



# **Clark County CDBG and HOME Funding**

## **2020 Funding Guide**

### **Asset and Economic Development**

### **Criteria and Application Information**

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# Process Overview and Timeline

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

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

The funding cycle for all applications is as follows:

<b>October 1, 2019</b>	<b>Applications open</b>
October 4	Application workshop @ Center for Community Health: 8:30-9:30 AM
October 23	Technical Assistance drop-in @ Center for Community Health: 8-10 AM
October 31	Applicant Information and Eligibility Verification sections <b>due</b>
<b>December 6</b>	<b>Full applications due</b>
January 13, 2020	Applications provided to Urban County Policy Board (UCPB) Scoring Advisory
<b>February 10</b>	<b>UCPB presentation for public facility, asset development and housing applications*</b>
<b>March 9</b>	<b>UCPB project scoring and awards announced</b>
May	Public Hearing with County Council approval to submit Action Plan to HUD
July/August	HUD releases 2020 funding upon approval of Clark County Action Plan
August/September	Contracts executed and ready to proceed

\*All UCPB meetings start at 8:30 AM and are held at the Public Service Center in downtown Vancouver: 1300 Franklin Street, 6th floor Hearing Room.

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

The Urban County Policy Board is responsible for reviewing and scoring all applications and recommending funding awards. Approximately \$2 million is anticipated to be available each year.

Staff contact information:

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# Process Overview and Timeline

## Description

The purpose of this RFA is to solicit applications that address and alleviate the identified needs of the 2015–2019 Clark County Consolidated Housing and Community Development Plan.

(<https://www.clark.wa.gov/sites/all/files/community-services/CDBG/FinalCPAug11.pdf>)

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

Questions regarding this Request for Application must be directed in writing, via email, to the contact person. The deadline for submitting such questions is three business days prior to the due date for applications. Answers will be issued to all applicants no later than two business days prior to the application due date.

## Requirements

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

Contract performance will take place in Clark County or within the city limits of Woodland.

A contract awarded as a result of this RFA is intended to be for 12 months beginning in August, if all other funding is secured.

## 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.

## Restrictions

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

# Resources

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

# Neighborhoodly Application Overview

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

The link to access Clark County's Neighborhoodly site is:

<https://portal.neighborhoodlysoftware.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
<b>INFRASTRUCTURE</b> <ul style="list-style-type: none"> <li>• Street and sidewalk improvements</li> <li>• Water and sewer improvements</li> <li>• Parks and recreational facilities improvements</li> </ul>	<b>HOMEOWNERSHIP</b> <ul style="list-style-type: none"> <li>• New construction or rehabilitation of single-family housing</li> <li>• Homeownership assistance</li> <li>• Land Acquisition or infrastructure for single-family development</li> </ul>	<b>CONSTRUCTION</b> <ul style="list-style-type: none"> <li>• New construction or rehab of multi-family housing</li> <li>• Acquisition of existing units or land for multifamily development</li> <li>• Conversion of an existing structure for use as affordable housing</li> </ul>
<b>SOCIAL SERVICE</b> <ul style="list-style-type: none"> <li>• Community Center/Social Service Facilities construction or rehabilitation</li> <li>• Emergency shelter construction or rehabilitation</li> </ul>	<b>ECONOMIC DEVELOPMENT</b> <ul style="list-style-type: none"> <li>• Small business technical assistance or development</li> <li>• Microenterprise development</li> <li>• Business incubators</li> <li>• Façade improvements</li> </ul>	<b>TBRA</b> <ul style="list-style-type: none"> <li>• Tenant-based Rental Assistance (TBRA) programs</li> </ul>

If you have a question about which application category you should choose, contact CDBG and HOME staff 564-397-2130.

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



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

# A. Applicant Information

**A1-A6. ask for agency details such as contact information, DUNS and EIN numbers.**

**A.7. Within the past five years, has the agency had disciplinary action by a state or federal agency that are pending or lawsuits that went to final disposition and resulted in payment to plaintiff?**

**A.8. Was your organization established less than five years ago?**

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

Upload the following documents:

- Anti-Lobbying certification (template available in Neighborly)
- Authorization to submit application
- E-Verify MOU

These questions are not scored by the committee.

## **Anti-Lobbying Certification**

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

## **Employment Verification**

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

[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

## B. Eligibility Verification

### **B1. Clearly describe all anticipated activities. What will the funds be used for?**

- Describes the full project from all funding sources
- Clearly describes what activities will be funded by CDBG

### **B2. What is the address or specific location of the project?**

- Enter the specific address of the project, if known
- If a project area, clearly describe the parameters of the service area

### **B3. Describe the population to be served.**

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

These questions are not scored by the committee.

**Submit this portion of the application for County review. Staff will review described activities to verify eligibility for federal funding. If approved, applicants will receive an email to move forward with the application process.**

**Sections A and B are due no later than October 31, 2019!**

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



## C. Application Overview

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

- Minimum request is \$50,000, maximum is \$300,000
- Click Add Row to begin response
- 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.

**C2. 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.**

**C3. 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.

**C4. 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.

**C5. 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.

### 20 POINTS POSSIBLE

**Highest Scoring:** Project will have a large positive impact on the assets of low or moderate income households.

**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. Application Overview (continued)

**C6. 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

### 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.

**C7. 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

### 20 POINTS POSSIBLE

**Highest Scoring:** Clearly details coordination with partners or community.

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

**C8. Equity: Describe your agency's commitment to equity and how you plan to put that commitment into practice if awarded this funding.**

- Identifies how proposed services will be personalized to appropriately address the specific needs of historically underserved populations
- Can demonstrate specific organizational statements or policies that express commitment to operating culturally aware programs

### 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. Timeline

**D1. 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.

**D2. Timeline table**

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

## E. Budget

**E1. Budget Summary: Discuss the other funding needed for this project including the anticipated award date and any Terms and Conditions of the proposed funding. Include the source of matching funds.**

- Describe all other funds that will be used to complete this project.
- If funds are not already committed, include the anticipated award date and terms and conditions of the funds.
- Include the source of match funds.
  - Federal funds cannot be match to other federal funds.
  - Only funds that directly support the project can be used as match.
  - If using in-kind sources, complete the In-kind Match Valuation form at bottom of screen.

**E2. Budget table**

- Enter the amount of funds in the corresponding budget category and type of funds.

# Next Steps

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

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

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