

**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, and 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 projects and strongly encouraged for CDBG projects. 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. Maximum project request of CDBG funds shall be \$300,000. 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.
5. CDBG projects that are prepared to begin immediately (August) will be given additional consideration during the ranking process.
6. The CDBG proposal submission period shall run from October 1 to December 1, and October 1 to December 15 for HOME proposal submission. Funding recommendations made by the UCPB will be submitted to the Board of County Councilors in May.
7. The deadline for making technical corrections to a project proposal is two weeks before the meeting where the project rating will take place.

8. Projects must meet all federal program requirements to be eligible for review by the UCPB and selection for funding.
9. 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. 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.
11. Site control is not required for entities requesting funds for the purchase of a building and/or land.

### **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.
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.
3. The UCPB has designated two categories of CDBG funds: Infrastructure and Social Services. Applications compete against other applications in the same group. The Funding Category Matrix (attached) explains which category a particular type of project belongs. HOME proposals will only compete against other HOME proposals.
4. Projects located within the city limits of Vancouver should submit an application to the Vancouver CDBG or HOME program. Applications that serve both the County and the City can be funded jointly by Vancouver and Clark County CDBG and HOME programs. Requests must be split proportionally between the two agencies depending on the number of residents served from each jurisdiction. The final award may be adjusted based on the established proportionality and the amount funded by the City of Vancouver.

### City/County Joint Funding Table

|                |                     | Location   |   |
|----------------|---------------------|--|---|
|                |                     | In Vancouver   | In Clark County   |
| <b>Funding</b> | City<br>CDBG/HOME   | Yes, City can fund   | City may fund only if Clark County funds and there is some benefit to city residents. |
|                | County<br>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.
  
6. 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.
  
7. A CDBG project which does not have a firm permanent commitment of 100% of its funding within nine months of selection by the UCPB shall not receive an executed contract. Awarded funds will be reallocated in the next funding round.
  
8. Funding for HOME projects should be committed within two years and must be expended within five years.
  
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.
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.

### FUNDING CATEGORY MATRIX

| Eligible Activity  | CDBG Infrastructure | CDBG Social Service | HOME |
|--|---------------------|---------------------|------|
| Acquisition of Real Property                               | ✓                   | ✓                   | ✓    |
| Community Centers/Social Service Facilities                |                     | ✓                   |      |
| Parks, Recreational Facilities                             | ✓                   |                     |      |
| Street and Sidewalk Improvements                           | ✓                   | ✓                   |      |
| Water and Sewer Improvements                               | ✓                   | ✓                   |      |
| Clean Up Contaminated Sites                                | ✓                   |                     |      |
| Single-Unit Residential Rehabilitation                     |                     | ✓                   | ✓    |
| Multi-Unit Residential Rehabilitation                      |                     | ✓                   | ✓    |
| Code Enforcement   |                     | ✓                   |      |
| Historic Preservation                                      |                     | ✓                   |      |
| Economic Development Assistance                            | ✓                   | ✓                   |      |
| Housing New Construction                                   |                     |                     | ✓    |
| Housing Services in Connection with HOME Funded Activities |                     | ✓                   |      |
| Homeownership Assistance                                   |                     | ✓                   | ✓    |
| Tenant-Based Rental Assistance                             |                     |                     | ✓    |
| Community Housing Development Organization Operations      |                     |                     | ✓    |