assistance and homebuyer assistance programs are intended to run from January to December the year following award.

- Click Add Row to start your response. Add as many rows as needed for the project.
- Add the task and estimated completion date for each task (month and year).
- Example tasks include: marketing and outreach, service delivery, project closeout.

NO POINTS AWARDED

SECTION F. BUDGET

F.1. 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 linked in Neighborly.

F.2. Budget

- Enter the amount of funds in the corresponding budget category and type of funds.
- Administration costs cannot exceed your agency's ICR (if applicable) or 15% de minimis.
- County request column total must match the amount indicated in C.1.
- Total amount of all other columns must match amount indicated under Other Resources in C.1.
- Total amount from all sources must match the Total Project Cost indicated in C.1.

NO POINTS AWARDED IN THE BUDGET SECTION

SUBMISSION

Before submitting your application in Neighborly you must certify to the following:

- I have read and understand the UCPB Guidelines.
 - Guidelines are linked in Neighborly and also available for view on our website: www.clark.wa.gov/community-services/cdbg-and-home-applications.
- This agency has never been debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension". Our agency will not contract with a subcontractor that is debarred or suspended.
- The information contained in this application is accurate and complete. I understand that final funding awards are based upon funding availability and the approval of the Clark County Council.

Once certifications have been made, electronically sign the application and county staff will be notified of your submission.

NEXT STEPS

IMPORTANT!

Once you submit the pre-application for federal funding you may not take any "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.



**Clark County
CDBG and HOME Funding**

2025 Funding Guide

**Affordable Housing and
Homelessness**

Criteria and Application Information

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Process Overview

DESCRIPTION

Clark County is a grantee and participating jurisdiction of the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) program 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.

The purpose of this request for application (RFA) is to solicit applications that address the identified needs and objectives of Clark County's Consolidated Plan. Approximately \$3 million in entitlement funding is anticipated to be available this year. Responses should address at least one of the following goals:

1. **Public Facilities and Neighborhood Improvements.** This goal includes infrastructure improvements in low- and moderate-income neighborhoods. It also includes acquisition and improvements to facilities that provide services to the elderly, those with special needs, and other households with low income.
2. **Affordable Housing and Homelessness.** This goal maintains and improves the response to homelessness including rapid rehousing programs, transitional housing, permanent supportive housing, and construction or rehabilitation of affordable multifamily units.
3. **Asset and Economic Development.** This goal is to assist with microenterprise business development, homeownership activities and homeowner rehabilitation. Although homeowner assistance activities could also fit under the affordable housing goal, they are considered under this category because homeownership is also critical to wealth building and asset development for households with low incomes.

The Clark County Community Action, Housing and Development program provides funds for eligible community development activities that benefit persons earning low- to moderate-income. Funds are allocated annually through a competitive process.

RFA PROCESS

There are multiple steps for the complete RFA process. Applicants are responsible for completing each step by the designated due date.

Notice of Funding Availability

When funding becomes available, Clark County announces the opportunity to apply through a News Release to all local media and posts information to the county's social media platforms. Staff also notifies all interested stakeholders by email. To be added to the stakeholders list, contact Rebecca Royce: Rebecca.Royce@clark.wa.gov or 564-397-7863.

Application Access

Applications are completed through Neighborly Software, an online grant management system. Applicants can start the application process at: <https://portal.neighborlysoftware.com/clarkcountywa/Participant>

Additional program information can be found on our website at www.clark.wa.gov/community-services/cdbg-and-home-applications.

Pre-application

The pre-application includes Sections A and B and is used by county staff to determine preliminary eligibility of the agency and the project. Responses to the pre-application may trigger additional information requests before the applicant is able to move on to the full application. Passing the pre-application and moving to the full application does not guarantee project or agency eligibility to be selected for funding. The pre-application is mandatory and is due by October 31, 2024.

Full Application

The remaining sections comprise the full application and include requests for detailed project information, timeline for project accomplishments and proposed budget. The full application is due by December 2, 2024.

Staff Review and Technical Corrections

Staff may request technical corrections before applications are released to the scoring committee. Applicants will receive notification via email if corrections are needed.

Application Presentation

Applicants are invited and expected to provide a brief presentation to the Urban County Policy Board at their February meeting. Presentations should focus on the application, not the agency. Staff will email applicants additional information in January.

Scoring and Awards

The Urban County Policy Board (UCPB) is responsible for reviewing and scoring all applications and recommending funding awards. The pre-application sections are only reviewed by the UCPB scoring committee if the full application is deemed eligible by county staff. There are no points awarded for the pre-application. Each application can earn up to 100 points. Each question in the full application indicates how many points can be awarded based on the quality of the response. The majority of points are awarded by the UCPB scoring committee. Questions with set criteria or where points may be deducted are scored by county staff.

Funding recommendations are made by the UCPB at their March meeting. Applicants are encouraged to attend. Staff will send an email notification to all applicants with the results of the funding recommendations and next steps. Funding recommendations are then sent to the county council for approval to submit to HUD.

ELIGIBLE APPLICANTS

Qualifying nonprofit organizations under IRS Section 501(c)(3) and public organizations may apply for funds. Private individuals and for-profit entities are not eligible for funding awards.

Applicants must meet the following requirements:

- Be registered with SAM.gov in good standing.
- Participate in E-Verify.
- Demonstrate fiscal capacity for a cost reimbursement contract.

CONTRACT PERFORMANCE

Services provided as a result of this RFA will take place in Clark County or within the city limits of Woodland, outside the city limits of Vancouver.

A contract awarded for multi-family housing projects as a result of this RFA must be complete within four years including securing all other funding.

Tenant-based Rental Assistance (TBRA) programs are intended to run from January 2026 to December 2026.

RFA TIMELINE

The 2025 funding cycle for all CDBG and HOME applications is as follows:

| | |
|------------------------|--|
| October 1, 2024 | Applications open |
| October 15 | Pre-submittal workshops 11:00 AM – 12:00 Noon PST Details and links here: https://clark.wa.gov/community-services/cdbg-and-home-applications |
| October 28 | Technical Assistance drop-in online 2:00 PM – 3:00 PM PST https://clarkwa.webex.com/clarkwa/j.php?MTID=m11130800759209b988d9bdeee36278e9 |
| October 31 | Pre-Application due. Applicant Information and Eligibility Verification sections |
| November 25 | Technical Assistance drop-in online 1:00 PM – 2:00 PM PST https://clarkwa.webex.com/clarkwa/j.php?MTID=m11130800759209b988d9bdeee36278e9 |
| November 25 | Deadline to submit questions |
| December 2 | Full applications due |
| December/January | Staff review, request for technical corrections |
| January 2025 | Applications provided to Urban County Policy Board (UCPB) Scoring Committee |
| February 10 | UCPB applicant presentations |
| March 10 | UCPB project scoring and awards announced |
| May | Public Hearing with County Council approval to submit Action Plan to HUD |
| Summer/fall | HUD releases 2025 funding upon approval of Clark County Action Plan |
| Fall/winter | Contracts executed and ready to proceed |

TECHNICAL ASSISTANCE AND QUESTIONS

Clark County staff highly encourage potential applicants attend the Pre-submittal Workshop on **Tuesday, October 15 starting at 11AM PST**. This workshop will provide an overview of the application process and requirements and is an opportunity to discuss potential applications directly with staff. The workshop will be available using a hybrid model in person and online.

In-person:
Center for Community Health
1601 E Fourth Plain Blvd, Bldg 17
2nd Floor conference rooms A&B

Online:
<https://clarkwa.webex.com/clarkwa/j.php?MTID=m11130800759209b988d9bdeee36278e9>

The workshop recording and presentation will be made available on our website at <https://www.clark.wa.gov/community-services/cdbg-and-home-applications>.

Clark County staff will be available during two, virtual technical assistance drop-in sessions. Applicants can join at <https://clarkwa.webex.com/clarkwa/j.php?MTID=m11130800759209b988d9bdeee36278e9>:

- Monday, October 28 from 2-3PM PST.
- Monday, November 25 from 1-2PM PST.

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 26, 2024**. Answers will be issued to all applicants no later than November 27, 2024.

OTHER PROGRAMMATIC REQUIREMENTS

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. A template is available in Neighborly to download, sign and upload.

Buy America, Build America (BABA) Act

Recipients of an award of federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- 1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- 2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- 3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

For more information: <https://www.hud.gov/baba>.

Conflict of Interest

“Organizational conflict of interest” means that, because of other activities or relationships with other persons or firms, the Proposer (including its principal participants, directors, proposed consultants or subcontractors) would be unable or potentially unable to render impartial, technically sound assistance or advice to Clark County; or the Proposer’s objectivity in performing the Work would or might be otherwise impaired.

The Proposer certifies to the best of its knowledge and believes that neither it nor any of its principal participants and agents has any relationship with any firms or individuals that are, or appear to be, an organizational conflict of interest.

Davis Bacon/Prevailing Wage

Federal Davis Bacon and Washington State prevailing wage rules are in effect for any construction activities. These require the tracking and payment of Davis Bacon/prevailing wage rates and may increase the overall project cost. Exceptions to prevailing wage (not Davis Bacon) requirements may apply when the county funds only pay for non-construction costs (e.g. land acquisition or soft costs) or are provided in the form of an interest-bearing loan. For more information:

https://www.hud.gov/program_offices/davis_bacon_and_labor_standards.

Debarment, Suspension and other Responsibility Matters

Applicants shall certify to the best of their knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency.
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

3. Are presently indicted for, or otherwise criminally charged with, commission of any of the offenses enumerated in paragraph 2 of this certification.
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract.
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract.
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.
7. Have paid all taxes the bidder or proposer owes to a public body, as defined in ORS 174.109, and otherwise complied with the tax laws of this state or a political subdivision of this state including, but not limited to ORS 305.620, 310.630 to 310.706, 320.005, 320.150, 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323.

Environmental Review

As part of the contract preparation process, the county will conduct an environmental review under the National Environmental Policy Act (NEPA). **No funds will be formally committed nor expended, and NO work can be undertaken until the completion of this review.**

Completion of the environmental review process is mandatory, before taking any choice-limiting actions, including the expenditure or commitment of federal or non-federal funds. Prohibited actions include any physical action on a site such as demolition, movement, rehabilitation, conversion, repair or construction. Further, the agency may not execute a purchase and sale nor a construction contract prior to environmental clearance.

To expedite the process, the county proceeds with the required environmental review and information gathering prior to the contract being signed. The agency may be required to furnish data, information and assistance as part of the environmental review.

E-Verify

To be considered responsive to any formal Clark County RFA, all applicants shall include with their response 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 subcontractor (\$25,000 or more) within thirty days after the sub-contractor 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: <https://www.e-verify.gov/>.

Fair Housing/Non-discrimination

Fair Housing is the right of all people to be free from discrimination in the rental, sale or financing of housing. Equal access to rental housing and homeownership opportunities, regardless of race, color, religion, national origin, sex, familial status (the presence of children under 18) or disability, is the cornerstone of federal Fair Housing Policy. Local cities and counties that receive certain federal housing or community development funds have a role in affirmatively affirming Fair Housing.

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.

Insurance

Agencies that are awarded funds shall obtain insurance coverage that meets Clark County standards. Each contract will be reviewed by Risk Assessment to identify the full insurance requirement needs. At minimum, agencies will need:

- Commercial General Liability. Contractor shall maintain \$1,000,000 per occurrence and \$2,000,000 annual aggregate limits in annually renewing occurrence-based Commercial General Liability (CGL) insurance coverage. A “claims-made” policy” is not acceptable. In no event shall the deductible exceed \$10,000. Contractor agrees that its CGL policy is primary and non-contributory and waives its right of subrogation.
- Automobile Liability. If vehicles are to be used in the performance of work under this Contract, Contractor shall provide the County with proof of \$1,000,000 combined single limit for bodily injury and property damage in annually renewing occurrence-based Automobile Liability insurance coverage for all owned and non-owned vehicles. If vehicles are not used, the Contractor shall provide the County with a written declaration on company letterhead stating that no vehicles will be used in the performance of the Contract. Contractor agrees that its Automobile Liability policy is primary and non-contributory and waives its right of subrogation.
- Workers’ Compensation. Contractor shall maintain Workers’ Compensation insurance coverage in compliance with the Revised Code of Washington (RCW) Title 51 or provide evidence that State law does not require such coverage.
- Professional Liability. Contractor shall maintain Professional Liability insurance coverage with minimum limits of \$1,000,000 for any one (1) incident. At all times, Contractor’s policy, limits, and coverage will be primary and non-contributory to any coverage maintained by Clark County.

Additional Insurance Requirements:

- Clark County, its officers, employees, and agents, shall be named on the Commercial General Liability and Automobile Liability policies of Contractor and any subcontractors as an Additional Insured with no restrictions or limitations concerning products and completed operations. Coverage shall be primary and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this Contract. Clark County reserves the right to require complete, certified copies of all required insurance policies at any time.
- All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Insurance certificates shall list Clark County as a Certificate Holder as follows: Clark County Washington Community Services, Attn: Contracts Unit, PO Box 5000, Vancouver, WA 98666-5000.

SAM Registration

Applicants must have, or obtain, an active registration with the federal System for Award Management (SAM). To register and get a Unique Entity ID (UEI) number visit: <https://sam.gov/content/entity-registration>. Registered entities UEI should be entered in the appropriate field on the Neighborly application. SAM registration expires after one year. There is no cost for SAM registration.

Section 3 – Economic Opportunities

The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide training, employment, contracting and other economic opportunities to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons. For more information: <https://www.hud.gov/section3>.

GRIEVANCE PROCESS

If an applicant has a grievance about the outcome of their application through this request for application, they are encouraged to discuss their concerns with Clark County Community Services Program Manager Michael Torres at Michael.torres@clark.wa.gov. If this discussion does not result in a satisfactory outcome, the applicant may request the grievance be considered by Clark County Community Services Director, Vanessa Gaston who has final decision in all grievances.

STAFF CONTACT INFORMATION

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

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

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 |
| 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 | https://www.wshfc.org/mhcf/EvergreenStandard.htm |

Neighborly Application Overview

Neighborly is an online grant management system that will be used for application submission, application scoring, submission of quarterly reports, 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 |
|---|--|---|
| PUBLIC FACILITIES <ul style="list-style-type: none"> Community Center/Social Service Facilities construction or rehabilitation Emergency shelter construction or rehabilitation | HOMEOWNERSHIP <ul style="list-style-type: none"> New construction or rehabilitation of single-family housing Homeownership assistance Land Acquisition or infrastructure for single-family development | CONSTRUCTION <ul style="list-style-type: none"> 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 |
| NEIGHBORHOOD IMPROVEMENTS <ul style="list-style-type: none"> Street and sidewalk improvements Water and sewer improvements Parks and recreational facilities improvements | ECONOMIC DEVELOPMENT <ul style="list-style-type: none"> Microenterprise development | TBRA <ul style="list-style-type: none"> 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.



Important!

- Information will not automatically be saved if you do not click Save!
- Click “Complete & Continue” at the end of each section. If you need to go back to make changes, you can reopen the section later.
- Use “Complete & Continue” to skip a section that doesn’t apply to your application.



For Neighborly technical support, click the help button at the bottom right of the screen.

Application Overview

The following sections list each question by section of the application in Neighborly. The guidance provides clarification and insight for each question, how many points are available for each question and scoring guidance provided to the UCPB scoring committee.

SECTION 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>.

Upload the following documents. More information about these requirements can be found Other Programmatic Requirements.

- Anti-Lobbying certification (template available in Neighborly)
- Conflict of Interest and Debarment Certification Form (template available in Neighborly)
- E-Verify MOU

These questions are not scored by the committee.

SECTION B. ELIGIBILITY VERIFICATION

B.1. Please briefly describe your proposal and how the funds will be used.

- Provide an overview of the project with enough detail to determine eligibility. Include what assistance/services the project will provide and where the activity(ies) will take place. Detailed project information will be provided in section C.
- Clearly describe what activities will be funded by CDBG and/or HOME funds.

B.2. Provide the project location or program service area. How will you target residents of Clark County who live outside the city limits of Vancouver.

- Enter the specific address of the project, if known.
- If a project area, clearly describe the parameters of the service area.
- Briefly describe how this proposal benefits residents of Clark County outside the city of Vancouver.

B.3. 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, historically marginalized community, etc.

B.4. Is your agency applying as a Community Housing Development Organization (CHDO)?

B.5. 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? If yes, please explain.

- Contact county staff with any questions about this question.

B.6. Was your organization established less than five years ago?

- Contact county staff with any questions about this question.

B.7. Does your agency have the fiscal capacity for a cost reimbursement contract? Please note that because the county operates on a 30-day pay schedule, your agency must maintain at least 15% of the funding request as cash on hand at all times in order to meet this requirement.

- Federal regulations require that funds be contracted as cost reimbursement. All costs must be accrued and paid by the contractor before invoicing the county. Clark County's standard payment schedule is 30 days from a complete and accurate invoice.
- Contact county staff with any questions about this question.

Responses to B.5. through B.7. 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.

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. Applicants will receive an email notifying them if their application is approved to move forward with the application process.

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

SECTION C. CONSTRUCTION PROJECTS

C.1. Enter the total amount of funds requested, rounded to the nearest hundred dollars. The maximum request is \$400,000.

- Minimum request is \$50,000, maximum is \$400,000.
- Click Add Row to begin response.
- If this project is in Vancouver city limits it must also receive funding from the city of Vancouver as a joint project. Enter the amount requested and/or awarded by Vancouver under City of Vancouver Request.
- Other resources include the total amount of other funds, including in-kind contributions, that will be put into the project. You will describe these funds in question C.16.
- Responses to this question must match the budget table under C.17.

Commented [RR1]: If approved by UCPB

NO POINTS AWARDED

C.2. Need: Describe the need that this proposal will address and the proposed beneficiary characteristics. (i.e., income, age, behavioral health).

- Describe the need for the project. Include notation to data used to determine the need.
- Include characteristics of the proposed beneficiaries of the project.

20 POINTS POSSIBLE

Highest Scoring: Project is a critical need and cannot move forward without requested funding.
Mid-Range: Project is a fairly high need for the community and requested funding is essential to budget.
Low Scoring: Project is a medium need and could seek other funding options or wait for future funding cycle.

C.3. Solution: Describe how this proposal, including all funds, will address the needs identified. Define the measurable outcomes and how your proposed solution is the most effective at achieving those outcomes.

- Describe why the proposed project is the best possible solution.
- Describe the measurable outcomes the project will achieve and how they were determined.

20 POINTS POSSIBLE

Highest Scoring: Project is well-planned, and a detailed description is provided. Agency is very experienced.
Mid-Range: Project planning is mostly complete with some variables yet to be determined.
Low Scoring: Project planning is still underway.

C.4. Solution: Describe specifically how the funds awarded from this application will be used.

- Specify how the CDBG and/or HOME funds requested in this application will be used.

NO POINTS AWARDED

C.5. Neighborhood: Enter the Census Tract of your project. Describe the neighborhood character, availability of public transportation, socioeconomic characteristics, education and cultural facilities, parks and recreation, commercial facilities, health care and other nearby social services. Explain fair housing and environmental justice considerations.

- For additional information about fair housing and environmental justice, refer to the documents listed under Resources in this guide.

20 POINTS POSSIBLE

Highest Scoring: Housing is not in a low-income census tract and is within half-mile walking distance to bus stop, resources and services located within 3-mile radius.
Mid-Range: Housing is in a low-income census tract but has transportation and other resources nearby.
Low Scoring: Housing is located with a concentration of other low-income housing or has limited transportation and services in the area.
No Points: Projects with no known location/address.

C.6. 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.
- Include any household or business tenant occupying the property that *may* need to move, even temporarily, as a result of this project.
- If displacement is anticipated, review the Clark County HOME policies and HUD Uniform Relocation Assistance requirements immediately.

NEGATIVE POINTS

If any acquisition or relocation is anticipated, 20 points for each business or household displaced will be *deducted* from the overall score.

C.7. Describe the total number of households to be served in each income range and the characteristics of these households.

- Mixed income developments include a combination of units that support households with incomes at 0-30%, 30-60%, 60-80% and above 80% AMI. Market-rate units are used to subsidize units for low-income households.

- Priority populations include: Tenants with behavioral health disorders, HIV/AIDS, intellectual or developmental disability, senior (62+), homeless, chronically homeless, needing ADA accessible units, unaccompanied homeless youth, homeless families with children

15 POINTS POSSIBLE

5 points will be awarded for each: Mixed Income Development, Units at 0-30%, Priority Populations Served

C.8. 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

C.9. Coordination: How is this proposal coordinated with other services such as case management? Describe the role of other partners that will provide services to assist clients. Upload MOU and/or Tenant-Service Plan, if available.

- 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 and/or Tenant Service Plan, if available.

2 POINTS POSSIBLE

Full points: Project has established partnerships or staff to assist residents with resources or social activities.

C.10. Sustainability: Describe how the project incorporates sustainable building principles and universal design. Specifically address Evergreen Sustainable Development Criteria located in the Library.

- 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.

10 POINTS POSSIBLE

Highest Scoring: Project will utilize multiple energy efficiency and green building development techniques.

Mid-Range: Project will use some energy efficiency measures to keep tenant utility costs low.

Low Scoring: Project does not integrate sustainability standards.

C.11. Management: Describe how this project will be completed and managed throughout the affordability period. List any other projects that are currently underway or in development. Describe your agency/team's experience with similar projects and discuss previous outcomes.

3 POINTS POSSIBLE

Highest Scoring: Details several years' experience with federal funding requirements and positive outcomes with similar projects.

Low Scoring: Has minimal experience with federally funded housing projects.

C.12. Equity: People of color struggle disproportionately with homelessness, displacement and unaffordable housing. Clark County is committed to addressing this inequity by prioritizing opportunities to serve historically underserved communities, removing barriers to fairness in representation, opportunity and access, and providing equal opportunity for very low-income families of all ethnic backgrounds. Describe how this proposal will ensure equitable outcomes for underserved populations.

- Tell us about historically underserved communities in your project area. Include demographics and other factual data in your response. (no points awarded)
- How have you connected to these communities in planning for this project?
- What feedback were you provided from these communities?
- What specific steps is this project taking to ensure the housing opportunities created are accessible to marginalized and underserved communities?
- How will you make economic opportunities associated with construction of your project available to underrepresented or underserved communities?
- Please identify how this proposal will benefit marginalized and underserved populations in Clark County.

UP TO 2 POINTS FOR EACH QUESTION, 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.

C.13. 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.

NO POINTS AWARDED

C.14. Does your agency have previous CDBG or HOME awards that have not been completed? When will these programs be completed?

- List any projects that have been awarded to your agency for CDBG or HOME funds that have not been completed.
- Include a brief status description of each project and how your agency plans to get timely.

UP TO 5 POINTS DEDUCTED

Points will be deducted for agencies with more than one pending project.

C.15. Timeline: Please include all significant project milestones.

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

NO POINTS AWARDED

C.16. Budget Summary: Discuss the other funding that will be used including the anticipated award date and any terms and conditions of the proposed funding. Please note that at least 25% non-federal match is required by HUD - include the source of matching funds.

- Describe all other funds that will be used to complete this project.
- Indicate which funds are part of the City of Vancouver Request, if applicable.
- 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.

NO POINTS AWARDED

C.17. Construction Projects. Amounts must match those provided in question C.1. Amounts listed as In-kind must be supported with an In-kind Match Valuation and Explanation form.

- Enter the amount of funds in the corresponding budget category and type of funds.
- County request column total must match the amount indicated in C.1.
- Total amount of all other columns must match the combined amount indicated under City of Vancouver Request and Other Resources in C.1.
- Total amount from all sources must match the Total Project Cost indicated in C.1.

NO POINTS AWARDED

SECTION D. TBRA

D.1. Enter the total amount of funds requested, rounded to the nearest hundred dollars. The maximum request is \$300,000 inclusive of rent assistance and administrative funding. Administrative funds cannot exceed an agency's federally approved cost indirect rate or 15% de minimis rate.

Commented [RR2]: N update

- Minimum request is \$50,000, maximum is \$300,000.
- Click Add Row to begin response.
- Total of Rent Assistance and Admin columns cannot exceed \$300,000.
- TBRA Supportive Services including housing case management funding to support HOME rent assistance is automatically included for awarded programs. These funds will be noted in the budget section. Do not include in this response.
- Other resources include the total amount of other funds, including in-kind contributions, that will be put into the program. You will describe these funds in question D.17.
- Responses to this question must match the budget table under D.18.

NO POINTS AWARDED

D.2. Need: Describe the need that this proposal will address and the proposed beneficiary characteristics. (i.e., income, age, behavioral health).

- Describe the need for the program. Include notation to data used to determine the need.
- Include characteristics of the proposed beneficiaries of the program.

20 POINTS POSSIBLE

Highest Scoring: Program is a critical need and cannot move forward without requested funding.
Mid-Range: Program is a fairly high need for the community and requested funding is essential to budget.
Low Scoring: Program is a medium need and could seek other funding options or wait for future funding cycle.

D.3. Solution: Describe how this proposal, including all funds, will address the needs identified.

- Describe why the proposed project is the best possible solution.

10 POINTS POSSIBLE

Highest Scoring: Program is well-designed, and a detailed description is provided. Agency is very experienced.

Mid-Range: Program design is mostly complete with some variables yet to be determined.

Low Scoring: Program design is still underway and/or this is a new program for the agency.

D.4. Solution: Describe specifically how the funds awarded from this application will be used.

- Specify how the CDBG and/or HOME funds requested in this application will be used.

NO POINTS AWARDED

D.5. Enter the total number of households to be served between 0 and 60% AMI. Total should indicate number of unduplicated households served.

NO POINTS AWARDED

D.6. Priority Populations: Describe the households to be served by your program. Priority populations include Veterans, Youth (18 - 24), and People who are Chronically Homeless. What percentage of the households you plan to serve will be a priority population?

- Enter the percent of the total households planned to serve who will identify as at least one of the priority populations.

10 POINTS POSSIBLE

1 point for each 10% of the populations identified.

D.7. Other Homeless Priorities: Will 50% or more of the households you serve have a behavioral health issue, be exiting a system of care, or be unsheltered?

5 POINTS POSSIBLE

Highest Scoring: More than 50% of households served will meet these priorities.

Mid-Range: More than 20% but less than 50% of households will meet these priorities.

Low Scoring: Less than 20% of households will meet one of the additional homeless plan priorities.

D.8. Management: Describe the management structure and staffing of your program. Include how staff will be trained to effectively deliver evidence-based practices. Describe your experience providing similar program models and discuss the outcomes your program has achieved.

5 POINTS POSSIBLE

Highest Scoring: Management and staff experienced with HOME TBRA program and can demonstrate successful outcomes; 35 or fewer clients per case manager

Mid-Range: Higher caseload or less experience with federally funded TBRA programs.

Low Scoring: Limited experience or training, high caseload, cannot demonstrate previous positive outcomes

D.9. Rapid Rehousing: Describe the evidence-based practices that will be used and how the program will meet a Rapid Re-Housing model.

- Refer to the Rapid Re-Housing Core Components in the Resource section of this guide.

10 POINTS POSSIBLE

Highest Scoring: Program meets all components of RRH: housing identification, rent assistance and case management, and is experienced using practices such as progressive engagement and trauma informed care.

Mid-Range: Program meets all RRH components and plans to incorporate some best practices.

Low Scoring: Program is working toward utilizing all three RRH components and learning best practices.

D.10. Outcomes: What are the anticipated outcomes for this program? Describe how this program will support the goals of the Homeless Action Plan. Include the following anticipated outcomes: Total households served, successful exits to permanent housing, percent of chronically homeless households anticipated to be served, median length of time households will be in the program, and any other outcomes appropriate for your program.

- Indicate proposed outcomes for each of the following system-level outcomes: successful exits to permanent housing, percent of chronically homeless households anticipated to be served, median length of time households will be in the program.
- Include proposed outcomes for program specific goals in addition to the system-level outcomes.

10 POINTS POSSIBLE

Highest Scoring: Includes outcomes for each of the areas noted plus other outcomes specific to the program. Proposed outcomes seem reasonable, and agency has history of successfully delivering outcomes.

Mid-Range: Includes some but not all outcomes noted, proposed outcomes seem difficult to achieve, and/or agency has fallen short of proposed outcomes in the past.

Low Scoring: Does not include outcomes noted, outcomes seem unlikely, and/or agency has not met past proposed outcomes.

D.11. Using the Council for the Homeless dashboard, provide the following one-year outcomes for your existing program. If this program is new, enter N/A.

Agency outcomes that are more than 5% below the system level data are considered below average; outcomes within 5% above or below the system level data are considered average; outcomes more than 5% above system level data are considered above average.

- Use the System Dashboard located on Council for the Homeless' website:
<https://www.councilforthehomeless.org/system-dashboard/>
 - Update Report End to June
 - Update Report Type to Year
 - For System Level Data:
 - Click on Rapid Re-Housing for the intervention type to see the system level outcomes for all RRH programs
 - In Neighborly, enter the data for the outcomes identified: Chronic Move-Ins; Percent Returning; Permanent Exits; Unsheltered Entries
 - For Agency Program's Data:
 - Select your Rapid Re-Housing program only (hover over house icons to find your existing program)
 - In Neighborly, enter the data for the outcomes identified: Chronic Housed; Percent Returning; Permanent Exits; Unsheltered Entries
 - Agency's that have not administered a TBRA program in the previous 3 years will enter N/A for the Agency Program's Data. No points will be given.

- For each outcome enter Below Average, Average or Above Average based on the following criteria:
 - Chronic Move-Ins: The goal is to increase the number of chronically homeless households served/housed in programs. Below Average is a percent more than 5% less than system average; Above Average is a percent more than 5% higher than the system average.
 - Percent Returning: The goal is to decrease the number of households who re-enter the HCRS after successfully exiting up to 2 years ago. Below Average is a percent more than 5% more than system average; Above Average is a percent more than 5% less than the system average.
 - Permanent Exits: The goal is to increase the number of households who exit to permanent housing. Below Average is a percent more than 5% less than system average; Above Average is a percent more than 5% higher than the system average.
 - Unsheltered Entries: The goal is to increase the number of households entering programs from literal homelessness. Below Average is a percent more than 5% less than system average; Above Average is a percent more than 5% more than the system average.

UP TO 2 POINTS PER OUTCOME, 8 POINTS POSSIBLE

2 POINTS: Each outcome that is confirmed to be above average (more than 5% above system level data)

1 POINT: Each outcome that is confirmed to be average (within 5% above or below system level data)

NO POINTS: Each outcome that is confirmed to be below average OR if this is a new program for the agency.

D.12. Coordination: Is your program coordinated with other services such as employment or credit repair? Describe the role of other partners that will provide services to assist clients. Upload MOU, if available.

- 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.

10 POINTS POSSIBLE

Highest Scoring: Application details established partnerships with other agencies to assist in moving participants out of poverty.

Mid-Range: Partnerships not formally established but referrals to other agencies support tenants.

Low Scoring: Applicant operates independently to provide services to tenants.

D.13. Equity: People of color struggle disproportionately with homelessness, displacement and unaffordable housing. Clark County is committed to addressing this inequity by prioritizing opportunities to serve historically underserved communities, removing barriers to fairness in representation, opportunity and access, and providing equal opportunity for very low-income families of all ethnic backgrounds. Describe how this proposal will ensure equitable outcomes for underserved populations.

- Tell us about historically underserved communities in your program area. Include demographics and other factual data in your response.
- How have you connected to these communities in planning for this program?
- What feedback were you provided from these communities?
- How are you ensuring your services are culturally specific?
- Are outcomes of households of color comparable to white households within your program? Provide specific data.
- Please identify how this proposal will benefit marginalized and underserved populations in Clark County.

UP TO 2 POINTS FOR EACH QUESTION, 12 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.

D.14. Describe the tasks and timeframe of the project. Discuss project readiness to proceed and possible delays (waiting for other funding, 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.

NO POINTS AWARDED

D.15. Does your agency have previous CDBG or HOME awards that have not been completed? When will these programs be completed?

- List any programs or projects that have been awarded to your agency for CDBG or HOME funds that have not been completed.
- Include a brief status description of each project and how your agency plans to get timely.

UP TO 5 POINTS DEDUCTED

Points will be deducted for agencies with more than one pending project.

**D.16. Timeline: Please include all significant program milestones. (no points awarded)
Please note that TBRA programs are intended to run from January to December the year following award.**

- Click Add Row to start your response. Add as many rows as needed for the project.
- Add the task and estimated completion date for each task (month and year).
- Example tasks include marketing and outreach, client assistance, program close-out, etc.

NO POINTS AWARDED

D.17. Budget Summary: Discuss the other funding that will be used including the anticipated award date and any terms and conditions of the proposed funding. Please note that funds from the City of Vancouver are not considered matching funds, as they will not serve the same households as the County funds.

- Describe all other funds that will be used to complete this program.
- If requesting administrative funds, include your federally approved indirect rate (ICR).
- 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 households in the county funded program can be used as match.
 - If using in-kind sources, complete the In-kind Match Valuation form at bottom of screen.

NO POINTS AWARDED

D.18. TBRA Budget. Amounts must match those provided in question D.1. Amounts listed as In-kind must be supported with an In-kind Match Valuation and Explanation form.

- Enter the amount of funds in the corresponding budget category and type of funds.
- The County Request column for TBRA programs can only fund Rental Subsidies, TBRA Supportive Services and 2 CFR Part 200 Administration.
 - Rental Subsidies include rent assistance, utilities and deposits.
 - TBRA Supportive Services includes application fees, housing case management staff time and other eligible fees. Cannot exceed 30% of the Rental Subsidies County Request amount.
 - Administration costs cannot exceed your agency's ICR (if applicable) or 15% de minimis. Include the total amount of administration funds for both rental assistance and TBRA supportive services.
- Use Client Services, Case Mgmt & Program Mgmt, Operations and 2 CFR Part 200 Administration categories for all other funding sources.

NO POINTS AWARDED

SUBMISSION

Before submitting your application in Neighborly you must certify to the following:

- I have read and understand the UCPB Guidelines.
 - Guidelines are linked in Neighborly and also available for view on our website: www.clark.wa.gov/community-services/cdbg-and-home-applications.
- This agency has never been debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension". Our agency will not contract with a subcontractor that is debarred or suspended.
- The information contained in this application is accurate and complete. I understand that final funding awards are based upon funding availability and the approval of the Clark County Council.

Once certifications have been made, electronically sign the application and county staff will be notified of your submission.

NEXT STEPS

IMPORTANT!

Once you submit the pre-application for federal funding you may not take any "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. TBRA reviews can be completed quickly while construction projects can take up to one year to complete.

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