Clark County
CDBG and HOME Funding

2026 Funding Guide

Public Services

Criteria and Application Information

Table of Contents

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 Service**. 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 Bank, 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 program. 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 program 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. Applicants 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 program information, timeline for program 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.

PRIORITY SERVICE AREAS
Applications submitted under this RFA must be for services in one of the following priority areas. Eligible types of services are noted below with the appropriate regulation. **Eligible costs** include staffing and program operations such as supplies, utilities, maintenance, and insurance. Services provided as a result of this application must be to individuals and households earning under 80% of the Area Median Income for Clark County, WA based on family size.

Health services (including dental)
24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Services addressing the physical health needs of residents of the community

Mental health services
24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Services addressing the mental health needs of residents of the community.

Transportation services
24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
General transportation services.

Child care services
24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
Services that will benefit children (generally under age 13), including parenting skills classes.

Food banks
24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Costs associated with the operation of food banks, community kitchens, and food pantries.

Housing counseling
24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)
An activity that provides housing information, education, and referral services, or general budget/financial counseling for renters that meets the 24 CFR 5.100 definition of Housing Counseling. This must be an independent public service, not as part of an eligible housing activity.

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 10:00AM – 11:00AM 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	Application 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 program 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 10AM 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=m8c46b86316aa9f940fb06c6b3c1a5818

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.

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 the Resource Library on the CDBG and HOME Applications website and in Neighborly to download, sign and upload.

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, 320.005 320.150, 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323.

A template is available in the Resource Library on the CDBG and HOME Applications website and in Neighborly to download, sign and upload.

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.

Programs 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.

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 (income, reside in Clark County outside Vancouver, recertification process, , etc.)
- Program entry/referral process
- 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 program. 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.

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/content/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.

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 program.

Public Facilities and Neighborhood Improvements	Asset and Economic Development	Affordable Housing and Homelessness	Public Services
PUBLIC FACILITIES • Community Center/Social Service Facilities construction or rehabilitation • Emergency shelter construction or rehabilitation	**HOMEOWNERSHIP** • New construction or rehabilitation of single-family housing • Homeownership assistance • Land Acquisition or infrastructure for single-family development	**CONSTRUCTION** • 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:** • Physical health • Mental health • Dental assistance • Transportation • Childcare • Food • Housing counseling ○ Renters only as part of an independent program
NEIGHBORHOOD IMPROVEMENTS • Street and sidewalk improvements • Water and sewer improvements • Parks and recreational facilities improvements	**ECONOMIC DEVELOPMENT** • Microenterprise development	**TBRA** • 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.

Save   Complete & Continue

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 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 $75,000; the maximum is $225,000.
- 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. Which priority service area is your application addressing?
- Select which of the six service areas your application will address (health services , mental health services, transportation, child care, food banks and housing counseling).
- Programs not addressing at least one of the priority service areas will not move forward in the application process.
- Review the Priority Service Area section for more information.

B3. Please briefly describe your proposal and how the funds will be used.
- Provide a brief overview services that will be provided as part of the program. An in-depth description will be required in the full application.
- Include information on the population your program will serve.
- Explain how this program addresses the intended service area.

B4. Has this program received county CDBG funding in the past?
- Select if this program has received county CDBG funding the past or if this is a new program for these funds.

B5. Describe the population to be served.
- Include all populations that will benefit from the activity.

- Populations could include persons experiencing homelessness, individuals with intellectual or developmental disabilities, persons with behavioral health conditions, survivors of domestic violence, people who have a disability, persons who have a low/moderate income, elderly etc.

B6. 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.
- For-profit organizations are not eligible to receive CDBG funding through this application.

B7. Was your organization established less than 5 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.

B8. Has your agency entered into a contract with Clark County Community Services in the last five years?
- Please disclose any contracts, including those through the Community Action Program and Homeless Crisis Response System RFA.
- A text box for explanation will appear if you select 'No'.
- If this is a new program, how will you ensure the program will be ready by the January 1 start date?

B9. 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 if you have questions about this question.

B10. 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 if you have questions regarding eligible costs for reimbursement.

B11. 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 program 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 B7-B10.

<div align="center">

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

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C1. **Enter the total amount of funding requested.**
- Minimum request is $75,000, maximum is $225,000.
- Total Clark County Request cannot exceed $225,000 including administration dollars.
- Other resources include the total amount of other funds, including in-kind contributions, that will be put into the program. 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. **Need: Describe the need in Clark County for the proposed program. Detail all of the issues that would be addressed with this program.**
- Explain what issues are present for program participants. Include notation to data used to determine the need.
- How do these issues impact program participants?

20 POINTS POSSIBLE
Highest Scoring: Program is a critical need identified in both the Community Needs Assessment and Consolidated Plan surveys, cannot move forward without requested funding and indicates several issues that will be addressed.
Mid-Range: Program is an identified priority need, requested funding is essential to budget, indicates two-three issues that will be addressed.
Low Scoring: Program is an identified priority need, could seek other funding options or wait for future funding cycle

C3. **Solution: Describe the program and how it will address the needs identified.**
- Describe why the proposed program is the best possible solution.
- Include how the program will mitigate the issues described above.

20 POINTS POSSIBLE
Highest Scoring: Program is well-planned and details how it will address each of the issues identified. Agency is very experienced.
Mid-Range: Program planning is mostly complete with some variables yet to be determined. Addresses some, but not all of the issues identified.
Low Scoring: Program planning is still underway and detailed scope of work is not yet available. Does not address the issues identified.

C4. **Cost of Inaction: What are the impacts of not completing this program?**
- Relate specifically to the program proposed.

NO POINTS AWARDED

C5. Program Design: Describe the service area for the program and how services can be accessed. Include the office and/or program site address and if participants must attend in person.
- State if this is an in-person, virtual, or hybrid program.
- Provide the address of in person services and share if they are easily accessible by public transit.
- If provided virtually, how does the program ensure accessibility by households who do not have access to technology including computers and internet?

NO POINTS AWARDED

C6. Program Design: Describe how the program will ensure only people earning under 80% of the Area Median Income (AMI) will be assisted. Describe the process for collecting income and beneficiary data, including who will collect it and how the data will be stored.
- How will participant income be verified? What documentation will be collected?
- Describe the experience of staff collecting this data.

NO POINTS AWARDED

C7. Program Goals: Provide the total number of households expected to be served and describe their 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.
- Indicate the number of persons this program will assist.
- Highlight the target demographics of your program.
- Describe outreach efforts to households in eligible service areas.

NO POINTS AWARDED

C8. Program Goals: Specify the proposed annual program outputs and how they will be measured. Include the number of individuals that will meet each of the outputs. For ongoing programs or recent similar programs, please describe your previous years anticipated vs. actual outputs achieved. How were the projected outputs determined?
- Outputs are the services or actions performed within a program.
  - For example, a dental program completes dental examinations, provides fillings, conducts root canals, extracts teeth, etc. Each one is its own output.
- Provide the number or percentage of program participants that are expected to meet outputs set by your organization.
- A separate text box is provided to describe how the outputs were determined.
  - If this is a new program for your agency, provide data from similar programs for comparison.
  - If this is an existing program, describe the outputs achieved and if these met your anticipated goals.

NO POINTS AWARDED

C9. Program Goals: Specify the proposed annual program outcomes and how they will be measured. Include the number of individuals that will meet each of the outputs. For ongoing programs or recent similar programs, please describe your previous years anticipated vs. actual outcomes achieved. How were the projected outcomes determined?

- Outcomes are the benefits to the client, or the results of the program outputs.
  - It may take multiple outputs to achieve an outcome.
  - For example, the outcome for the dental program could be patients experiencing less pain or have improved health. These outcomes are accomplished by a variety of the outputs identified.
    - The link between the outputs and outcomes does not need to be identified.
- Provide the number or percentage of program participants that are expected to meet outcomes set by your organization.
  - A separate text box is provided to describe how the outcomes were determined. If this is a new program for your agency, provide data from similar programs for comparison.
  - If this is an existing program, describe the outcomes achieved and if these met your anticipated goals.

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20 POINTS POSSIBLE

Highest Scoring: Program will have a large positive impact on the lives of low- or moderate-income households. Identifies several outcomes that will be achieved. Agency has previously achieved positive outcomes with a similar program model.
Mid-Range: Program will have a moderate impact on the lives of low- or moderate-income households. Identifies a few outcomes that will be achieved. Agency has previously not achieved outcomes identified with a similar program model.
Low Scoring: Program will have a limited impact on the lives of low- or moderate-income households. One-two outcomes identified. Agency does not have previous outcomes for a similar program model.

C10. Management: Describe your organization's capacity and experience providing this program. Include staffing levels, and management plan.

- Describe the staff who will work on this program, their experience and the caseload for each staff member including eligibility determinations, data collection and reporting, and invoicing.
- Describe the evidence-based practices used in your program model.
- Describe similar programs your agency has previously undertaken.
- Describe experience working with federal funds.

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10 POINTS POSSIBLE

Highest Scoring: Details several years' experience with federal funding requirements and positive outcomes with similar programs. Describes sufficient staffing levels for the type of program provided and has agency operating policies established.
Mid-Range: Describes minimal experience with federal funds, has some experience with a similar program but lacks detail, staffing levels seem inadequate for the type of program or minimal discussion of agency operating policies.
Low Scoring: Agency has no experience with federal funding, staffing levels seem inadequate for the type of program or does not discuss having agency operating policies established.

C11. Management: Describe how you will ensure the program is following program guidelines and monitoring requirements.

- Describe who is responsible for, and the process used, to ensure compliance for the program.

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5 POINTS POSSIBLE

Highest Scoring: Details several years' experience operating similar programs. Describes types of program guidelines established and positive results of previous program monitoring.
Low Scoring: Describes little to no experience operating similar programs, program guideline discussion lacks detail or not established, or agency has little to no previous monitoring experience.

C12. Management: What anti-poverty or pay equity tools are you using to inform decisions regarding staff compensation rates? For example, the 2024 Out of Reach Report for Washington State, examines what wages are sufficient in your community in relation to paying rent. Describe how staff compensation rates are informed by anti-poverty or pay equity tools.
- Provide specific examples of pay equity tools used to determine staff compensation rates.
- Describe how these pay equity tools create a positive effect on staffing rates.

NO POINTS AWARDED

C13. Coordination: In what ways is this program connecting participants to other supports and services they need in the community?
- List the different organizations in Clark County your agency partners with.
- How are participants connected to these other organizations?

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 program 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 program area.

NO POINTS AWARDED

D2. How have you connected to these communities in planning for this program? 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 marginalized communities and incorporates feedback in program design.
Mid-Range: Little outreach to marginalized communities. Does not delineate between low-income communities and marginalized communities. Does not discuss feedback provided.
Low Scoring: No outreach to marginalized 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 program design. Includes commitment to equity 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 marginalized communities.

D4. Identify how proposed services will appropriately address the specific needs of underserved populations.
- Discuss how your program provides culturally appropriate services for the different populations in your program area. Include if program 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 marginalized 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.

E1. **Describe the tasks and timeframe of the program. Discuss program readiness to proceed and possible delays (waiting for other funding, outreach process, etc.).**
- Describe the process of the program.
- If previous programs did not start on timeline proposed, explain what will be done to keep this program 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 programs that have been awarded to your agency for CDBG or HOME funds that have not been completed.
- Include a brief status description of each program 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 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 program.
- Add the task and estimated completion date for each task (month and year).
- Example tasks include: marketing and outreach, service delivery, program closeout.

NO POINTS AWARDED

SECTION F. BUDGET

F1. **Use of Funds: Describe specifically how the funds awarded from this application will be used. For example, CDBG funds will be used for staff time, office operation costs, client services (be specific).**
- Specify how the CDBG funds requested in this application will be used.
- Provide categories such as, program operations, staffing costs, etc.
- Food related expenses including meals, snacks and light refreshments are not eligible unless an integral part of the program and pre-approved in writing.
    - Food provided during childcare or food boxes provided through a food bank are considered integral to the program.

NO POINTS AWARDED

F2. **Budget Summary: Discuss the other funding that will be used to support this program 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 program.
- 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 program 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.

NO POINTS AWARDED IN THE BUDGET SECTION

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".

- 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 program 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.