

City of Kennewick
Community Development Block Grant
(CDBG)
& HOME Program
2010 Program Year Request For Proposals

City of Kennewick Corporate & Community Services
PO Box 6108
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www.ci.kennewick.wa.us



May 4, 2009

To : All Interested Applicants

From : City of Kennewick Community Development Block Grant Committee

Subject: 2010 Community Development Block Grant Funding Process

The estimated funding allocation for 2010 is \$550,000 of which approximately \$440,000 will be available for eligible projects. HOME funds of approximately \$175,000 are also anticipated. The City utilizes its annual HOME allocation for City operated housing programs, but receives public input and applications for potential uses on an annual basis.

Overview of Proposal Process:

- Obtain a copy of the 2010 Proposal. 2010 Proposal packets will be mailed out to the general mailing list on May 27th and will be available on the City’s website www.ci.kennewick.wa.us or emailed to you in a “WORD friendly” format by contacting the CDBG Coordinator at 509-585-4432 or carol.evans@ci.kennewick.wa.us.
- The CDBG funding process is very competitive with approximately two times the amount in requests as there is available funding. For this reason, it is imperative that your Proposal is 100% complete. The Proposal must be an eligible activity, meet one of HUD’s National Objectives and conform to local program requirements. Proposals not meeting all the requirements cannot be considered for funding.
- Non-mandatory Applicant Workshops will be held on Wednesday, June 3, 2009 at 10:00 a.m. and 3:00 p.m. in the Council Chambers at Kennewick City Hall, 210 West 6th Avenue. This workshop is recommended if you have any questions regarding the Proposal forms, process or eligibility of your project.
- Technical assistance can also be obtained by contacting the CDBG Coordinator as listed above. Assistance should be sought well in advance of the Proposal deadline to allow staff to adequately assist you with your questions.

<u>Schedule for Proposal Process:</u>	
May 26	4:00 p.m. Public hearing for 2010 needs review and proposal process
June 3	10:00 a.m. or 3:00 p.m. Applicant Workshop
June 30	Deadline for submission – US Mail postmarked by midnight or hand delivered no later than 4:00 p.m.
August 20	Advisory Committee oral interviews and review of proposals
October 6	6:30 p.m. Public Hearing on 2010 Annual Action Plan

Proposal Criteria:

- Proposals requesting primarily salaries will not be eligible as outlined in the Allocation Policy (Attachment A).
- Public Service Projects are subject to a Federal cap of 15% of the City's current year grant award and must be either a new service or a quantifiable increase in the level of an existing service.
- Complete all parts and questions in the Proposal forms. Incomplete Proposals will be returned to the applicant without further funding consideration.
- Priority placement in the Allocation Policy is as determined by City Staff review. Projects rated as ineligible by Federal Regulations or local requirements and/or rated as "No Priority", as outlined in the Allocation Policy, will be returned to the applicant without further consideration.
- The Proposal must address a Community Priority Need (Attachment B). Your project should meet a Goal, Strategy, Objective and Outcome. The project must be able to produce and evaluate measurable outcomes and results as listed in the Indicators.
- Submittals must include the applicant's most recent audit report, including correspondence referred to in the report, including any responses to the audit and/or corrective action plan if it was required. If the applicant did not complete an audit in the previous two years, a certified "current financial statement" must be submitted in lieu of an audit report.
- Proposal submittals must be typewritten or completed electronically and printed on 8 ½" by 11" white paper. There is no need to return the cover pages, instructions, Attachment A or Attachment B.
- *Please submit by mail or hand delivery one (1) original and one (1) copy of the following items:*
 - Application packet
 - Public Service Special Attachment #1 OR Economic Development Special Attachment #2
 - Map of project location
 - List of Board/Council members names & addresses
 - Recent audit report or financial statement
- *Mail or hand deliver your submittal to:*
 - CDBG Proposal / PO Box 6108 / 210 W. 6th Ave. / Kennewick, WA 99336-0108
- *Submittals must be postmarked no later than midnight on June 30, 2009 or hand delivered no later than 4:00 p.m. June 30, 2009.* Proposals received after the above date and time will not be considered. Extensions cannot be permitted.
- The City of Kennewick reserves the right at its sole discretion to reject any or all proposals received without penalty and this does not obligate the City to enter into a contract. Incomplete Proposal packets will be returned to the applicant without further consideration. The CDBG Committee may recommend to City Council proposals for funding or may choose to accept additional proposals. If the Committee chooses not to fund its annual allocation in full, unallocated funds may be held for reallocation by the Committee for existing projects or a new proposal process.

- Each applicant's Proposal that meets the eligibility criteria will be invited to make a 4-minute presentation to the Committee on *August 20, 2009*, followed by a 4-minute question and answer period. Proposals and presentations will be evaluated based on the Allocation Policy and Community Priority Needs. Applicants will receive their scheduled time for oral presentation in early August.
- Requests for accommodations will be provided, to the extent feasible, to meet the needs of non-English speaking, deaf and hearing impaired and visually impaired persons. HUD will make arrangements to provide an interpreter, a signer or a reader upon request. Requests must be made by phone call or email at least 72 hours prior to August 20, 2009.
- Contact Carol Hughs Evans at 509-585-4432 or carol.evans@ci.kennewick.wa.us

Community Development Block Grant Application – 2010 Program Year

Applicant _____

Address _____

Project Name _____

Contact Person _____

Telephone _____ Fax _____

Federal Tax ID Number _____

CDBG Funds Requested _____ Match _____

1. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed.

2. Describe the unmet need in the community using statistics, demographics or other factual information.

3. Refer to the Community Priority Needs (Attachment B) – what Goal, Strategy, Objective and Outcome does your project fulfill?

Goal # _____ Strategy # _____ Objective # _____ Outcome # _____

4. Projects will also be ranked according to the attached Allocation Policy (Attachment A)
(Check only one box)

A. High Priority B. Average Priority C. Low Priority D. No Priority

Explain how your proposal satisfies that priority: _____

5. How does your proposal meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d)

a. You receive income data verification from each participant in the program

b. Your project/activity serves only a limited area which is proven by 2000 census data

Census Tract # _____ Block Groups # _____

- c. Your project serves only the following clientele: (check only one box)
- | | | |
|---|---|---|
| <input type="checkbox"/> Elderly persons | <input type="checkbox"/> Homeless persons | <input type="checkbox"/> Severely disabled adults |
| <input type="checkbox"/> Illiterate persons | <input type="checkbox"/> Abused children | <input type="checkbox"/> Persons living with AIDS/HIV |
| <input type="checkbox"/> Battered spouses | <input type="checkbox"/> Migrant farm workers | |
- d. Your project will create jobs that employ low to moderate-income employees
6. Provide a map (separate page) showing the location of the project or service area.
7. Provide program benchmarks you hope to achieve in 2010. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project’s success.*

** Public Service / Housing – Unit of measure is people*

** Homebuyer – Unit of measure is households*

** Rehabilitation – Unit of measure is houses*

** Economic Development – Unit of measure is FTE jobs and / or businesses*

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter				
2 nd Quarter				
3 rd Quarter				
4 th Quarter				
TOTAL				

8. Of the total “number served” listed in the above table, please categorize your clientele by the following criteria:

Number of clients below 30% median income	_____
Number of clients below 50% median income	_____
Number of clients below 80% median income	_____
Number of elderly clients	_____
Number of minority clients	_____
Number of disabled clients	_____
Total Kennewick residents served	_____

9. What is the amount of CDBG funds your agency has received in the past four years?

	2009	2008	2007	2006
Kennewick				
Richland				
Pasco				

10. What impact will your project have in the community? How will you measure your success?

11. The following are the maximum income guidelines for 2009 CDBG funded programs (80% is the maximum eligible). These guidelines will be updated in early 2010.

2009 HUD income Limit Guidelines for Kennewick – Pasco - Richland								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	\$13,600	15,550	\$17,500	\$19,450	\$21,000	\$22,550	\$24,100	\$25,650
50%	\$22,700	\$25,900	\$29,150	\$32,400	\$35,000	\$37,600	\$40,200	\$42,750
80%	\$36,300	\$41,500	\$46,650	\$51,850	\$56,000	\$60,150	\$64,300	\$68,450
Median	\$45,400	\$51,800	\$58,300	\$64,800	\$70,000	\$75,200	\$80,400	\$85,500

12. Give a detailed breakdown of the total budget for this project. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL: Salaries				
OPERATIONS: Rent/Lease Utilities Supplies				
CONSTRUCTION: Engineering Materials Labor/Contracts				
PROPERTY: Purchase Price Closing Costs				
OTHER: (Describe)				
TOTAL				

13. Are the above “other sources” of funds secured? Please describe: _____

14. If you do not receive the requested funds or receive only a portion of what you request, what will you do?

15. If your request includes recurring costs such as staff time, supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.)

16. Check “yes” or “no” for each of the following questions:

Assessment Question	Yes	No
1. Is the subrecipient new to the CDBG program?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is this a new activity for the subrecipient?	<input type="checkbox"/>	<input type="checkbox"/>
a. Has this activity been completed successfully in prior years?	<input type="checkbox"/>	<input type="checkbox"/>
b. Have CDBG performance goals been met in prior years?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the subrecipient have unresolved audit findings?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is staff responsible for the CDBG project new or inexperienced?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your project displace or relocate any individual or business?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your project involve construction / renovation?	<input type="checkbox"/>	<input type="checkbox"/>
a. Do you own the property?	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you have experience with federal Davis-Bacon wage requirements?	<input type="checkbox"/>	<input type="checkbox"/>
7. What type of CDBG activity is your project? (Choose one)		
a. Public Service	<input type="checkbox"/>	
b. Economic Development	<input type="checkbox"/>	
c. Acquisition	<input type="checkbox"/>	
d. Public or community infrastructure / housing / facilities	<input type="checkbox"/>	

Certifications and Assurances

I/we make the following certifications and assurances as a required element of the Proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s).

The City of Kennewick reserves the right at its sole discretion to reject any or all proposals received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late or ineligible Proposal packets will be returned to the applicant without further consideration.

I understand that the City will not reimburse for any costs incurred in the preparation of this Proposal or any pre-award costs. All Proposals will become the property of the City, and I/we claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:

Signature of Authorized Agency Official

Printed Name & Title

Date

Community Development Block Grant Application
2010 CDBG Program Year

Public Service Special Attachment #1

Complete this page if you are proposing to provide a "Public Service"

1. When was your agency organized / formed? _____
2. Is your agency a Washington State non-profit corporation and/or a faith based organization? Yes No
3. Does your agency have federal IRS non-profit status? Yes No
4. List any required accreditation your agency / staff must have in order to do business: _____

5. To what other agencies have you applied for funding and what commitments have you obtained for this purpose? _____

6. Will CDBG assist in leveraging or matching other funding? Yes No
7. Is this the first year for the program? Yes No
 - a. Year began: _____
8. If you receive funding for 2010, how will your program be funded in the future? _____

9. If you received CDBG funding in 2009, please quantify the increase in service that you will provide during 2010 and explain why there is a new demand or an unmet need in the community for this service.

**Community Development Block Grant Application
2010 CDBG Program Year**

Economic Development Special Attachment #2

Complete this page if you are proposing to provide an "Economic Development" project

1. Please list the DUNS Number of your business: _____

2. This is a: non-profit for-profit faith-based

3. Describe how your project will make the most effective use of CDBG funds?

4. Is there leverage of other funds?

5. How will you assure that CDBG funds are not substituted for other non-federal investment?

6. Can you demonstrate that your project will meet the minimum federal CDBG threshold of providing one full time equivalency job (32 hours per week) per \$35,000 of CDBG funds, or provide goods or services to residents of a low-moderate income (LMI) area, such that the number of LMI persons residing in the area served amounts to at least one LMI person per \$350 of CDBG investment, and that at least more than one half (51%) of the total jobs created will be filled by very low, low and moderate-income persons? How will you make sure that the jobs will be made available to very low, low and moderate-income persons?

7. Is your request being used for business incentives or for recruitment of a business from another city or state? If yes, describe in detail. Are the proposed jobs existing positions or are they new?

8. Show the number of new permanent jobs projected to be created (seasonal jobs do not count):

Job Title	# FTE Jobs Created	# Part Time Jobs Created	# FTE Jobs Filled by LMI	# Part Time Jobs Filled by LMI

**** LMI jobs refer to any job that can be held by a person with no advanced training or education beyond high school – or a job that the business agrees to hire unqualified persons for and provide training.**

Attachment "A"

Allocation Policy
Community Development Block Grant
Revision #3, April 27, 2005

The Block Grant Advisory Committee has the responsibility of reviewing Proposals for Community Development Block Grant (CDBG) funding and making a recommendation to City Council. Using the general direction provided by Council and considering the needs identified in the 2005-2009 Consolidated Plan, the Committee prepared this procedure for allocation of future CDBG funds.

- I. Proposals will be reviewed for eligibility:
 - A. National Criteria:
 1. Project must be an eligible activity under CDBG regulations.
 2. Project must address a national objective.
 - B. Local Criteria:
 1. Proposal must be complete and clearly state the proposal.
 2. Project must address a specific priority objective as identified in the Strategic Plan (attached).
 3. Project must demonstrate ability to be completed within the program year.
 4. Applicant must demonstrate ability to deliver the project.
 5. Project must serve City of Kennewick residents.
- II. Eligible projects will be ranked according to the following:
 - A. High Priority
 1. Bricks and mortar projects resulting in visual physical improvements (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost).
 - a. Projects to reduce barriers for physically impaired person
 - b. Acquisition, construction or improvements to public facility
 - c. Neighborhood preservation and revitalization
 2. a. Economic Development projects resulting in creation of jobs
 - B. Average Priority
 1. Bricks and mortar projects resulting in creation or preservation of housing for elderly or special needs population (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost)
 2. Social Service projects to address community needs
 - a. Projects to assist seniors or special needs population
 - b. Projects to assist disadvantaged youth
 - C. Low Priority
 1. Social Service projects which assist in the prevention of homelessness
 2. Bricks and mortar projects resulting in preservation of affordable housing through rehabilitation or acquisition/rehabilitation (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost)
 - D. No Priority
 1. Projects with CDBG as the sole source of funding
 2. Projects, which consist primarily of salary and benefit expense
 3. Projects other than those described above
- III. The Committee will allocate funds and make a recommendation to Council based on the following:
 - A. Priority rating of the project (allocation policy & strategic plan)
 - B. The value of the project as judged from the Proposal and interview (in the best interest of the City)
 - C. Amount of available funds

Attachment “B”

**Community Priority Needs
2005-2009 Strategic Plan From Consolidated Plan**

GOALS & STRATEGIES

Determine which one of the following nine Goals best describes the purpose of the activity/project and then choose the Strategy that that best describes the Goal of your activity/project.

Goal I: Improve Local Economies

- Strategy 1. Support businesses that create permanent jobs for lower-income residents.
- Strategy 2. Support businesses that provide essential services to lower-income neighborhoods.
- Strategy 3. Support businesses that provide stability to at-risk areas or to areas with existing conditions of degradation and/or blight.
- Strategy 4. Support activities that improve the quality of local workforces and prepare lower-income and special needs workers to access living wage jobs.
- Strategy 5. Support facilities, infrastructure or other eligible improvements to assist businesses that create living wage jobs and that need economic development assistance by virtue of their qualifying physical, environmental, economic or demographic conditions.

Goal II: Improve Community Infrastructure

- Strategy 1. Expand or improve basic community infrastructure in lower-income neighborhoods while minimizing costs to households below 80% of area median income.
- Strategy 2. Improve access for persons with disabilities and the elderly by improving streets and sidewalk systems.

Goal III: Improve Public Facilities

- Strategy 1. Support the revitalization of neighborhoods by improving and supporting public facilities that serve low- and moderate-income neighborhoods and households.
- Strategy 2. Improve parks and recreation facilities in targeted neighborhoods.
- Strategy 3. Support the beautification of communities by integrating art into public facilities as needed to address local policies.

Goal IV: Improve Affordable Housing Opportunities for Lower-Income Individuals and Households

- Strategy 1. Add to the existing stock of affordable units by developing owner-occupied and rental housing infill areas or targeted neighborhoods, consistent with local comprehensive plans.
- Strategy 2. Sustain or improve the quality of existing affordable housing stock.
- Strategy 3. Maximize homeownership opportunities for lower-income and special needs households.

Goal V: Support Priority Public Services

- Strategy 1. Support public services programs that address specific targeted needs that are a barrier to lower-income persons becoming self-sufficient.

Strategy 2. Focus on the basic living needs of lower-income households and individuals by addressing one or more priority populations and needs.

Goal VI: Strategies to Reduce the Incident of Homelessness

Strategy 1. Support services that assist the homeless to move toward self-sufficiency.

Strategy 2. Support options for providing emergency housing and services to priority homeless populations.

Strategy 3. Support efforts to prevent homelessness.

Goal VII: Revitalize Neighborhoods & Areas and Meet Unanticipated Needs

Strategy 1. Access new funding opportunities to revitalize neighborhoods and address Community needs.

Goal VIII: Increase Community Awareness of Lead Based Paint Hazards

Strategy 1. Increase Community outreach efforts to promote lead-free housing environments for all people, especially young children.

Goal IX: Increase Community Awareness of Fair Housing Issues and the Importance of Full Access to Housing Opportunities for Lower-Income and Special Needs Individuals and Families

Strategy 1. Partner with local real estate professionals including property management firms, realtors, lenders, housing organizations and others to co-sponsor workshops or other educational events to identify and promote fair housing practices.

Strategy 2. Disburse a range of English and non-English HUD-approved fair housing literature to housing program clients and housing development and management partners.

OBJECTIVES – OUTCOMES – INDICATORS

HUD requires recipients of federal funding to assess the outcomes of the program in question, in order to better assess the effectiveness of the activity. A Performance Measurement System has been designed to establish and track measurable objectives and outcomes for the CDBG program. There are three key elements to the Performance Measurement System – Objectives, Outcomes and Indicators. All approved applicants will be required to comply with the Performance Measurement System.

Determine which one of the three objectives best describes the purpose of the activity/project:

- Objective 1. Suitable Living Environment – This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environments.

- Objective 2. Decent Housing – This activity typically is designed to cover the wide range of housing possible under CDBG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.

- Objective 3. Create Economic Opportunity – This objective applies to the types of activities related to economic development, commercial revitalization or job creation.

Determine which Outcome best describes your proposed activity/project:

- Outcome 1. Improve availability/accessibility – This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

- Outcome 2. Improve affordability – This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

- Outcome 3. Improve sustainability – This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

These are the key Indicators that HUD will use to assist in demonstrating benefits that result from the expenditure of CDBG funds. **These are for your information only – you do not have to choose an Indicator.**

• Public facility or infrastructure activities	• Public service activities
• Geographically targeted revitalization effort	• Jobs retained
• Commercial façade treatment / rehabs that are not target area based	• Number of homeless persons given overnight shelter
• Acres of brownfields remediated that are not target area based	• Number of beds created in overnight shelter or other emergency housing
• New rental units constructed that are affordable, 504 accessible, quality as Energy Star, are occupied by special needs populations etc.	• Number of new or existing businesses assisted and the DUNS number of the business
• Homeownership units constructed, acquired, and/or acquired with rehabilitation, number that are affordable, how many years affordable, 504 accessible, qualify as Energy Star, are occupied by special needs populations, etc.	• Jobs created for previously unemployed, number that now have access to employer sponsored health care, types of jobs created, training provided, etc.
• Owner occupied units rehabilitated or improved that are brought from substandard to standard condition, qualify as energy efficient, are now compliant with lead safe housing rules, are accessible for persons with disabilities, are occupied by special needs populations, etc.	• Number of households with short-term rental assistance, number of special needs households, number of homeless households, etc.
• Assistance of down payment/closing costs to homebuyers to purchase a home, number of first time homebuyers, number who receive housing counseling	• Households that received emergency financial assistance to prevent homelessness, or received emergency legal assistance to prevent homelessness