

# Clark County Pre-Submittal Meeting

---

Public Facilities and Neighborhood Improvements

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](mailto: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](http://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>



## Public Facilities & Neighborhood Improvements Application

Id: 10081

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. Infrastructure Projects
- E. Social Service Construction Projects
- 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** Infrastructure Projects, i.e. sidewalk, street, water improvements, etc.
  - Section E: **only** Social Service Construction Projects, for new construction or rehabilitation of buildings used to provide social services.

# 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?

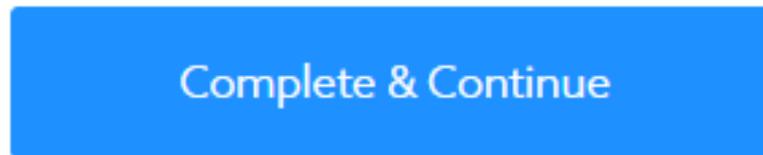
- Yes
- No



## 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.



# 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. What is the address or specific location of the project?
- B3. Upload map indicating the Census Tract/Block Group and the service area.
- B4. 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 CDBG funds requested, rounded to the nearest hundred dollars. (No points)
- C2. Need: Describe why CDBG funds are needed. Detail issues that would be addressed with this project. Include any health or safety issues and any past actions taken to try to resolve the problem. (25 points)
- C3. Solution: Describe the project and how it will address the needs identified. (25 points)
- C4. Outcomes: Describe the measurable outcomes and how your proposed solution is the most effective at achieving those outcomes. (10 points)
- C5. Capacity: Describe your staff's capacity and experience carrying out similar activities with federal funding. (10 points)
- C6. Project Development Information: Please describe all ground disturbing activities. Include current site conditions and depth of ground disturbance. (No points)
- C7. Is property acquisition or right-of-way easement anticipated? (Could be negative points!)
- C.8. Does the proposed project prepare for, prevent, or respond to the coronavirus (COVID-19)? If so, please describe. (No points awarded)



## D: Infrastructure Projects

---

- D1. Area Benefit: Enter the Census Tract(s) and Block Group(s) of the service area, the total number of people served, and the number of people with low/mod income to be served. Refer to the Census data in the Resources Table in the Application Guide or contact staff with questions. (No points)
- D2. Public process: Please describe the public outreach and engagement that was conducted for this project. (10 points)
- D3. Match: What is the percentage and source of match that your agency is putting toward this project. One point will be awarded for each 5% of match. (10 points)



## E: Social Service Construction Projects

---

- E1. Enter the Total Served and the Low/Mod Income served by this proposal and how you determined the numbers. If this is a joint project, enter the Low/Mod Income Served who live in Clark County and the Low/Mod Income Served who live in the City of Vancouver. (No points)
- E2. Coordination: How is this proposal coordinated with other community activities? Describe the role of other entities and/or individuals who have provided input for this project. (5 points)
- E3. O&M: How will the facility be maintained over its useful life? Specify ownership and legal responsibility. Describe O&M including staffing and financing. Upload a proforma including repayment schedule for 1/2 of CDBG award. (5 points)
- E4. Equity: Describe your agency's commitment to equity and how you plan to put that commitment into practice if awarded this funding. (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.) (10 points)
- 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. (10 points)
- G2. 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 G2. Budget table.

## **What are the Match requirements?**

- Match points are only awarded for funds that are committed. Proof of commitment must be received by March 1.
- Infrastructure applications can receive up to 10 points depending on the percent of match committed to the project.
- 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 the Social Service loan terms?

---

- Nonprofit organizations receive CDBG funding as half grant and half no-interest loan, with loan terms between 5-30 years depending on the amount of the award and repayment ability
- If 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
- Loans may only be waived in exceptional circumstances



# What are Infrastructure eligibility requirements?

---

- **Low-mod area benefit**

Census maps show low-mod areas and exception criteria (46.13%) are unchanged from last year

- **ADA Improvements**

Allowed outside low-mod areas, contact staff to discuss specific sites and conditions

- **Income Survey**

- Required for projects outside of an eligible Low/Mod area (except ADA Improvements)
- Needs to be completed *before* application is submitted
- Contact staff to discuss process and required documentation



# What are Social Service 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



# Can we fund projects within the City of Vancouver?

---

- No infrastructure projects in Vancouver
- Social Service activities must have committed funds from the City of Vancouver (does not have to be CDBG or HOME)
- Project must demonstrate benefit to county residents
- CDBG projects funded proportionately with the City of Vancouver based on the percent of clients from each jurisdiction



# 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

1601 E. Fourth Plain Boulevard • PO Box 5000

Vancouver, WA 98666-5000

