

**City of Kennewick**

**Community Development Block Grant (CDBG)  
& HOME Program**

**2021 Program Year Request For Proposals**

**City of Kennewick Community Development Services  
PO Box 6108  
210 West 6<sup>th</sup> Avenue  
Kennewick, WA 99336-0108**

**509-585-4432 (Phone)  
509-585-4445 (Fax)  
Relay Services call 711**

**[alisha.piper@ci.kennewick.wa.us](mailto:alisha.piper@ci.kennewick.wa.us)**

**[www.go2kennewick.com](http://www.go2kennewick.com)**



**August 17, 2020**

**To : All Interested Applicants**

**From : Alisha Piper  
City of Kennewick Community Development Block Grant Committee**

**Subject: 2021 Community Development Block Grant Funding Process**

The estimated funding allocation for 2021 is \$650,000 of which approximately \$520,000 will be available for eligible projects. 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:**

- The CDBG funding process is very competitive. 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. (Refer to Pages 12-14)
- Pursuant to Governor Inslee’s Proclamation 20-28 regarding in-person meetings and City Council’s resolution 20-08 designating virtual meetings, a Public Hearing to open the process will be held on August 25, 2020 at 4:00 p.m. during a virtually scheduled CDBG Committee meeting live via our website at <http://kennewickwa.new.swagit.com/views/43>. If you wish to provide comments for the Public Hearing, please register at [https://us02web.zoom.us/webinar/register/WN\\_71-Tg0YTSwmVLck-9-75fQ](https://us02web.zoom.us/webinar/register/WN_71-Tg0YTSwmVLck-9-75fQ) by 1:00 p.m., on the day of the meeting. Only those who register by the 1:00 p.m. deadline will be permitted to speak or have their comments read in the record during the meeting. If you require a disability related accommodation to participate in the hearing/meeting, please contact Alisha Piper at 509-585-4432. For TDD dial 509-585-4425.
- Technical assistance can be obtained by contacting the Community Development Coordinator as listed on the front cover. Assistance should be sought well in advance of the Proposal deadline to allow staff the time to adequately assist you with your questions.

<b><u>Schedule for Proposal Process:</u></b>	
August 25 <sup>th</sup>	4:00 Public Hearing to Open Funding Process
September 11 <sup>th</sup>	Deadline for submission – 5 p.m.
September 23 <sup>rd</sup>	Advisory Committee presentations and review of proposals
October 20 <sup>th</sup> or November 3 <sup>rd</sup>	6:30 p.m. Public Hearing on 2021 Annual Action Plan

**Proposal Criteria:**

- Proposals requesting primarily salaries or paying for staff time 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 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 your agency receives \$750,000 or more in Federal funds, you must submit your most current Single Audit. If your agency does not receive Federal funds or the funds you receive are less than \$750,000, a certified "current financial statement" must be submitted in lieu of an audit report.
- Proposal submittals must be 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 email, 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 (if applicable to your proposal)
  - Map of project location
  - List of Board/Council members, including names & addresses
  - Recent audit report or financial statement
- ***Email, mail or hand deliver your submittal to:***
  - City of Kennewick / Attn: Alisha Piper / PO Box 6108 / 210 W. 6<sup>th</sup> Ave. / Kennewick, WA 99336-0108 [alisha.piper@ci.kennewick.wa.us](mailto:alisha.piper@ci.kennewick.wa.us) or drop in the Utility Payment box at City Hall.

- ***Submittals must be postmarked no later than 5 p.m. on September 11, 2020, or hand delivered prior to 5:00 p.m. on that date.*** 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.
- New applicants that meets the eligibility criteria may be asked to record a 5-minute video presentation to the Committee or join via Zoom meeting on ***September 23, 2020***, followed by a 5-minute question and answer period. Proposals and presentations will be evaluated based on the Allocation Policy and Community Priority Needs. Applicants will be notified by September 18<sup>th</sup>, 2020 on the final process for presentations. Programs funded by CDBG within the last three years, will not be required to give a presentation.
- 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 September 23, 2020.
- Contact Alisha Piper at 509-585-4432 or [alisha.piper@ci.kennewick.wa.us](mailto:alisha.piper@ci.kennewick.wa.us)

**Community Development Block Grant Application  
2021 Program Year**

**Applicant** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Project Name** \_\_\_\_\_  
**Contact Person** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_  
**Federal Tax ID #** \_\_\_\_\_ **DUNS #** \_\_\_\_\_  
(required) (required)  
**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)  
(Mark 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? (Mark 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 2020 Community Survey data

Census Tract # \_\_\_\_\_ Block Groups # \_\_\_\_\_

- c.  Does your project serve one of 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 if applicable.

7. Provide program benchmarks you hope to achieve in 2021. 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 success.*

*\* Public Service / Housing – Unit of measure is people  
\* Rehabilitation – Unit of measure is houses*

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

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 <sup>st</sup> Quarter				
2 <sup>nd</sup> Quarter				
3 <sup>rd</sup> Quarter				
4 <sup>th</sup> Quarter				
<b>TOTAL</b>				

8. Of the total “number served” listed in the above table, please categorize your clientele by the criteria that coincides with your stated program goals:

Number of clients below 30% median income	
Number of clients below 60% median income	
Number of clients below 80% median income	
Number of elderly clients	
Number of minority clients	
Number of disabled clients	
<b>Total Kennewick residents served</b>	

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

	2020	2019	2018	2017
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 2020 CDBG funded programs (80% is the maximum eligible). These guidelines will be updated mid-year 2021.

2020 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%	\$16,300	\$18,600	\$20,950	\$23,250	\$25,150	\$27,000	\$28,850	\$30,700
50%	\$27,150	\$31,000	\$34,900	\$38,750	\$41,850	\$44,950	\$48,050	\$51,150
<b>80%</b>	<b>\$43,400</b>	<b>\$49,600</b>	<b>\$55,800</b>	<b>\$62,000</b>	<b>\$67,000</b>	<b>\$71,950</b>	<b>\$76,900</b>	<b>\$81,850</b>

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
<b>PERSONNEL:</b> Salaries				
<b>OPERATIONS:</b> Rent/Lease Utilities Supplies				
<b>CONSTRUCTION:</b> Engineering Materials Labor / Contracts				
<b>PROPERTY:</b> Purchase Price Closing Costs				
<b>OTHER:</b> (Describe)				
<b>TOTAL</b>				

13 Do you receive \$750,000 or more in federal funds? If so, please list every federal source of those funds:

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 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		
b. Economic Development		
c. Acquisition		
d. Public or community infrastructure / housing / facilities		



**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 with 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  
2021 CDBG Program Year**

**Public Service Special Attachment #1**

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

1. What year 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 2021, how will your program be funded in the future?
  
  
  
  
  

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  9. If you received CDBG funding in 2020, please quantify the increase in service that you will provide during 2021 and explain why there is a new demand or an unmet need in the community for this service.
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**Community Development Block Grant Application  
2021 CDBG Program Year**

**Economic Development Special Attachment #2**

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

1. We are a:                     non-profit                     for-profit                     faith-based
  
2. Describe how your project will make the most effective use of CDBG funds?
  
3. Is there leverage of other funds?
  
4. How will you assure that CDBG funds are not substituted for other non-federal investment?
  
5. 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?
  
6. 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?
  
7. 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**

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 2020-2024 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. Projects which assist in the prevention of homelessness
  - C. Low Priority
    1. 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  
2020-2024 Consolidated Plan**

**STRATEGIC PLAN**

The five-year strategic plan sets the framework for projects and activities in Kennewick over the next five years.

1. *The need for affordable housing creation, preservation, access and choice.*
2. *The need for community, neighborhood and economic development.*
3. *The need for homeless intervention and prevention and supportive public services.*

**GOALS**

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

Strategy 1. Maximize homeownership opportunities for lower-income and special needs households.

**Goal II: Improve Community Infrastructure, Public Facilities and 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 activities that improve the quality of local workforces and prepare lower-income and special needs workers to access living wage jobs.

Strategy 4. Expand or improve basic community infrastructure in lower-income neighborhoods while minimizing costs to households below 80% of area median income.

Strategy 5. Improve access for persons with disabilities and the elderly by improving streets and sidewalk systems.

Strategy 6. Access new funding opportunities to revitalize neighborhoods and address other community needs.

Strategy 7. Support the revitalization of neighborhoods by improving and supporting public facilities that serve low- and moderate-income neighborhoods and households.

Strategy 8. Improve parks and recreation facilities in targeted neighborhoods.

Strategy 9. Support the beautification of communities by integrating art into public facilities as needed to address local policies.

**Goal III: Reduce Homelessness and 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.

Strategy 3. Support the development of a crisis response center to provide immediate stabilization and assessment services to persons in crisis, including homeless persons.

Strategy 4. Support existing homeless facilities and increase housing resources that assist homeless persons toward housing stability and self-sufficiency.

**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.**

<ul style="list-style-type: none"> <li>• Public facility or infrastructure activities</li> </ul>	<ul style="list-style-type: none"> <li>• Public service activities</li> </ul>
<ul style="list-style-type: none"> <li>• Geographically targeted revitalization effort</li> </ul>	<ul style="list-style-type: none"> <li>• Jobs retained</li> </ul>
<ul style="list-style-type: none"> <li>• Commercial façade treatment / rehabs that are not target area based</li> </ul>	<ul style="list-style-type: none"> <li>• Number of homeless persons given overnight shelter</li> </ul>
<ul style="list-style-type: none"> <li>• Acres of brownfields remediated that are not target area based</li> </ul>	<ul style="list-style-type: none"> <li>• Number of beds created in overnight shelter or other emergency housing</li> </ul>
<ul style="list-style-type: none"> <li>• New rental units constructed that are affordable, 504 accessible, quality as Energy Star, are occupied by special needs populations etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of new or existing businesses assisted and the DUNS number of the business</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Jobs created for previously unemployed, number that now have access to employer sponsored health care, types of jobs created, training provided, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of households with short-term rental assistance, number of special needs households, number of homeless households, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Assistance of down payment/closing costs to homebuyers to purchase a home, number of first time homebuyers, number who receive housing counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Households that received emergency financial assistance to prevent homelessness, or received emergency legal assistance to prevent homelessness</li> </ul>