

Clark County Pre-Submittal Meeting

Asset and Economic Development

Samantha Whitley, program coordinator

October 2, 2020



Funding Availability

Category	Funding Amount
Public Facilities and Neighborhood Improvements	\$850,000
Asset Development	\$350,000
Housing & Homelessness	\$800,000

- Approximately \$2,000,000
- Homeowner Rehabilitation Program receives annual \$250,000 set-aside



Stakeholders List

- Contact Janet Snook to be added to stakeholder list.
 - Notified of changes to this RFA
 - Informed of future funding opportunities
- Janet.Snook@clark.wa.gov



Application Submittal

- Applications submitted online through Neighborly.
- Access applications:
 - Through Clark County website:
www.clark.wa.gov/community-services/cdbg-and-home-applications
 - Directly at:
<https://portal.neighborlysoftware.com/clarkcountywa/Participant/Login>



Important Information

- Additional Information in 2021 Funding Guide:
 - Process Overview and Timeline
 - Resources:
 - UCPB Application-Funding Guidelines
 - 2020 Income Limits
 - HUD guidance and Clark County procedures
 - Census Tract Map and Tables



Important Information

- 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.



Important Dates

Eligibility Verification Section Due	October 31, 2020
Applications Due	December 4, 2020
Project/Program Presentations	February 8, 2021
UCPB Selection and Recommendations	March 8, 2021
Action Plan Submitted to HUD	May 2021
HUD Funding Award	~August 2021
Contract Execution	Upon completion of environmental review



Neighborly Overview



Neighborly

- Clark County uses Neighborly as our grant management software.
 - Apply for funds
 - Submit quarterly reports
 - Loan management (if applicable)
- Log into the site at <https://portal.neighborlysoftware.com/clarkcountywa/Participant>





Asset & Economic Development Application

Id: 10027

Applications must be submitted by
12/4/2020 5:00:00 PM
Pacific Standard Time



View Users (1)



Print Application

- A. Applicant Information
- B. Eligibility Verification
- Internal Review
- C. Application Overview
- D. Timeline
- E. Budget
- Submit

The Application

There are several sections to complete for each application. Make sure to complete the correct sections for your application type.

- All applicants must complete all sections.
- Applicant Information and Eligibility Verification sections are completed first. Due by October 31. You will not be able to continue the application process until county staff review and approve your proposed project.

Getting Started

Once you log in, you will be asked to enter a name for your project. Click submit and you will be directed to section A, Applicant Information.

In this section, you will need to complete and upload an Anti-Lobbying Agreement, proof of enrollment in E-Verify, and documentation showing authorization to submit the application.

A. Applicant Information

Please provide the following information

A.1. Application Contact Name

A.2. Contact Phone

A.3. Contact Email

A.4. Website

A.5. Duns

A.6. EIN

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?

- Yes
- No

If yes, please explain

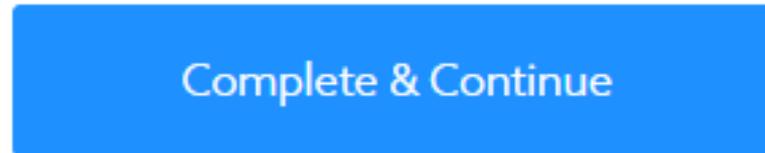
A.8. Was your organization established less than five years ago?

- Yes
- No



Completing Each Section

- At the bottom of each screen you have the option to Save or Complete & Continue to the next section.
 - Complete & Continue will allow you to move onto the next section
 - Staff can re-open a section that was accidentally completed, contact Sam for assistance.



Reminders

- Upload documents in each application section, not at the end.
- Answers are not automatically saved. You must click on the Save button at the bottom of each screen.
- For questions with a table, click “Add Row” to get started.
- All points will be awarded by the UCPB.



Application Questions



Section A. Applicant Information – No points

- Questions A1-A6 ask for agency information such as contact, DUNS and EIN data.
- A7 asks about disciplinary action
- A8 asks about the age of the agency
- Responses to A7 and A8 will determine if an administrative review needs to be conducted for the applicant agency.
- Required Documents
 - Anti-Lobbying certification
 - Authorization to submit application
 - E-Verify MOU



Section B. Eligibility Verification – No points

- B1. Clearly describe all anticipated activities.
- B2. Describe the population to be served.

**Submit this portion of the application for County review before
October 31.**

**If approved, applicants will receive an email to move forward with
the application process.**



C. Application Overview

- C1. Enter the total amount of funds requested, rounded to the nearest hundred dollars. (No points)
- C2. Provide the total number of households expected to be served and describe their income levels and any demographic characteristics you anticipate serving. Describe how you will target services to households in Clark County, outside the City of Vancouver.
- C3. Need: Describe why funds are needed. Detail issues that would be addressed with this project. (20 points)
- C4. Solution: Describe the project and how it will address the needs identified. What experience do you have with similar activities? (20 points)
- C5. Outcomes: Describe the measurable outcomes and how your proposed solution is the most effective at achieving those outcomes. (20 points)
- 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. (10 points)
- 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. (20 points)
- C8. Equity: Describe your agency's commitment to equity and how you plan to put that commitment into practice if awarded this funding. (10 points)
- C9. Does the proposed project prepare for, prevent, or respond to the coronavirus? (No points awarded)



Section D. Timeline; Section E Budget

- 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.)
- D2. Timeline table

- 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.
- E2. Budget table



Documents

- Most documents should be uploaded under the tab requested.
- Additional documents can be uploaded under the Documents tab in the Neighborly application menu on the left.
- There is no limit to the number of documents that can be uploaded.





Can the amount of the funding request change?

- The amount requested can be changed between the pre-application and the full application submittal. The amount requested must match the amount listed in question C1. in Application Overview and in E2. Budget table.

What are the Match requirements?

- Match includes only funds that are committed. Proof of commitment must be received by March 1.
- Other federal funds cannot be considered match.
- Only funds that are directly tied to the project and/or clients served will be considered match.



What are client eligibility requirements?

- **Limited Clientele Benefit**

Total Served should reflect an annual, one-year total of unduplicated people served.

- **Presumed Benefit**

HUD has designated certain populations “presumed benefit” meaning it is assumed they earn low to moderate income: abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers



What other federal requirements are included?

- **Anti-Lobbying Certification**

- Signed by city manager or mayor for local government
- Signed by executive director or board chair for nonprofits

- **Procurement**

Construction projects must meet the 2 CFR 200.318 federal procurement requirements



Thank you!

Clark County Community Services

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