



# **Clark County CDBG and HOME Funding**

## **Funding Guide**

### **Affordable Housing and Homelessness**

#### **Criteria and Application Information**

# Table of Contents

Process Overview and Timeline.....	3
Resources.....	5
Neighborly Application Overview.....	6
A. Applicant Information.....	7
B. Eligibility Verification .....	8
C. Application Overview.....	9
D. Construction Projects .....	10
E. Tenant Based Rental Assistance .....	12
F. Timeline.....	14
G. Budget.....	14
Next Steps.....	15

# 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, 2020</b>	<b>Applications open</b>
October 2	Application workshops online 8 – 12 Details and links here: <a href="https://clark.wa.gov/community-services/cdbg-and-home-applications">https://clark.wa.gov/community-services/cdbg-and-home-applications</a>
October 15	Technical Assistance drop-in online 9 – 11 AM <a href="https://clarkwa.webex.com/clarkwa/j.php?MTID=m671349378aa1bae7b368d6db386c63dc">https://clarkwa.webex.com/clarkwa/j.php?MTID=m671349378aa1bae7b368d6db386c63dc</a>
October 31	Applicant Information and Eligibility Verification sections <b>due</b>
<b>December 4</b>	<b>Full applications due</b>
January 11, 2021	Applications provided to Urban County Policy Board (UCPB) Scoring Advisory
<b>February 8</b>	<b>UCPB applicant presentations</b>
<b>March 8</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 2021 funding upon approval of Clark County Action Plan
August/September	Contracts executed and ready to proceed

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:

[Rebecca.royce@clark.wa.gov](mailto:Rebecca.royce@clark.wa.gov) – 564-397-7863

[Michael.torres@clark.wa.gov](mailto:Michael.torres@clark.wa.gov) – 564-397-7801

[Samantha.whitley@clark.wa.gov](mailto:Samantha.whitley@clark.wa.gov) – 564-397-7842

# Process Overview and Timeline

## Description

The purpose of this RFA is to solicit applications that address and alleviate the identified needs of the 2020–2024 Clark County Consolidated Housing and Community Development Plan. (available at <https://clark.wa.gov/community-services/cdbg-and-home-documents>)

The Clark County CDBG program provides funds for eligible community development activities that benefit persons earning low to 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.

## Non-discrimination

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.	
	Fair Housing for HOME Participants	Understanding compliance with fair housing laws for HOME activities, including TBRA.	<a href="https://www.hud.gov/sites/documents/19755_200510.PDF">https://www.hud.gov/sites/documents/19755_200510.PDF</a>
	Tenant Based Rental Assistance Core Components	Describes program requirements for rapid-rehousing, currently required for HOME-funded TBRA	<a href="https://endhomelessness.org/resource/core-components-of-rrh/">https://endhomelessness.org/resource/core-components-of-rrh/</a>
	Evergreen Sustainable Development Criteria	Describes sustainable construction methods for HOME construction projects	<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>

# 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!**

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

#### **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.

### **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.**

- 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.

### **C4. 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.

### **C5. Does the proposed project prepare for, prevent, or respond to the coronavirus (COVID-19)? If so, please describe how.**

- No points awarded

# D. Construction Projects

**\*Skip this Section by clicking “Complete & Continue” if you are applying for a TBRA program**

**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.**

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

### 20 POINTS

**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.

**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

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

**D3. Describe the total number of households to be served in each income range and the characteristics of these households.**

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

### 15 POINTS

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

**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

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

## D. Construction Projects (continued)

**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**

**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.

**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**

**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.

## E. TBRA

**\*Skip this Section by clicking “Complete & Continue” if you are applying for a Construction project.**

**E1. Enter the total number of households to be served between 0 and 30% AMI.**

**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 POSSIBLE

1 point for each 10% of the populations identified.

**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 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.

**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 POSSIBLE

**Highest Scoring:** Management and staff experienced with HOME TBRA program and 35 or fewer clients per case manager on caseload.

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

**Low Scoring:** Limited experience or training, high caseload.

**E5. 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.

## E. TBRA (continued)

**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 POSSIBLE**

**Highest Scoring:** Proposed outcomes seem reasonable and agency has history of successfully delivering outcomes.

**Mid-Range:** Proposed outcomes seem difficult to achieve and/or agency has fallen short of proposed outcomes in the past.

**Low Scoring:** Outcomes seem unlikely and agency has not met past proposed outcomes.

**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 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.

## F. Timeline

**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.).**

- 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.

**F2. 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.

## G. Budget

**G1. 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% nonfederal match is required by HUD - 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.

**G2. Budget table**

- Enter the amount of funds in the corresponding budget category and type of funds.
- If joint project, Vancouver HOME funds should be listed under the Federal category.

# 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.