



Clark County CDBG and HOME Funding

2026 Funding Guide

Asset and Economic Development

Criteria and Application Information

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Process Overview

DESCRIPTION

Clark County is a grantee and participating jurisdiction of the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) program funding. This means that annually, Clark County receives an allocation of CDBG and HOME funds 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.

The purpose of this request for application (RFA) is to solicit applications that address the identified needs and objectives of Clark County's Consolidated Plan. Responses should address at least one of the following goals:

1. **Public Facilities and Neighborhood Improvements.** This goal includes infrastructure improvements in low- and moderate-income neighborhoods. It also includes acquisition and improvements to facilities that provide services to the elderly, those with special needs, and other households with low income.
2. **Affordable Housing and Homelessness.** This goal maintains and improves the response to homelessness including rapid rehousing programs, transitional housing, permanent supportive housing, and construction or rehabilitation of affordable multifamily units.
3. **Asset and Economic Development.** This goal is to assist with microenterprise business development, homeownership activities and homeowner rehabilitation. Although homeowner assistance activities could also fit under the affordable housing goal, they are considered under this category because homeownership is also critical to wealth building and asset development for households with low incomes.
4. **Public Services.** This goal aims to support priority needs identified in the Consolidated Plan and the Community Needs Assessment and prioritized by the Urban County Policy Board (UCPB). For this current RFA, the public service types being solicited are, in no particular order (1) Health Services (Including Dental), (2) Mental Health Services, (3) Transportation, (4) Child Care, (5) Food Assistance, and (6) Housing Counseling.

The Clark County Community Action, Housing and Development program provides funds for eligible community development activities that benefit persons earning low- to moderate-income. Funds are allocated annually through a competitive process. Approximately \$2.874 million in funding is anticipated to be available this year.

Category	Estimated Amount Available
Public Facilities and Neighborhood Improvements	\$282,000
Asset and Economic Development	\$282,000
Affordable Housing and Homelessness	\$2,085,000
Public Services	\$225,000

The Urban County Policy Board sets aside annual allocations for two programs: \$400,000 for the county's Housing Preservation Program and a variable amount for housing-focused case management support for Tenant-based Rental Assistance programs based on the amount of rental subsidies awarded. These amounts are included in the available funding for Affordable Housing and Homelessness in the table above. Amounts available are subject to change based on actual allocations designated by HUD through the annual federal funding process and amount of reprogrammed funding available at the time of funding awards.

RFA PROCESS

There are multiple steps for the complete RFA process. Applicants are responsible for completing each step by the designated due date.

Notice of Funding Availability

When funding becomes available, Clark County announces the opportunity to apply through a News Release to all local media and posts information to the county's social media platforms. Staff also notifies all interested stakeholders by email. To be added to the stakeholders list, contact Nooreen Ebrahim:

Nooreen.Ebrahim@clark.wa.gov or 564-397-7834.

Application Access

Applications are completed through Neighborly Software, an online grant management system. Applicants can start the application process at: <https://portal.neighborlysoftware.com/clarkcountywa/Participant>

Additional program information can be found on our website at www.clark.wa.gov/community-services/cdbg-and-home-applications.

Pre-application

The pre-application includes Sections A and B and is used by county staff to determine preliminary eligibility of the agency and the project. Responses to the pre-application may trigger additional information requests before the applicant is able to move on to the full application. Passing the pre-application and moving to the full application does not guarantee project or agency eligibility to be selected for funding. The pre-application is mandatory and is due by October 31, 2025.

Administrative Review

County staff may conduct an administrative review of an applicant's agency to determine the level of risk the county is undertaking if awarded funds. The administrative review is a pass/fail determination. Indicators used to determine if an administrative review is required include the age of the agency, if the agency is new to working with Clark County Community Services, if the agency is new to working with federal funds, or if there are any pending lawsuits or recent disciplinary action against the agency. Applicants will be notified by email if an administrative review is required and provided conditional approval to move forward with the application process.

If an administrative review is necessary, the applicant will answer several questions about their organizational, operational, and fiscal structures. Applicants will be required to submit the following documents:

- Most recent financial statements, AND
- Financial audit or review if available, AND
- Financial policies and procedures

Additional questions or documents may be requested as needed. Applicant's will be notified of the outcome of their administrative review as quickly as possible. If the applicant fails to provide all of the requested information before the full application deadline, the application will be denied.

Full Application

The remaining sections comprise the full application and include requests for detailed project information, timeline for project accomplishments and proposed budget. The full application is due by December 5, 2025.

Staff Review and Technical Corrections

Staff may request technical corrections before applications are released to the scoring committee. Applicants will receive notification via email if corrections are needed.

Application Presentation

Applicants are invited and expected to provide a brief presentation to the Urban County Policy Board at their February meeting. Presentations should focus on the application, not the agency. Staff will email applicants additional information in January.

Scoring and Awards

The Urban County Policy Board (UCPB) is responsible for reviewing and scoring all applications and recommending funding awards. The pre-application sections are only reviewed by the UCPB scoring committee if the full application is deemed eligible by county staff. There are no points awarded for the pre-application. Each application can earn up to 100 points. Each question in the full application indicates how many points can be awarded based on the quality of the response. The majority of points are awarded by the UCPB scoring committee. Questions with set criteria or where points may be deducted are scored by county staff.

Funding recommendations are made by the UCPB at their March meeting. Applicants are encouraged to attend. Staff will send an email notification to all applicants with the results of the funding recommendations and next steps. Funding recommendations are then sent to the Clark County Council for approval to submit to HUD.

ELIGIBLE APPLICANTS

Qualifying nonprofit organizations under IRS Section 501(c)(3) and public organizations may apply for funds. Private individuals are not eligible for funding awards. For-profit entities are only eligible to provide microenterprise business assistance in accordance with 24 CFR 570.201(o).

Applicants must meet the following requirements:

- Be registered with SAM.gov in good standing.
- Participate in E-Verify.
- Demonstrate fiscal capacity for a cost reimbursement contract.

CONTRACT PERFORMANCE

Services provided as a result of this RFA will take place in Clark County or within the city limits of Woodland, outside the city limits of Vancouver.

A contract awarded as a result of this RFA is intended to be for 12 months from January 2027 to December 2027.

County staff will work with awardees to ensure contract period of performance meets the needs of the activity and HUD guidelines. Extensions may be granted on a case-by-case basis. Budget adjustments up to 30% of the original award may be approved if funding is available. Budget adjustments over 30% will require a substantial amendment to the Annual Action Plan and completion of the public comment process as noted in the Citizen Participation Plan. Contract amendments are not guaranteed.

RFA TIMELINE

The 2026 funding cycle for all CDBG and HOME applications is as follows:

October 1, 2025	Applications open
October 9	Pre-submittal workshops 9:00 – 10:00AM PST Details and links here: https://clark.wa.gov/community-services/cdbg-and-home-applications
October 27	Pre-Application Technical Assistance drop-in online 2:00PM – 3:00PM PST https://clarkwa.webex.com/clarkwa/j.php?MTID=mdebd6c2cc2260513dfbd19797d140899
October 31	Pre-Application due. Applicant Information and Eligibility Verification sections
November 18	Technical Assistance drop-in online 1:00PM – 2:00PM PST https://clarkwa.webex.com/clarkwa/j.php?MTID=mab94a1ef169cb512ae31a51c05981b97
December 1	Deadline to submit questions
December 5	Full applications due
December/January	Staff review, request for technical corrections
January 2026	Applications provided to Urban County Policy Board (UCPB) Scoring Committee
February 9	UCPB applicant presentations
March 9	UCPB project scoring and awards announced
May	Public Hearing with Clark County Council approval to submit Action Plan to HUD
Summer/Fall	HUD releases 2026 funding upon approval of Clark County Action Plan
January 1, 2027	Contracts executed and ready to proceed

TECHNICAL ASSISTANCE AND QUESTIONS

Clark County staff highly encourage potential applicants attend the Pre-submittal Workshop on **Thursday, October 9 starting at 9AM PST**. This workshop will provide an overview of the application process and requirements and is an opportunity to discuss potential applications directly with staff. The workshop will be available using a hybrid model in person and online.

In-person:
Clark County Public Service Center
1300 Franklin Street- 6th Floor Training Room
Vancouver, WA 98660

Online:
<https://clarkwa.webex.com/clarkwa/j.php?MTID=md27cbb7c71d3370e9b43a79fdf57b4c7>

The workshop recording and presentation will be made available on our website at <https://www.clark.wa.gov/community-services/cdbg-and-home-applications>.

Clark County staff will be available during two, virtual technical assistance drop-in sessions. Applicants can join at the links below.

- Monday, October 27 from 2-3PM PST.
<https://clarkwa.webex.com/clarkwa/j.php?MTID=mdebd6c2cc2260513dfbd19797d140899>
- Tuesday, November 18 from 1-2PM PST.
<https://clarkwa.webex.com/clarkwa/j.php?MTID=mab94a1ef169cb512ae31a51c05981b97>

Questions regarding this Request for Application must be directed in writing, via email, to the contact person. The deadline for submitting such questions is **December 1, 2025**. Answers will be issued to all applicants no later than December 3, 2025.

OTHER PROGRAMMATIC REQUIREMENTS

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. A template is available in Neighborly to download, sign and upload.

Application and Funding Guidelines

The Clark County Urban County Policy Board Application and Funding Guidelines are approved by the Urban County Policy Board to provide direction in the operation of the Clark County Community Development Block Grant (CDBG) and HOME Investment Partnerships programs. Noted as *UCPB Guidelines* in Neighborly, applicants are required to certify that they have read and understand the policies described in the document when submitting the application. The document is available in Neighborly and on our website at <https://clark.wa.gov/community-services/cdbg-and-home-applications>.

Buy America, Build America (BABA) Act

Recipients of an award of federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- 1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- 2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- 3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

For more information: <https://www.hudexchange.info/programs/baba/>

Clark County General Terms and Conditions

Recipients of a contract shall follow all requirements in the Clark County Community Services General Terms and Conditions located at <https://clark.wa.gov/community-services/general-terms-and-conditions>.

Conflict of Interest

“Organizational conflict of interest” means that, because of other activities or relationships with other persons or firms, the Proposer (including its principal participants, directors, proposed consultants or subcontractors) would be unable or potentially unable to render impartial, technically sound assistance or advice to Clark County; or the Proposer’s objectivity in performing the Work would or might be otherwise impaired.

The Proposer certifies to the best of its knowledge and believes that neither it nor any of its principal participants and agents has any relationship with any firms or individuals that are, or appear to be, an organizational conflict of interest. A template is available in Neighborly to download, sign and upload.

Davis Bacon/Prevailing Wage

Federal Davis Bacon and Washington State prevailing wage rules are in effect for any construction activities. These require the tracking and payment of Davis Bacon/prevailing wage rates and may increase the overall project cost. Exceptions to prevailing wage (not Davis Bacon) requirements may apply when the county funds only pay for non-construction costs (e.g. land acquisition or soft costs) or are provided in the form of an interest-bearing loan.

Debarment, Suspension and other Responsibility Matters

Applicants shall certify to the best of their knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency.
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are presently indicted for, or otherwise criminally charged with, commission of any of the offenses enumerated in paragraph 2 of this certification.
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract.
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract.
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.
7. Have paid all taxes the bidder or proposer owes to a public body, as defined in ORS 174.109, and otherwise complied with the tax laws of this state or a political subdivision of this state including, but not limited to ORS 305.620, 310.630 to 310.706, 320.005 to 320.150, 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323.

Environmental Review

As part of the contract preparation process, the county will conduct an environmental review under the National Environmental Policy Act (NEPA). **No funds will be formally committed nor expended, and NO work can be undertaken until the completion of this review.**

Completion of the environmental review process is mandatory, before taking any choice-limiting actions, including the expenditure or commitment of federal or non-federal funds. Prohibited actions include any physical action on a site such as demolition, movement, rehabilitation, conversion, repair or construction. Further, the agency may not execute a purchase and sale nor a construction contract prior to environmental clearance.

To expedite the process, the county proceeds with the required environmental review and information gathering prior to the contract being signed. The agency may be required to furnish data, information and assistance as part of the environmental review.

E-Verify

To be considered responsive to any formal Clark County RFA, all applicants shall include with their response 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 subcontractor (\$25,000 or more) within thirty days after the sub-contractor 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: <https://www.e-verify.gov/>.

Fair Housing/Non-discrimination

Fair Housing is the right of all people to be free from discrimination in the rental, sale or financing of housing. Equal access to rental housing and homeownership opportunities, regardless of race, color, religion, national origin, sex, familial status (the presence of children under 18) or disability, is the

cornerstone of federal Fair Housing Policy. Local cities and counties that receive certain federal housing or community development funds have a role in affirmatively affirming Fair Housing.

Projects awarded federal funds are required to ensure that all persons have access to services 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.

HOME Affordability and CDBG Restricted Use Periods

The Department of Housing and Urban Development (HUD) requires that certain activities funded with Community Development Block Grant (CDBG) or HOME Investment Partnerships (HOME) program funds be restricted for a specific amount of time dependent on the amount of investment, type of funding, and type of activity.

The HOME Affordability Period is the amount of time that a project must remain affordable and is subject to additional monitoring requirements outlined in a Deed of Trust, Promissory Note, and/or Covenant that is recorded against the property.

Funding Amount/Activity Type	Affordability Period
Less than \$15,000 HOME investment per unit	5 years
\$15,000 to \$40,000 HOME investment per unit	10 years
Greater than \$40,000 HOME investment per unit	15 years
New construction (regardless of per unit investment)	20 years
Refinancing of rental housing (regardless of per unit investment)	15 years

The CDBG Restricted Use Period is the amount of time that a project must meet an eligible National Objective serving low- to moderate-income individuals and is subject to additional monitoring requirements outlined in a Deed of Trust, Promissory Note, and/or Covenant that is recorded against the property. Only investments into public facilities and homebuyer assistance are subject to the CDBG Restricted Use Period.

- Public facility projects require a Restricted Use Period of five years beyond the contract period, which expires at the end of any loan repayment period.
- Homebuyer assistance activities follow the HOME Affordability Period requirements.

Insurance

Agencies that are awarded funds shall obtain insurance coverage that meets Clark County standards. Each contract will be reviewed by Risk Assessment to identify the full insurance requirement needs. At minimum, agencies will need:

- Commercial General Liability. Contractor shall maintain \$1,000,000 per occurrence and \$2,000,000 annual aggregate limits in annually renewing occurrence-based Commercial General Liability (CGL) insurance coverage. A "claims-made" policy is not acceptable. In no event shall the deductible exceed \$10,000. Contractor agrees that its CGL policy is primary and non-contributory and waives its right of subrogation.
- Automobile Liability. If vehicles are to be used in the performance of work under this Contract, Contractor shall provide the County with proof of \$1,000,000 combined single limit for bodily injury and property damage in annually renewing occurrence-based Automobile Liability insurance coverage for all owned and non-owned vehicles. If vehicles are not used, the Contractor shall

provide the County with a written declaration on company letterhead stating that no vehicles will be used in the performance of the Contract. Contractor agrees that its Automobile Liability policy is primary and non-contributory and waives its right of subrogation.

- Workers' Compensation. Contractor shall maintain Workers' Compensation insurance coverage in compliance with the Revised Code of Washington (RCW) Title 51 or provide evidence that State law does not require such coverage.
- Professional Liability. Contractor shall maintain Professional Liability insurance coverage with minimum limits of \$1,000,000 for any one (1) incident. At all times, Contractor's policy, limits, and coverage will be primary and non-contributory to any coverage maintained by Clark County.

Additional Insurance Requirements:

- Clark County, its officers, employees, and agents, shall be named on the Commercial General Liability and Automobile Liability policies of Contractor and any subcontractors as an Additional Insured with no restrictions or limitations concerning products and completed operations. Coverage shall be primary and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this Contract. Clark County reserves the right to require complete, certified copies of all required insurance policies at any time.
- All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Insurance certificates shall list Clark County as a Certificate Holder as follows: Clark County Washington Community Services, Attn: Contracts Unit, PO Box 5000, Vancouver, WA 98666-5000.

Policies and Procedures

Policies and Procedures will be required within 10 days of contract execution and must be approved by county staff. Policies need to include:

- Eligibility into the program
- Property standards (homebuyer assistance only)
- What services are available
- Reasonable accommodations
- Best practices incorporated in service delivery
- Data collection and reporting
- Program termination
- Grievance process
- Recordkeeping (5 years after assistance ends)

Reporting

Applicants will be required to submit quarterly reports from the time of award through the final payment of the project. Agencies must be able to report unduplicated individuals/households served, race and ethnicity and income level of persons served, and other program specific data. Quarterly report templates are provided by Clark County through Neighborly.

In accordance with Executive Orders enacted by the federal government, recipients of funding may be required to use SAVE, or an equivalent verification system, to prevent services from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States. This provision does not pertain to activities using the low/mod area benefit National Objective where beneficiaries are determined using Census Tract Block Groups for income eligibility.

Additional reporting may be required depending on the type of activity provided.

Retainage

Clark County will withhold 10% of the contract amount as retainage for all construction related projects. Retainage cannot be released until all project requirements are met. County staff will provide notice when retainage can be invoiced.

SAM Registration

Applicants must have, or obtain, an active registration with the federal System for Award Management (SAM). To register and get a Unique Entity ID (UEI) number visit: <https://sam.gov/entity-registration>. Registered entities UEI should be entered in the appropriate field on the Neighborly application. SAM registration expires after one year. There is no cost for SAM registration.

Section 3 – Economic Opportunities

The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide training, employment, contracting and other economic opportunities to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons.

For more information: <https://www.hudexchange.info/programs/section-3/>.

GRIEVANCE PROCESS

If an applicant has a grievance about the outcome of their application through this request for application, they are encouraged to discuss their concerns with Clark County Community Services Program Manager Michael Torres at Michael.Torres@clark.wa.gov. If this discussion does not result in a satisfactory outcome, the applicant may request the grievance be considered by Clark County Community Services Director, Vanessa Gaston who has final decision in all grievances.

STAFF CONTACT INFORMATION

Nooreen Ebrahim, Program Assistant: Nooreen.Ebrahim@clark.wa.gov – 564-397-7834

Rebecca Royce, Program Coordinator II: Rebecca.Royce@clark.wa.gov – 564-397-7863

Michael Torres, Program Manager: Michael.Torres@clark.wa.gov – 564-397-7801

Resources

	Document	What is it?	Where can I find it?
All Projects	UCPB Application and Funding Guidelines	Describes guidelines and policies for the Urban County Policy Board's funding decisions.	https://www.clark.wa.gov/community-services/cdbg-and-home-applications
	CDBG and HOME Q and A	Document with frequently asked questions – grouped by topic.	
	Resource Library	Guidelines, policies, resources and template documents.	
	Income and Rent Limits	Current limits for household income and rental amounts for HOME units or TBRA.	https://www.clark.wa.gov/community-services/cdbg-and-home-documents
CDBG Specific	CDBG Procedures Manual	Requirements for CDBG funding, including procurement, environmental review, and labor requirements.	https://clark.wa.gov/community-services/community-development-block-grant
	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	
	Table showing low-income areas	Table of Census Tracts and Block Groups in Clark County that are eligible for CDBG area benefit activities.	
	CDBG Activity Definitions	Definition of CDBG activities and their regulations. Refer to pages 9-12 for Public Services.	https://clark.wa.gov/community-services/cdbg-and-home-applications
HOME Specific	HOME Procedures Manual	HOME requirements for rental projects, homebuyer activities, tenant-based rental assistance (TBRA) and CHDO qualifications.	https://clark.wa.gov/community-services/home-investment-partnerships-program
	Fair Housing for HOME Participants	Understanding compliance with fair housing laws for HOME activities, including TBRA.	https://www.hudexchange.info/programs/fair-housing/
	Tenant Based Rental Assistance Core Components	Describes program requirements for rapid-rehousing, currently required for HOME-funded TBRA	https://endhomelessness.org/resource/core-components-of-rrh/
	Evergreen Sustainable Development Criteria	Describes sustainable construction methods for HOME construction projects	https://www.wshfc.org/mhcf/EvergreenStandard.htm
	Tenant Based Rental Assistance Q and A	Document with frequently asked questions specifically about TBRA – grouped by topic.	https://clark.wa.gov/sites/default/files/media/document/2025-01/tbra-qanda-1.16.25.pdf

Neighborly Application Overview

Neighborly is an online grant management system that will be used for application submission, application scoring, submission of quarterly reports, and loan management.

The link to access Clark County's Neighborly site is:

<https://portal.neighborlysoftware.com/clarkcountywa/Participant>

**If you are getting a blank page when trying to begin an application with the county, it may be because you are using a City of Vancouver account for a Clark County application. Make sure you are in the [Clark County Portal](#).

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	Public Services
PUBLIC FACILITIES <ul style="list-style-type: none">• Community Center/Social Service Facilities construction or rehabilitation• Emergency shelter construction or rehabilitation	HOMEOWNERSHIP <ul style="list-style-type: none">• New construction or rehabilitation of single-family housing• Homeownership assistance• Land Acquisition or infrastructure for single-family development	CONSTRUCTION <ul style="list-style-type: none">• New construction or rehab of multi-family housing• Acquisition of existing units or land for multifamily development• Conversion of an existing structure for use as affordable housing	Staff and program operation costs for the following priority services: <ul style="list-style-type: none">• Physical health• Mental health• Dental assistance• Transportation• Childcare• Food• Housing counseling• Renters only as part of an independent program
NEIGHBORHOOD IMPROVEMENTS <ul style="list-style-type: none">• Street and sidewalk improvements• Water and sewer improvements• Parks and recreational facilities improvements	ECONOMIC DEVELOPMENT <ul style="list-style-type: none">• Microenterprise development	TBRA <ul style="list-style-type: none">• Tenant-based Rental Assistance (TBRA) programs	

If you have a question about which application category you should choose, contact Rebecca Royce at Rebecca.Royce@clark.wa.gov or (564) 397-7863.

At the bottom of each screen you have the option to "Save" or "Complete & Continue" to the next section.



Important!

- 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.
- Use “Complete & Continue” to skip a section that doesn’t apply to your application.



For Neighborly technical support, click the help button at the bottom right of the screen.

Application Overview

The following sections list each question by section of the application in Neighborly. The guidance provides clarification and insight for each question, how many points are available for each question and scoring guidance provided to the UCPB scoring committee.

SECTION A. APPLICANT INFORMATION

A1-A11. ask for agency details such as contact information, UEI and EIN numbers.

- More information about the transition to UEI numbers and how to get one can be found here: <https://sam.gov/content/duns-uei>.

Upload the following documents. More information about these requirements can be found in Other Programmatic Requirements.

- Anti-Lobbying certification (template available in Neighborly)
- Conflict of Interest and Debarment Certification Form (template available in Neighborly)
- E-Verify MOU

These questions are not scored by the committee.

SECTION B. ELIGIBILITY VERIFICATION

Answers to questions in this section will help staff determine if your agency and application are eligible for funding.

B1. How much CDBG funding do you anticipate applying for?

- The minimum request is \$50,000 and the maximum is \$300,000.
- Provide the amount of funding that your agency anticipates applying for.
- This amount is an estimate for planning purposes. Applicants will have the ability to adjust the amount requested during the full application process.

B2. Please briefly describe your proposal and how the funds will be used.

- Provide a brief overview of the project with enough detail to determine eligibility. Detailed project information will be provided in section C.
- Include what assistance/services the project will provide and where the activity(ies) will take place.
- Clearly describe what activities will be funded by CDBG and/or HOME funds.

B3. Describe the population to be served. For example, people who have a disability, low/moderate income or are elderly.

- Include all populations that will benefit from the activity.
- Explain how you will reach Clark County residents outside the City of Vancouver.

B4. Select the option that best describes the applicant organization.

- The provided options are Nonprofit, Local government, Public Housing Authority, Faith-based organization and For-profit organization.

- B5. 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? If yes, please explain.**
- A text box for explanation will appear if you select 'Yes'.
 - Contact county staff with any questions about this question.
- B6. Was your organization established less than five years ago?**
- If operating for less than 5 years, an administrative review of your agency will be required. See RFA Process for more information.
 - Contact county staff with any questions about this question.
- B7. Does your agency have the fiscal capacity for a cost reimbursement contract? Please note that because the county operates on a 30-day pay schedule, your agency must maintain at least 15% of the funding request as cash on hand at all times in order to meet this requirement.**
- Federal regulations require that funds be contracted as cost reimbursement. All costs must be accrued and paid by the contractor before invoicing the county. Clark County's standard payment schedule is 30 days from a complete and accurate invoice.
 - See Section 34 of the [General Terms and Conditions](#).
 - Contact county staff with any questions regarding eligible costs for reimbursement.
- B8. I or staff working with this program have attended or watched a recording of the Public Service Pre-submittal Workshop.**
- The recording of the Pre-Submittal Workshop can be found on the county website through the following link. <https://www.clark.wa.gov/community-services/cdbg-and-home-applications>.

Submit this portion of the application for County review. Staff will review described activities to determine if the application is submitted under the right application type, the proposal meets a HUD national objective and describes eligible activities, and the project will be located in a qualifying area. Applicants will receive an email notifying them if their application is approved to move forward with the application process. Agencies may be asked to submit additional agency documentation depending on responses to questions B5-B7.

Sections A and B are due no later than October 31!

SECTION C. APPLICATION OVERVIEW

C1. Enter the total amount of funding requested.

- Minimum request is \$50,000, maximum is \$300,000.
- Total Clark County Request cannot exceed \$300,000 including administration dollars.
- Other resources include the total amount of other funds, including in-kind contributions, that will be put into the project. You will describe these funds in the Budget section.
- Responses to this question must match the budget table under F.3.

NO POINTS AWARDED

C2. Provide the total number of households expected to be served and describe their income levels and any demographic characteristics you anticipate they will have (large families, seniors, etc.). Describe how you will target services to households in Clark County, outside the City of Vancouver.

NO POINTS AWARDED

C3. Need: Describe why funds are needed. Detail all of the issues that would be addressed with this project.

- Describe the need for the project. Include notation to data used to determine the need.

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.

C4. Solution: Describe the project and how it will address the needs identified. What experience do you have with similar activities?

- Describe why the proposed project is the best possible solution.
- Include how the project will mitigate the issues described above.
- Provide examples of similar type activities your agency has provided.

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.

C5. Outcomes: Describe the measurable outcomes and how your proposed solution is the most effective at achieving those outcomes. For ongoing programs or recent similar programs, please describe your previous years anticipated vs. actual outcomes achieved.

- Relate specifically to the project proposed.
- Describe past experience and outcomes achieved when operating a similar project.
- Outcomes will be included in the contract if awarded.

20 POINTS POSSIBLE

Highest Scoring: Project will have a large positive impact on the assets of low- or moderate-income households. Agency has previously achieved positive outcomes with a similar program model.

Mid-Range: Project will have a moderate impact on assets of low- or moderate-income households.

Low Scoring: Project will have a limited impact on assets of low- or moderate-income households.

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.

- Describe the staff who will work on this project and their experience.
- Describe the evidence-based practices used in your program model.
- Describe similar projects your agency has previously undertaken.
- Describe experience working with federal funds.

15 POINTS POSSIBLE

Highest Scoring: Details several years' experience with federal funding requirements and positive outcomes with similar projects.

Mid-Range: Describes minimal experience with federal funds or has some experience with a similar program but lacks detail.

Low Scoring: Has minimal experience with federal funding or project type.

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.

- Describe partnerships with other agencies in the community.
- Provide details about the roles each agency has in serving beneficiaries of this project.
- Upload partner MOUs.

10 POINTS POSSIBLE

Highest Scoring: Clearly details coordination with partners or community.

Mid-Range: Describes referral process to other agencies; requires program participants to make connections.

Low Scoring: Provides little detail about coordination or operates independently.

SECTION D. SERVICE ACCESS

People of color struggle disproportionately with homelessness, displacement and unaffordable housing. Clark County is committed to serve all communities, removing barriers to fairness in representation, opportunity and access, and providing equal opportunity for very low-income families of all ethnic backgrounds.

D1. Tell us about underserved communities in your project area. Include demographics and other factual data in your response.

- Using fact-based data such as Census, Homeless Management Information System, Council for the Homeless Point-in-Time Count or Annual System data to describe historically underserved communities in your project area.

NO POINTS AWARDED

D2. How have you connected to these communities in planning for this project? What feedback were you provided?

- Describe outreach efforts made to connect to underserved communities.
- Summarize feedback provided by these communities.

5 POINTS POSSIBLE

Highest Scoring: Clearly details outreach efforts to underserved communities and incorporates feedback in project design.

Mid-Range: Little outreach to underserved communities. Does not delineate between low-income communities and underserved communities. Does not discuss feedback provided.

Low Scoring: No outreach to underserved communities.

D3. What is your plan for mitigating identified barriers to access?

- Describe the barriers underserved communities have to accessing services your agency provides.
- Describe how your agency is addressing the barriers.

5 POINTS POSSIBLE

Highest Scoring: Clearly details barriers to accessing services and efforts to mitigate the barriers in project design. Includes commitment to addressing barriers in agency policies.

Mid-Range: Provides little understanding of barriers to accessing services. Does not describe how the agency is addressing the barriers.

Low Scoring: Does not identify barriers to access by underserved communities.

D4. Identify how proposed services will appropriately address the specific needs of underserved populations.

- Discuss how your project provides culturally appropriate services for the different populations in your project area. Include if project information, both oral and written, are available in a person's native language. Are these services provided within your agency or contracted out?
- Describe training staff receive to provide culturally appropriate services. Include how often training is provided, if staff speak multiple languages, and if staff identify as belonging to a marginalized community.

5 POINTS POSSIBLE

Highest Scoring: Agency have staff that belong to the underserved communities they serve. Have materials available in different languages. Clearly discusses providing culturally competent services.

Mid-Range: Provides little understanding of needs of different cultures and abilities. Uses an outside service to provide language and ability access such as interpretation services rather than in-house.

Low Scoring: Does not provide access to materials, written or spoken, in beneficiaries' native language.

SECTION E. TIMELINE

E1. Describe the tasks and timeframe of the program. Discuss project readiness to proceed and possible delays (waiting for other funding, outreach process, 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.

NO POINTS AWARDED

E2. Does your agency have previous county allocated CDBG or HOME awards that have not been completed? When will these programs be completed?

- List any projects that have been awarded to your agency for CDBG or HOME funds that have not been completed.
- Include a brief status description of each project and how your agency plans to get timely.

UP TO 5 POINTS DEDUCTED

Points will be deducted for agencies with more than one pending project.

E3. Timeline: Please include all significant program milestones. Please note that business technical assistance and homebuyer assistance programs are intended to run from January to December the year following award.

- Click Add Row to start your response. Add as many rows as needed for the project.
- Add the task and estimated completion date for each task (month and year).
- Example tasks include: marketing and outreach, service delivery, project closeout.

NO POINTS AWARDED

SECTION F. BUDGET

- F1. Use of Funds: Describe specifically how the funds awarded from this application will be used.**
- Specify how the CDBG and/or HOME funds requested in this application will be used.
 - Provide categories such as acquisition, program operations, staffing costs, training consultants, etc.
 - Food related expenses including meals, snacks and light refreshments are not eligible unless pre-approved in writing.

NO POINTS AWARDED

- F2. 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.**
- 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 linked in Neighborly.

NO POINTS AWARDED

- F3. Budget: Amounts must match those provided in question C.1. Amounts listed as In-kind must be supported with an [In-kind Match Valuation and Explanation](#) form.**
- Enter the amount of funds in the corresponding budget category and type of funds.
 - Administration costs cannot exceed your agency's ICR (if applicable) or 15% de minimis.
 - County request column total must match the amount indicated in C.1.
 - Total amount of all other columns must match amount indicated under Other Resources in C.1.
 - Total amount from all sources must match the Total Project Cost indicated in C.1.

NO POINTS AWARDED IN THE BUDGET SECTION

SUBMISSION

Applications are due no later than December 5!

Before submitting your application in Neighborly you must certify to the following:

- I have read and understand the UCPB Guidelines.
 - Guidelines are linked in Neighborly and also available for view on our website: www.clark.wa.gov/community-services/cdbg-and-home-applications.
- This agency has never been debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension".
- Our agency will not contract with a subcontractor that is debarred or suspended.
- The information contained in this application is accurate and complete.
- I understand that final funding awards are based upon funding availability and the approval of the Clark County Council.
- I am authorized to agree to these certifications and submit this request for funding.

Once certifications have been made, electronically sign the application and county staff will be notified of your submission.

NEXT STEPS

IMPORTANT!

Once you submit the pre-application for federal funding you may not take any “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.