

Clark County Pre-Submittal Meeting

Affordable Housing and Homelessness

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 and Rent Limits
 - HUD guidance and Clark County procedures
 - TBRA components and Evergreen Development guidance



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 and other funding committed



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>





Affordable Housing and Homelessness Application

Id: 202662

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. Construction Projects
- E. TBRA
- F. Timeline
- G. 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 sections A, B, C, F and G.
 - 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.
 - Section D: **only** for Housing Construction Projects, to include acquisition, new construction, rehab, etc.
 - Section E: **only** for Tenant Based Rental Assistance programs.

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

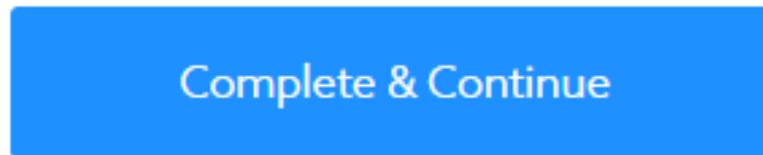
A.8. Was your organization established less than five years ago?

- 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.
- Subjective points will be awarded by the UCPB, objective points (match) will be awarded by staff.
- October 15th from 9 – 11, Sam available for drop-in technical assistance on Webex



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. What will the funds be used for?
- B2. Provide the project location or program service area. Describe how you will target residents of Clark County who live outside the city limits of Vancouver?
- B3. Describe the population to be served.
- B4. Is your agency applying as a Community Housing Development Organization (CHDO)?

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. Need: Describe the need that this proposal will address and the proposed beneficiary characteristics. (i.e., income, age, behavioral health). (20 points)
- C3. Solution: Describe how this proposal will address the needs identified. Define the measurable outcomes and how your proposed solution is the most effective at achieving those outcomes. (20 points)
- C4. Equity: Describe your agency's commitment to equity and how you plan to put that commitment into practice if awarded this funding. (10 points)
- C5. Does the proposed project prepare for, prevent, or respond to the coronavirus (COVID-19)? If so, please describe. (No points awarded)



D: Construction Projects

- D1. 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. (20 points)
- D2. If acquisition/relocation is anticipated, indicate households/businesses to be displaced. Estimate should be based on the number of households/businesses currently occupying property. (Negative points possible)
- D3. Describe the total number of households to be served in each income range and the characteristics of these households. (15 points)
- D4. Coordination: How is this proposal coordinated with other services? Describe the role of partners that will provide services. Upload MOU and/or Tenant-Service Plan, if available. (2 points)
- D5. Sustainability: Describe how the project incorporates sustainable building principles and universal design. Specifically address Evergreen Sustainable Development Criteria located in the Library. (10 points)
- D6. Management: Describe how this project will be completed and managed throughout the affordability period. List any projects that are currently underway or in development. (3 points)



E: TBRA Programs

- E1. Enter the total number of households to be served between 0 and 60% AMI. (No points)
- E2. What percentage of the households you plan to serve will be a priority population based on the Homeless Action Plan? Priority Populations: Veterans, Domestic Violence/Sexual Assault/Stalking Survivors, Youth (18 - 24), Families, People who are Chronically Homeless. (10 points)
- E3. 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)
- E4. 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. (5 points)
- E5. Rapid Rehousing: Describe the evidence-based practices that will be used and how the program will meet a Rapid Re-Housing model. (10 points)
- E6. Outcomes: What are the anticipated outcomes for this program? Describe how this program will support the goals of the Homeless Action Plan. (10 points)
- E7. 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. (10 points)



Section F. Timeline; Section G Budget

- F1. Describe the tasks and timeframe of the project. Discuss project readiness to proceed and possible delays (waiting for other funding, weather, right-of-way, etc.)
- F2. Timeline table

- G1. Budget Summary: Discuss the other funding needed for this project including the anticipated award date and any Terms and Conditions of the proposed funding. Include the source of matching funds.
- G2. Budget table – only fill out ONE table, based on your application type.



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 G2. Budget table.

What are the Match requirements?

- At least 25% Match is required for HOME funding. Proof of commitment must be received prior to contracting.
- Other federal funds cannot be considered match.
- Only funds that are directly tied to the project and/or clients served will be considered match.



Construction questions

What are HOME project loan terms?

- Construction projects are provided with HOME funding as a loan. The loan is low interest and the length of repayment generally agrees with the term of the affordability period 20-40 years.
- After the project is selected for funding, other terms such as loan deferment and repayment timeline will be negotiated during contract development and secured with a Deed of Trust and a Promissory Note

Can we fund projects in Vancouver?

- Housing construction activities must have committed funds from the City of Vancouver
- Project must market units to county residents



TBRA questions

Do we have to complete a separate application for the case management funding?

- No, CDBG is automatically awarded to successful HOME TBRA applicants for case management costs.

Do program services for tenants have to be voluntary?

- Yes, however, a housing stability plan and case management can be required.



What other federal requirements are included?

- **Anti-Lobbying Certification**

Signed by executive director or board chair

- **Procurement**

Construction projects must meet the 2 CFR 200.318 federal procurement requirements

- **Labor**

Construction projects will need to follow federal Davis Bacon requirements only if more than 12 units are funded by HOME.



Thank you!

Clark County Community Services

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