



Agenda
Planning Commission Meeting
Wednesday, September 27, 2023
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Commission Members: Chair Maier, Vice-Chair Richardson, and Members Eadie, Miller, Nicholson, and Townsend

Liaisons: Council Liaison: VanDyke
Council Liaison Alternate: Jones
Staff Liaison: Stevens

Regular Meeting - 6:00 p.m.

Welcome and Roll Call

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

Meeting Minutes for the May 10, 2023 and August 9, 2023 Planning Commission Workshops, and the September 13, 2023 Planning Commission Special Meeting.

Public Hearing : Please limit public comments to 3 minutes.

Public Comments: Please limit public comments to 2 minutes. The public comment period is not an opportunity for dialogue with the Planning Commission, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering and deliberation. For this reason, the Planning Commission will accept comments, but will not directly respond to comments, questions or concerns during public comment. Records intended for the Planning Commission's consideration must be submitted to the Planning Manager by 4:00 p.m. the day of the meeting for distribution.

Unfinished Business - Public Hearing:

New Business - Public Hearing:

2. 2024 CDBG Application Presentation
 - Toni Lehman, CDBG / HOME Administrator
3. M2023-113 1154 Columbia Park Trail Height Request
 - Matthew Howie, Senior Planner

Communications:

Adjournment

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/27/2023

Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject:

Meeting Minutes for the May 10, 2023 and August 9, 2023 Planning Commission Workshops, and the September 13, 2023 Planning Commission Special Meeting.

Request:

Recommended Motion:

Move to approve the May 10, 2023 and August 9, 2023 Planning Commission workshop minutes, and the September 13, 2023 Planning Commission Special Meeting minutes.

Summary:

Draft minutes from the May 10, 2023 and August 9, 2023 Planning Commission Workshop, and the September 13, 2023 Planning Commission Special Meeting minutes are attached for review and consideration.

Attachments:

1. 2023.05.10 Planning Commission Workshop Minutes DRAFT
2. 2023.08.09 Planning Commission Workshop Meeting Minutes DRAFT
3. 2023.09.13 Planning Commission Meeting Minutes DRAFT



**MINUTES
PLANNING COMMISSION WORKSHOP
CITY HALL – 625 SWIFT BOULEVARD – COUNCIL CHAMBER
WEDNESDAY, MAY 10, 2023
6:00 P.M.**

Call to Order:

Chair Maier called the meeting to order at 6:00 p.m.

Attendance:

Present: Chair Maier, Vice Chair Richardson, Commissioner Members Eadie, Miller, Nicholson, Townsend, and Planning Manager Stevens

Agenda Item:

1. 2024-2029 Transportation Improvement Program Presentation

Mr. D'Alessandro presented the Transportation Improvement Plan and answered questions from the commission.

Adjournment:

Chairwoman Maier adjourned the meeting at 7:38 p.m.

PREPARED BY:

Jodi Hogan, Permit Technician

REVIEWED BY:

Mike Stevens, Planning Manager

APPROVED BY:

Francesca Maier, Chairwoman



**MINUTES
PLANNING COMMISSION WORKSHOP
WEDNESDAY, AUGUST 9, 2021
6:00 P.M.**

Call to Order:

Chairwoman Maier called the meeting to order at 6:00 p.m.

Attendance:

Present: Chair Maier, Vice-Chair Richardson, Commissioners Eadie, Nicholson, Townsend, Miller, Development Services Director Jensen, Planning Manager Stevens, Senior Planner Matthew Howie, and Engineering Tech Shayne Nyby.

Agenda Item:

1. 2023 Comprehensive Plan and Development Regulation Update
 - Mike Stevens, Planning Manager

Mr. Stevens presented the 2023 Comprehensive Plan and Development Regulation Commissioners discussed and provided comments.

Adjournment:

Chairwoman Maier adjourned the meeting at 7:21 p.m.

PREPARED BY:

Jodi Hogan, Permit Technician

REVIEWED BY:

Mike Stevens, Planning Manager

APPROVED BY:

Francesca Maier, Chairwoman



**MINUTES
PLANNING COMMISSION SPECIAL MEETING
WEDNESDAY, SEPTEMBER 13, 2023
City Hall – 625 Swift Boulevard – Council Chamber
6:00 p.m.**

Call to Order:

Chairperson Maier called the meeting to order at 6:00 p.m.

Attendance:

Present: Chairperson Maier, Vice-Chair Richardson, and Members Miller, Nicholson, and Townsend.

Also, present: Development Services Director Jensen, Planning Manager Stevens, Senior Planner Howie, Planner Hendricks, and Permit Technician Hogan.

Approval of Agenda:

Chairperson Maier presented the meeting agenda for review and approval.

VICE-CHAIR RICHARDSON MOVED AND COMMISSIONER MILLER SECONDED THE MOTION TO APPROVE THE SEPTEMBER 13, 2023 PLANNING COMMISSION SPECIAL MEETING AGENDA. THE MOTION PASSED 5-0.

Approval of Minutes:

Chairperson Maier presented the minutes for the March 8, 2023, and April 12, 2023 Planning Commission Workshops, and the May 24, 2023 Planning Commission Meeting.

COMMISSIONER MILLER MOTIONED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO APPROVE THE MINUTES OF THE MARCH 8, 2023, AND APRIL 12, 2023, PLANNING COMMISSION WORKSHOPS AND THE MAY 24, 2023, PLANNING COMMISSION MEETING. THE MOTION PASSED 5-0 .

Public Comments:

2. Public Hearing to Accept Comments on 2024 Community Development Block Grant and Housing Funds

CDBG/HOME Administrator Lehman provided the Commission with an overview of the annual process and the purpose of the public hearing to accept comment.

AT 6:05 P.M. CHAIRPERSON MAIER OPENED THE PUBLIC HEARING.

There were no public comments on 2024 Community Development Block grant. After discussion, Ms. Lehman advised Commissioners that the application review will happen during September 27th meeting.

AT 6:09 P.M. CHAIRPERSON MAIER CLOSED THE PUBLIC HEARING.

Chairperson Maier opened public comment at 6:10 pm, with community members present Chairperson Maier confirmed that they were there to speak on an item of business. With no public comments, she closed the comment period at 6:10 pm.

New Business – Public Hearing:

3. 2023 Comprehensive Plan and Development Regulations Annual Amendments

Planning Manager Stevens gave a brief overview of the 2023 Comprehensive Plan Amendment Applicants. Nicole Stickney with ABHL spoke regarding Washington State University (WSU) rezone. Ned Warncke with Design West also spoke regarding the WSU request to add a University District Rezone. Discussion and questions from Commission regarding University District rezone

Jason Madoxx, on behalf of PBS Engineering & Environmental spoke to commission regarding Washington State DNR rezone application.

Nicole Stickney, on behalf of AHBL spoke to commission regarding Lawless drive rezone application.

Senior Planner Howie spoke to Commissioners regarding the Transportation Element of the comprehensive plan amendments.

AT 7:23 P.M. CHAIRPERSON MAIER CLOSED THE PUBLIC HEARING.

AT 7:24 P.M. COMMISSIONER NICHOLSON MOTIONED THAT THE PLANNING COMMISSION ADOPT THE FINDINGS, CONCLUSIONS, AND RECOMMENDATION FOUND IN THE STAFF REPORT AND RECOMMEND THAT THE CITY COUNCIL APPROVE THE 2023 COMPREHENSIVE PLAN POLICY AND MAP, AND CODE AMENDMENT DOCKET AND VICE-CHAIR RICHARDSON SECONDED. THE MOTION PASSED 5-0.

AT 7:24 P.M. COMMISSIONER NICHOLSON MOTIONED THAT THE PLANNING COMMISSION ADOPT THE FINDINGS, CONCLUSIONS AND RECOMMENDATION FOUND IN THE STAFF REPORT AND RECOMMEND CITY COUNCIL APPROVAL OF THE ASSOCIATED REZONES WITH THE TEXT CHANGES ASSOCIATED WITH THE WASHINGTON STATE UNIVERSITY DISTRICT LAND USE TABLE AND VICE-CHAIR

RICHARDSON SECONDED. THE MOTION PASSED 5-0.

Communications:

Chairperson Maier asked if there were any communications.

Mike Stevens informed the Commission that staff is postponing review of the proposed changes to the Subdivision Code until October.

Adjournment:

Chairperson Maier adjourned the meeting at 7:30 p.m.

PREPARED BY: _____
Jodi Hogan, Permit Technician

REVIEWED BY: _____
Mike Stevens, Planning Manager

APPROVED BY: _____
Francesca Maier, Chairperson



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/27/2023

Agenda Category: New Business - Public Hearing

Prepared By: Toni Lehman, CDBG / HOME Administrator

Subject:

2024 CDBG Application Presentation

Request:

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Recommend City Council approve the 2024 project funding in the amounts and to the recipients as defined by the Commission's priority ranking.

Summary:

Each year the City of Richland receives Community Development Block Grant (CDBG) funds to provide economic opportunities for low-and moderate-income persons in our community. For 2024 we will have approximately \$42,040.00 available for Public Services and \$327,168.00 available for Public Facilities/Rehabilitation.

The applications for Public Service total \$86,250.00; however, only \$42,040.00 in funding is available. The Public Facilities/Rehabilitation applications total \$379,000.00 and there is only \$327,168.00 in funding available. Additional funding may become available for Public Facilities; therefore, a contingency plan for the additional funds will need to be determined.

As part of the City's Action Plan, applications for programs that benefit low-and moderate-income persons are solicited. Applications for the 2024 cycle were solicited from July 17, 2023, through August 18, 2023. Solicitation occurred via the City of Richland Facebook page, City of Richland's website, Tri-Cities Herald and Tu Decides.

The Planning Commission is responsible for reviewing the applications and providing funding recommendations to City Council. At the September 27, 2023 Planning Commission meeting, each applicant will present their respective application and the Planning Commission will rank each project using the Priority Check Sheet provided in the packet.

Attachments:

1. Allocation Policy and Strategic Plan for Planning Commission
2. Presentation Schedule
3. Application Packet
4. Priority Ranking Checksheet
5. Funding Request Overview
6. Planning Commission PowerPoint

Allocation Policy
Community Development Block Grant

The Planning Commission has the responsibility of reviewing applications for the Community Development Block Grant (CDBG) funding and making a recommendation to the City Council. Using the general direction provided by the Council and considering the needs identified in the 2020-2024 Consolidated Plan, the Planning Commission will use this procedure for allocation of CDBG funds.

I. Applications 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.

3. Local Criteria:

1. Applications must be complete and clearly state the scope of the project.
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 Richland 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

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, special needs, and at-risk population
 - b. Projects to assist disadvantaged youth
 - c. Projects to assist in the prevention of homelessness

C. Low Priority

3. 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 other than those described above

III. The Planning Commission will allocate funds and make a recommendation to the City 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 application or presentation/interview (in the best interest of the City)
- C. Amount of available funds

**Community Priority Needs
2020-2024 Consolidated Plan**

STRATEGIC PLAN

The five-year strategic plan sets the framework for projects and activities in Richland 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, 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, 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 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 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.

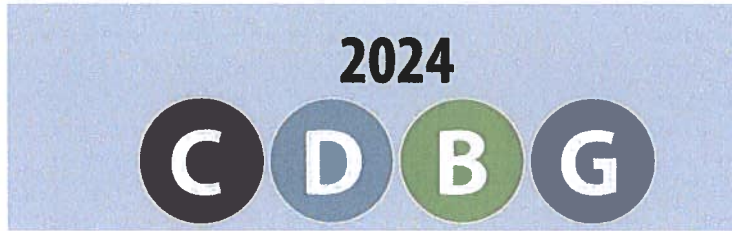
Owner occupied units rehabilitated or improved that are brought from substandard to standard condition, qualify as energy efficient, are now compliant with lead safe housing rules, are accessible for persons with disabilities, are occupied by special needs populations, etc.	Number of households with 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

2024 CDBG PRESENTATION SCHEDULE

6:00 P.M. Planning Commission Roll Call and Procedural Review

TIME	APPLICANT NAME AND PROJECT	AMOUNT REQUESTED
PUBLIC SERVICE:		
6:10	Elijah Family Homes Transition to Success Program	\$15,000
6:20	Senior Life Resources Meals on Wheels Program	\$40,000
6:30	ARC of Tri-Cities Therapeutic Recreation	\$10,450
6:40	Boys and Girls Club Chief Jo Teen Program	\$20,800
AMOUNT REQUESTED FOR PUBLIC SERVICE:		\$86,250

PUBLIC FACILITIES:		
6:50	City of Richland, Development Services Owner-Occupied Rehabilitation	\$100,000
7:00	City of Richland, Public Works Removal of Material & Architectural Barriers	\$198,000
7:10	City of Richland, Economic Development Revitalization at Parkway	\$50,000
7:20	Domestic Violence Services of Benton and Franklin Shelter Rehabilitation-siding and gutters	\$30,000
AMOUNT REQUESTED FOR PUBLIC FACILITIES:		\$378,000



Community Development Block Grant Application Review

- Applications for 2024 were solicited from July 17, 2023, until August 18, 2023.
- The applicant must be a qualified non-profit or public agency.
- The project the agency is requesting funds for **must** meet one of the following national objectives:
 - Benefit to low-and-moderate income persons.
 - Aid in the prevention or elimination of slums blight.
 - Meet a need having a particular urgency (e.g., natural disaster).
- The proposed activity can either be considered a Public Service in which they provide a service to low-income individuals OR Public Facility to improve physical space.
- We received four applications for public service funds totaling \$86,250.00. The total amount available for public service is \$42,040.00 (no more than 15% of your grant can go toward public service).
- Each of the four applicants will make a 5-minute presentation. The Board Members will rank the applicants with a 1 being the lowest priority and 4 being the highest priority on the 2024 CDBG Priority Ranking Check Sheet and determine the amount of funding for each applicant.
- For Public Facilities we also received 4 applications totaling \$378,000.00. The amount currently available for public facilities is \$327,168.00 (additional funding may become available, we will want to include whom that funding will be allocated to if funding becomes available).
- These four applicants will also make a 5-minute presentation. The board will rank and determine funding.
- The board members will discuss and determine the funding recommendations to present to the City Council.
- Funding recommendations will then be forwarded to the City Council for review on 11-21-23.

**Community Development Block Grant Application
2024 Program Year**

Applicant: Elijah Family Homes
Address: 1721 W. Kennewick Ave., Kennewick, WA 99336
Project Name: Transition to Success Case Management
Contact Person: Lisa Godwin
Telephone: 509-943-6610 Email: lgodwin@elijahfamilyhomes.org
Federal Tax ID #: 204058168 DUNS #: LJSULTQS1RJ1
Requested CDBG Funding Amount: \$15,000.00 Leverage of other funds: \$37,349.00

1. What type of CDBG project/activity are you applying? (Choose one)

- ☐ Public Facilities or Rehabilitation
☒ Public Service – Complete Attachment 1

2. 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. Include site plan.
The CDBG grant will go to support the Transition to Success Case Management Program/Project (TTS). The Richland CDBG funds would be used for our clients in the City of Richland, Washington. The Transition to Success Case Management Program includes: frequent home visits, individualized goal setting, compliance, monitoring, and monthly EFH community meetings. This funding will continue to support the TTS program.

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

EFH is confronting head on both substance abuse disorder and poverty issues within the Tri-Cities community. The clients EFH serves are not eligible for housing or financial assistance due to criminal history. Elijah Family Homes serves and houses low-income families in recovery from Substance Abuse Disorder, which the National Institute of Health defines as a mental illness, and which is also a special needs population. The children in these families are considered "disadvantaged youth and/or at risk."

4. What is your project's priority (Attachment 2: Allocation Policy)?

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked.

B (2a.) - Social Service projects to address community needs, including: projects to assist seniors, people with special needs, and at-risk population.

Addiction recovery involves everyone in the family and the families we serve must meet our criteria of being at risk of homelessness, have mental health issues and are living in crisis. EFH serves and houses families in recovery from Substance Abuse Disorder. The average duplex that EFH currently owns is 75-years old. EFH strives to achieve a safe, healthy living environment while providing social services to the tenants that will increase their self sufficiency and responsibility to the community. This CDBG opportunity would work toward addressing the needs and opportunities of the clients we serve.

5. Which Community Priority Need, Strategy, Goal, Objective, and Outcome does your project fulfill (see Attachment 3)?

Goal #	Strategy #	Objective #	Outcome #
3	1	1	1

6. How does your application meet the National Objective of benefiting low- and moderate-income persons? The project must be limited to serving a predominantly low- and moderate-income clientele (choose one of a, b, c, or d).

- ☒ a. You receive income data verification from each participant in the program.
- ☐ b. Your project/activity serves only a low-income area which is proven by the 2015 American Community Survey ("ACS") FY 2023 data for Richland, WA.
Census Tract #: _____
Block Group #: _____
- ☐ c. Your project serves only the following clientele: (check only one box)
☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
☐ Battered spouses ☐ Migrant farm workers
- ☐ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure to remove material or architectural barriers to the mobility of seniors or severely disabled adults

7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. *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
<i>Example</i>	10	<i>People</i>	\$470.00	\$4,700.00
1 st Quarter	18	people	\$576.93	\$10,384.74
2 nd Quarter	2	people	\$576.92	\$1,153.84
3 rd Quarter	2	people	\$576.81	\$1,153.62
4 th Quarter	4	people	\$576.92	\$2,307.68
TOTAL	26			\$14,999.88

8. Of the total "number served" listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2023/2024 income table below.

Number of clients to be served:	26
At or below 30% of area median income	20
Above 30% and at or below 50% area median income	6
Above 50% and at or below 80% area median income	
Total Richland residents served	26

The following are the area median income ("AMI") limits, per household size, for 2023/2024 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2023/2024 Gross AMI Limited, Per Household Size								
30%	\$19,400	\$22,200	\$24,950	\$27,770	\$29,950	\$32,150	\$34,350	\$36,600
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

Effective June 15, 2023

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

	2023	2022	2021	2020
Kennewick			\$275.00	
Richland	\$30,000.00	\$18,500.00	\$27,166.00	\$27,930.00
Pasco				

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

EFH leads its clients through a three-year Transition to Success (TIS) program that helps clients move from homelessness, or near homelessness, to family self-sufficiency. Success is measured in the following areas:

A) RECOVERY/Sobriety - Clients remain focused on and committed to recovery. Clients refrain from all alcohol and drug use. They are required to submit monthly urine tests for substance use and may be asked to submit hair samples, if deemed necessary.

B) PARENTING - Parenting skills will be demonstrated by decreased need for social services, observation and documentation of parenting skills in practice in tenant homes, school reports, and evaluations from outside support sources.

C) STABILITY- Children attend the same school and show age-appropriate educational/ social progress as indicated in school reports, parent reports, and other outside sources.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities. 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 the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
Direct Client Service	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Wages (of personnel providing direct client services)	\$15,000.00	\$37,349.00	grants contract	\$52,349.00
Material/Supplies				\$0.00
Other (providing a direct benefit to client)				\$0.00
Marketing/Outreach				\$0.00
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but does not provide direct benefits to the client	CDBG Funds are not available for program administration			\$0.00
TOTAL PROJECT COST	\$15,000.00	\$37,349.00		\$52,349.00
Number of low- to moderate- income individuals to be served directly (by the grant)				26
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$2,013.42
B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION Engineering Materials Labor / Contracts				\$0.00
PROPERTY Purchase Price Closing Costs				\$0.00
OTHER (Describe)				\$0.00
TOTAL PROJECT COST	\$0.00	\$0.00		\$0.00
Number of low- to moderate- income individuals to be served directly (by the grant)				
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$0.00

12. Are the above "Source of Other Funds" secured? Please describe.

Yes, the "other sources" shown above include case management costs associated in providing Transition to Success program for Richland clients. These funds are secured indefinitely via Amerigroup contract and for the 2024 fiscal year via various local granting agencies (Three Rivers Community Foundation and Woman Helping Woman). We regularly hold three annual fundraisers that bring in revenue after expenses.

13. If you do not receive the requested funds or receive only a portion of what you request, how will your proposed project move forward?

If EFH does not receive the funds or only a portion of the funds, EFH will continue to seek other funding opportunities. Some supportive services or number of clients served may be reduced.

EFH will continue to do whatever possible to maintain our current programs such as: housing, supportive services and parent/child education classes. Without sufficient funding for quality case management, coaching, and education about self-sufficient living, clients are more likely to reenter the homeless system.

14. 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 or salaries of a non-profit organization).*

As Elijah Family Homes continues to move towards contract-based work, we will be able stop requesting CDBG funds. Currently, we have established two reliable income streams through Amerigroup Foundational Community Supports (contract began in March of 2020). Contracts are appealing in that they are not dependent on variable grants or donations which enable us to better budget re-occurring costs. This is in addition to contracts and our regular fundraising activities as listed above.

15. Description of Organization and overall capacity:

A. Describe the capacity and history of your organization in administering funds from HUD.

Our TTS program has provided housing and case management services to over 95 families; with only four relapses while in the program. EFH believes this to be an incredible achievement. TTS is currently providing housing and individualized case management to 20 families. We currently have three families on our waitlist receiving case management services. The goal is to get them in housing before 2024. We have increased our case management meetings with clients, covering 100% of client's rental costs. The CDBG program provided funding for TTS in 2022, 2021 and 2020.

In 2023, Elijah Family Homes was able to renovate another duplex for more stable housing through a large anonymous donor as well as CDBG funds from the city of Richland. We received \$30,000 and the anonymous donor contributed \$280,000 towards the project.

- B. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.**

Elijah Family Homes has increased the amount of staff needed to build capacity within the organization. By doing this, EFH is being awarded grants for the first time (Yakima Federal, Legends Casino, etc.) We also have the capacity to apply for grants through the Washington State Department of Commerce. We are building partnerships each week with non-profit organizations and businesses in the community specifically aligned with our mission and vision.

We are partnering with the Washington Alliance of Quality Recovery Residences and have currently been awarded accreditation for all of our recovery units.

- C. Provide the names, titles, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.**

Our Case Manager, Areta Meek will serve as the full-time case manager for our TTS families. She will spend 100% of her time in this role.

Areta has been on staff for the TTS program since February, 2023. She has experience working and resourcing for individuals in needs.

- D. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.**

Elijah Family Homes (EFH) has a traditional organizational hierarchy with the Board of Directors being responsible and overseeing all aspects of EFH including the Executive Director. Committees include: Executive, Finance, Development, Marketing and Branding, Fundraising, Governance, and the Ad Hoc Diversity, Equity, and Inclusion Committee. Each committee work closely with the Executive Director. The Executive Director oversees the staff and operations of EFH. EFH completes a 3rd party audit yearly. The finance committee made up of the Executive Director, Bookkeeper, 3rd party accountant, and Treasurer overseas and analyzes all policies and procedures, program evaluations, record keeping and auditing.

- E. Description of any financial default or involvement in legal actions during the past 3 years.**

This includes back taxes, bankruptcy, client issues, and violations of building, zoning, or environmental codes.

Nothing to report

16. Capital Improvement Projects are subject to the following contract requirements. Please consider these when planning your proposal.

DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon wage rates. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.

SECTION 3: Projects awarded \$200,000 or more in CDBG funding will be required to comply with Section 3 regulations at 24 CFR Part 75.

COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus areas firms are used when possible.

17. Assessment Questions

	Yes	No
Is the subrecipient new to the CDBG program?	___	☒
Is this a new activity for the subrecipient?	___	☒
a. Has this activity been completed successfully in prior years?	☒	___
b. Have CDBG performance goals been met in prior years?	☒	___
Does the subrecipient have unresolved audit findings?	___	☒
Is staff responsible for the CDBG project new or inexperienced?	☒	___
Does your project displace or relocate any individual or business?	___	☒
Does your project involve capital improvements, construction/renovation?	___	___
a. Do you own the property?	___	___
b. Does your organization have experience with:	___	___
• Davis-Bacon Federal labor and wage requirements?	___	___
• Section 3 requirements?	___	___

18. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts. Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?

Currently, our intended audience is mainly directed towards donors, volunteers, partner organizations, and potential clients. We market through electronic and print. Electronically, we use our website, Facebook, Instagram, and LinkedIn and a Donation Management System (Auxilia) to keep our intended audience informed of program successes and service delivery opportunities (openings). We do this through periodic (four times per month) Facebook posts tagging applicable people and organizations. Our printed materials are mainly directed towards potential clients and partner organizations. We are expanding to new populations through marketing mediums to both the Hispanic culture and Native American culture.

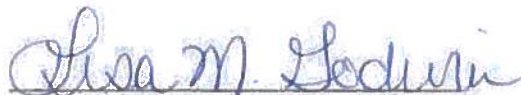
Certifications and Assurances

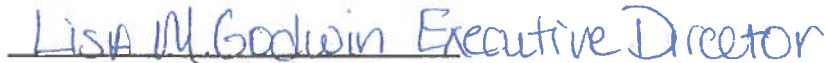
I/we make the following certifications and assurances as a required element of the application to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related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

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

I understand the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications 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

Authorization to Request Funds - Nonprofit Organizations

The Board of Directors authorizes the Request for Application for and use of funds from the City of Richland's Development Services Department for activities described in the proposal and, if awarded, funds shall implement the activity in a manner that ensures compliance with all applicable Federal, State, and local laws and regulations.

Brenda Bamford
Signature of Board President

Brenda Bamford
Printed Name of Board President

08/16/2023
Date

(509) 386-5346
Telephone Number

Conflict of Interest Statement

Federal law (24 CFR 570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant, who are in the position to participate in a decision making process or to gain inside information with regard to such activities, or may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they have family or business ties, during their tenure of for one year thereafter.

If your Agency has a conflict, please fill out A. Otherwise, go to B.

- A. Please provide the names of Agency's business partners or board members that are currently serving on the Planning Commission, are City employees or the immediate family of a City employee, and/or are on the City Council, this includes prior service for one year:

I hereby verify the Agency understands City of Richland must request in writing and HUD may grant an exception to the provisions under 24 CFR 570.611(d). The funds requested will not be guaranteed for the proposed project unless HUD grants an exception.

_____	Executive Director
Name	Title
_____	_____
Signature	Date

- B. I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of Elijah Family (Agency) is currently, or has been within one year of the date of this application, employed by the City of Richland or is an immediate family member of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

I further attest no staff member, member of the Board of Directors, or officer of the applicant Agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Funds requested will not be used to pay the salaries of any of the applicant Agency's staff who is or has been within one year of the date of this application a City employee, a member of the Planning Commission, or a member of the Richland City Council. Nor will the applicant Agency award a subcontract to any such individual.

<u>Lisa M. Godwin</u>	<u>Executive Director</u>
Name	Title
<u>Lisa M. Godwin</u>	<u>8-23-23</u>
Signature	Date

**Public Service
Community Development Block Grant Application
2024 CDBG Program Year**

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

1. Is your proposal for a new service/program?
☐ Yes ☒ No
2. If you answered No and you received CDBG funding in 2023, please quantify the increase in service you will provide during 2024 and explain why there is a new demand or an unmet need in the community for this service.
we are seeing an increase in drug use and overdoses. This creates a need among our organization to continue to not only provide our current services, but look at how we can strategically meet the needs of the underserved in our community. We anticipate growth as we continue to engage in partnerships with other non-profits through outreach.
3. When was your Agency organized/formed?
2005
4. Is your Agency a Washington State non-profit corporation and/or a faith-based organization?
☒ Yes ☐ No
5. Does your Agency have Federal IRS non-profit status?
☒ Yes ☐ No
6. List any required accreditation your Agency/staff must have to do business.
Depending on the position acquired by the staff, adequate training, certification, and education are required. Also, experience working with the population we serve is a requirement. Because of the nature of our work, we also require staff to receive CPR/First Aid/Naloxone training as well as HIPAA training.
7. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?
Elijah Family Homes has applied to 3 Rivers Community Foundation, Spectrum, and Legends Casino. We anticipate applying again for these grants moving forward.
8. Will CDBG assist in leveraging or matching other funding?
☒ Yes ☐ No
9. Is this the first year of the project/activity/program?
☐ Yes ☐ No, Year began: 2005
10. If you receive funding for 2024, how will your program be funded in the future?
The Transition to Success program will continue to apply for grants, seek business partnerships, and look for fundraising revenue to be able to continue the program at the capacity it is at currently.

**Community Development Block Grant Application
2024 Program Year**

Applicant: Senior Life Resources

Address: 1824 Fowler St.

Project Name: Mid-Columbia Meals on Wheels

Contact Person: Carla Martinez

Telephone: 509.735.1911 Email: cmartinez@seniorliferesources.org

Federal Tax ID #: 91-0909913 DUNS #: 942598632

Requested CDBG Funding Amount: \$40,000.00 Leverage of other funds: \$2,746,220.0

1. What type of CDBG project/activity are you applying? (Choose one)

☐ Public Facilities or Rehabilitation

☒ Public Service – **Complete Attachment 1**

2. 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. Include site plan.

Mid-Columbia Meals on Wheels (MOW) Home Delivered service is designed to meet the nutritional needs of those 60+ years of age who do not have adequate daily nutrition and/or are food insecure. Our dependent elderly who needs this service are typically homebound as a result of a physical or mental condition. Those most in need of this service are low income, homebound seniors in Benton and Franklin Counties who use MOW to sustain their daily nutritional health in order to avoid a nursing home placement. Full answer to # 2 on next page

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

Meals on Wheels of America provided a 2023 national snapshot of the escalating issue of senior hunger across the country that affects us in our community today. The current data reported that 1 in 4 Americans is 60+ with 12,000 more turning 60 every day. Among older Americans, 13% are veterans, 29% have a disability and 39% live alone. These statistics validate an urgency we feel to provide a delivery system where the food insecurity is addressed for our local seniors along with the social interaction that each client receives when a MOW driver delivers each meal. Full answer to #3 on next page

4. What is your project's priority (*Attachment 2: Allocation Policy*)?

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked.

We provide nutritious meals to seniors age 60+. Meals are served either delivered directly to the homes of homebound seniors or served at our 8 senior dining centers for mobile seniors. Homebound clients served by our home delivery program typically live with multiple serious disabilities, are homebound, low-income and are diverse in culture who need immediate care. Our mission statement is "To preserve and enhance the quality of life at home, with dignity and care." We try to attend to the physical and mental health of our seniors through proper nutrition, socialization, and access to appropriate community referrals as needed.

2. Describe your project

Mid-Columbia Meals on Wheels (MOW) Home Delivered service is designed to meet the nutritional needs of those 60+ years of age who do not have adequate daily nutrition and/are food insecure. Our dependent elderly who needs this service are typically homebound as a result of a physical or mental condition. Those most in need of this service are low income, homebound seniors in Benton and Franklin Counties who use MOW to sustain their daily nutritional health in order to avoid a nursing home placement.

In 2022, MOW prepared and delivered 213,182 meals to over 2,038 seniors, where 22% of this service covered Richland residents. This number continues to grow each month and we are set to serve over 250,000 meals to over 2,500 community seniors this year.

We cook, serve, & deliver complete entree and frozen meals to seniors who live in Richland, as well as throughout Benton & Franklin Counties. Hot and frozen meals are packaged in trays for all home delivery meals with fresh raw food. With the costs of food and supplies on the rise, MOW expenses have skyrocketed to over \$75,000 in tray costs and to \$2.40 per meal totaling \$511,636 for raw food costs in 2023.

CDBG funds will be used to purchase raw food and home delivery serving trays for the 22% of Richland residents who participate in the Mid-Columbia Meals on Wheels program, helping to secure a sustainable future in 2024.

3. Describe Unmet Need

Meals on Wheels of America provided a 2023 national snapshot of the escalating issue of senior hunger across the country that affects us in our community today. The current data reported that 1 in 4 Americans is 60+ with 12,000 more turning 60 every day. Among older Americans, 13% are veterans, 29% have a disability and 39% live alone. These statistics validate an urgency we feel to provide a delivery system where the food insecurity is addressed for our local seniors along with the social interaction that each client receives when a MOW driver delivers each meal. **We believe that social connectedness is recognized as a core dimension of individual flourishing, health, wellbeing and survival where the entire person's needs are met through nutrition and socialization.**

During a 2022 survey provided to home delivered meal participants, 77% say the meals help improve their mental health, 85% say the services help them feel more secure and 92% say the meals help them live independently.

In 2022, MOW prepared and delivered 213,182 meals to 2,038 local seniors in Benton and Franklin Counties, where 46,749 meal and 448 seniors live in Richland. We are hearing from these meal participants about the impact that the increase in groceries has had on their budgets. At Meals on Wheels, our raw food costs have risen by more than 35% over the last 9 months. Our seniors who are on a fixed income have been directly affected by these increases. Our meals are provided to seniors free of charge, on an optional, donation-only basis.

With the ability to secure funding in 2024, we are able to meet the growing need in meal production of fresh and nutritious meals free of charge to Richland seniors who are isolated and vulnerable.

5. Which Community Priority Need, Strategy, Goal, Objective, and Outcome does your project fulfill (see Attachment 3)?

Goal #	Strategy #	Objective #	Outcome #
III	2	1	1

6. How does your application meet the National Objective of benefiting low- and moderate-income persons? The project must be limited to serving a predominantly low- and moderate-income clientele (choose one of a, b, c, or d).

- ☐ a. You receive income data verification from each participant in the program.
- ☐ b. Your project/activity serves only a low-income area which is proven by the 2015 American Community Survey ("ACS") FY 2023 data for Richland, WA.
Census Tract #: _____
Block Group #: _____
- ☒ c. Your project serves only the following clientele: (check only one box)
☒ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
☐ Battered spouses ☐ Migrant farm workers
- ☐ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure to remove material or architectural barriers to the mobility of seniors or severely disabled adults

7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. *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
<i>Example</i>	<i>10</i>	<i>People</i>	<i>\$470.00</i>	<i>\$4,700.00</i>
1st Quarter	1176	Meals	\$8.50	\$9,996.00
2nd Quarter	1177	Meals	\$8.50	\$10,004.50
3rd Quarter	1176	Meals	\$8.50	\$9,996.00
4th Quarter	1177	Meals	\$8.50	\$10,004.50
TOTAL	4706			\$40,001.00

8. Of the total "number served" listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2023/2024 income table below.

Number of clients to be served:	4706
At or below 30% of area median income	250
Above 30% and at or below 50% area median income	168
Above 50% and at or below 80% area median income	52
Total Richland residents served	470

The following are the area median income ("AMI") limits, per household size, for 2023/2024 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2023/2024 Gross AMI Limited, Per Household Size								
30%	\$19,400	\$22,200	\$24,950	\$27,770	\$29,950	\$32,150	\$34,350	\$36,600
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

Effective June 15, 2023

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

	2023	2022	2021	2020
Kennewick	\$35,000.00	\$25,000.00	\$24,000.00	\$23,000.00
Richland	\$15,023.00	\$10,000.00	\$9,184.00	\$9,400.00
Pasco	\$0.00	\$0.00	\$0.00	\$0.00

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

FeedingAmerica.Org states that food insecurity, defined as the inadequate and unreliable access to food for healthy life, is a leading public health issue in the US. In 2020, nearly 40 million people nationwide lived in a food-insecure household, including approximately 5.2 million (6.8% or approximately 1 in 15) adults aged 60 years or older. Also stating that evidence has shown food insecurity to be associated with various physical and mental health outcomes.

Mid-Columbia Meals on Wheels home delivery for our Richland residents helps in fighting against food-insecurities in seniors 60+ by providing consistent daily nutrition and opportunities for socialization for our local senior population. Each year, we conduct a client survey of all our clients to help us measure success. In our 2022 survey: 94% of home delivery clients report that the meals help them remain in their own homes. And while our dining centers were closed from March 2020 through April of 2022, surveys of our drive-thru clients indicate 92% of our clients feel that our program helps them to remain in their own homes. Surveys assess food security and functional independence of the seniors we serve. Various tools are used: paper surveys, phone surveys and participant interviews.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities. 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 the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
Direct Client Service	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Wages (of personnel providing direct client services)	\$0.00	\$1,478,393.00	ALTC, grants,	\$1,478,393.00
Material/Supplies	\$40,000.00	\$908,900.00	altc, private	\$948,900.00
Other (providing a direct benefit to client)				\$0.00
Marketing/Outreach		\$25,980.00	special	\$25,980.00
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but does not provide direct benefits to the client	CDBG Funds are not available for program administration	\$332,947.00	altc, other	\$332,947.00
TOTAL PROJECT COST	\$40,000.00	\$2,746,220.00		\$2,786,220.00
Number of low- to moderate- income individuals to be served directly (by the grant)				65800
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$42.34
B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION Engineering Materials Labor / Contracts				\$0.00
PROPERTY Purchase Price Closing Costs				\$0.00
OTHER (Describe)				\$0.00
TOTAL PROJECT COST	\$0.00	\$0.00		\$0.00
Number of low- to moderate- income individuals to be served directly (by the grant)				
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$0.00

12. Are the above "Source of Other Funds" secured? Please describe.

No, however, each of the above sources is well-established and historically secure. Although we haven't signed any contracts yet, we maintain close communication with each of the funding sources. In addition, our community is very supportive of our work and have generously helped fund our program.

13. If you do not receive the requested funds or receive only a portion of what you request, how will your proposed project move forward?

Any shortfall between what we receive from traditional sources and funds required to serve will be met through fundraising. We currently do NOT have a waiting list to receive services, and we consider that option to be an absolute last resort. Our Board of Directors is very committed to serving every vulnerable local senior.

14. 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 or salaries of a non-profit organization).*

By Older Americans Act design, Federal and State funds are meant to provide only a portion of our annual budget. The funds are meant to provide seed money that encourages local communities to support their senior citizens who require assistance to remain in their own homes. We rely on a wide variety of funding sources, including non-profit foundations, local corporations, private donors, and fundraising to secure adequate funding.

15. Description of Organization and overall capacity:

- A. Describe the capacity and history of your organization in administering funds from HUD.

For many years, Mid-Columbia Meals on Wheels has successfully administered CDBG funds through both the Richland and Kennewick CDBG programs. We have served our clients according to our plans and have provided quarterly and annual reporting as required.

- B. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.

Meals on Wheels highlights for 2022/2023 included a successful implementation of reinstating our 8 Congregate Dining Sites that have helped bring seniors out of isolation after COVID and into a setting where friendships can be nurtured. With the help of grants, we were able to add a Breakfast meal every Wednesday at our Richland Cafe and provided extended hours at the dining sites for Seniors wanting to spend their later afternoons with one another.

- C. Provide the names, titles, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.

Carla Martinez, Director, started 2023 with 22 years in program management, 5%

Brian Kinner, Deputy Director, 8 years, 5%

Natalie Huggins, Volunteer Manager, 3 years, 10%

Samantha Mason, Registered Dietitian, 2.5 months, 5 %

Amy Cole, Service Coordinator, 5 years, 15%

Deb Hawkins, Richland Site Manager, 1 year, 95%

Victoria Zavala, Cafe Site Manager, 1 years, 35%

Donna McClure, Kitchen Manager, 23 years, 15%

Connie Stredwick, Cook, 23 years, 20%

Jessica Clift, Cook, 4 years, 20%

Katrina St Mary, Outreach, 2 years, 20%

- D. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.

Senior Life Resources NW is the parent/umbrella non-profit company led by Executive Director, Brandy Hickey. Brandy oversees two programs: Mid-Columbia Meals on Wheels and Home Care Services. Directors for these programs are Carla Martinez and Cherie Noble, respectively, and they are joined by Human Resource Director, Mayra Gonzalez, who and Gary Castillo who is Finance Director.

All record-keeping and financial systems, policies, and procedures are audited annually by Independent Auditors, CliftonLarsonAllen LLP, who ensure that our processes adhere to standard accounting practices.

Program evaluations and recommendations are provided annually by Southeast Region of Aging and Long Term Care, our Area Agency on Aging.

- E. Description of any financial default or involvement in legal actions during the past 3 years. This includes back taxes, bankruptcy, client issues, and violations of building, zoning, or environmental codes.

Yes, Senior Life Resources settled a Home Care Service suit that was settled by our insurance in the amount of \$325,000.

16. Capital Improvement Projects are subject to the following contract requirements. Please consider these when planning your proposal.

DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon wage rates. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.

SECTION 3: Projects awarded \$200,000 or more in CDBG funding will be required to comply with Section 3 regulations at [24 CFR Part 75](#).

COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus areas firms are used when possible.

17. Assessment Questions	Yes	No
Is the subrecipient new to the CDBG program?	___	✓
Is this a new activity for the subrecipient?	___	✓
a. Has this activity been completed successfully in prior years?	✓	___
b. Have CDBG performance goals been met in prior years?	✓	___
Does the subrecipient have unresolved audit findings?	___	✓
Is staff responsible for the CDBG project new or inexperienced?	___	✓
Does your project displace or relocate any individual or business?	___	✓
Does your project involve capital improvements, construction/renovation?	___	✓
a. Do you own the property?	___	___
b. Does your organization have experience with:	___	___
• Davis-Bacon Federal labor and wage requirements?	___	___
• Section 3 requirements?	___	___

18. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts. Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?
- Although word-of-mouth and local reputation seem to be our most successful marketing tools, we try to communicate our program's mission through a variety of media to appeal to a variety of audiences in an attempt to reach our target seniors or their families:
 We attended many senior fairs, expos, etc., including the annual Senior Picnic.
 We partner with Town Square media for public service announcements.
 We frequently issue press releases with Meals on Wheels news.
 We have an active Facebook page with over 1,500 followers.
 We present regularly for various service clubs.
 We publish about 1,500 monthly newsletters.
 We distribute flyers and brochures with other similar area partners.
 We partner with Kadlec Regional Medical Center to help provide meals to patients discharged for malnutrition.

Certifications and Assurances

I/we make the following certifications and assurances as a required element of the application 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 Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible application packets will be returned to the applicant without further consideration.

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

SUBMITTED BY:

eSigned via SeamlessDocs.com

Key: e0d09777-734b-4040-8735-1e2340a188c7
Signature of Authorized Agency Official

Brandy Lynn Hickey

Printed Name & Title

08/24/2023

Date

Authorization to Request Funds - Nonprofit Organizations

The Board of Directors authorizes the Request for Application for and use of funds from the City of Richland's Development Services Department for activities described in the proposal and, if awarded, funds shall implement the activity in a manner that ensures compliance with all applicable Federal, State, and local laws and regulations.

WMA
Signature of Board President

DAVE SANFORD
Printed Name of Board President

8/18/2023
Date

(509) 735-1911
Telephone Number

Conflict of Interest Statement

Federal law ([24 CFR 570.611](#)) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant, who are in the position to participate in a decision making process or to gain inside information with regard to such activities, or may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they have family or business ties, during their tenure of for one year thereafter.

If your Agency has a conflict, please fill out A. Otherwise, go to B.

- A.** Please provide the names of Agency's business partners or board members that are currently serving on the Planning Commission, are City employees or the immediate family of a City employee, and/or are on the City Council, this includes prior service for one year:

I hereby verify the Agency understands City of Richland must request in writing and HUD may grant an exception to the provisions under [24 CFR 570.611\(d\)](#). The funds requested will not be guaranteed for the proposed project unless HUD grants an exception.

Brandy Lynn Hickey

Executive Director

Name	Title
 eSigned via SeamlessDocs.com Key: e0d89777-734b-4940-8235-1e2340a0598c7	08/24/2023
Signature	Date

- B.** I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of Senior Life Resources (Agency) is currently, or has been within one year of the date of this application, employed by the City of Richland or is an immediate family member of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

I further attest no staff member, member of the Board of Directors, or officer of the applicant Agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Funds requested will not be used to pay the salaries of any of the applicant Agency's staff who is or has been within one year of the date of this application a City employee, a member of the Planning Commission, or a member of the Richland City Council. Nor will the applicant Agency award a subcontract to any such individual.

Brandy Lynn Hickey

Executive Director

Name	Title
 eSigned via SeamlessDocs.com Key: e0d89777-734b-4940-8235-1e2340a0598c7	08/24/2023
Signature	Date

**Public Service
Community Development Block Grant Application
2024 CDBG Program Year**

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

1. Is your proposal for a new service/program?

☐ Yes ☒ No

2. If you answered **No** and you received CDBG funding in 2023, please quantify the increase in service you will provide during 2024 and explain why there is a new demand or an unmet need in the community for this service.

We have been providing meals for Richland seniors since 1974. The need is not a new one but is an ongoing one. Many seniors in Richland have limited access and limited ability to prepare food due to physical and cognitive barriers. Other seniors are caregivers to spouses or other family members, and they are overwhelmed with caregiving duties. With the increase in seniors in our area, the need to serve also increases.

Full answer to # 2 on next page

3. When was your Agency organized/formed?
1974

4. Is your Agency a Washington State non-profit corporation and/or a faith-based organization?

☒ Yes ☐ No

5. Does your Agency have Federal IRS non-profit status?

☐ Yes ☐ No

6. List any required accreditation your Agency/staff must have to do business.

All employees must hold current Health Department Food Worker cards, and we are required to employ a Registered Dietitian. In addition, all volunteers who work directly with food are required to have Food Worker cards.

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

At this time, we have no other funding secured for 2024. However, we fully expect to receive annual funding provided through Aging and Long-Term Care and other foundational grants.

8. Will CDBG assist in leveraging or matching other funding?

☒ Yes ☐ No

9. Is this the first year of the project/activity/program?

☐ Yes ☒ No, Year began: 1974

10. If you receive funding for 2024, how will your program be funded in the future?

Mid-Columbia Meals on Wheels receives primary funding through Older Americans Act via Aging and Long-Term Care. In addition, our seniors are invited to contribute toward the cost of their meals, private community and corporate donations and special events. In addition, we have hired a Philanthropy Manager position to include a robust fundraising plan that will include moving our current and future donors through the donor life cycle with quality stewardship in mind. With this new plan, we are confident that we can reach a sustainable foundation for growth over the next 10 years.

2. If you answer NO

We have been providing meals for Richland seniors since 1974. The need is not a new one but is an ongoing one. Many seniors in Richland have limited access and limited ability to prepare food due to physical and cognitive barriers. Other seniors are caregivers to spouses or other family members, and they are overwhelmed with caregiving duties. With the increase in seniors in our area, the need to serve also increases. We are on schedule to prepare and serve an additional 300 meals in Richland this year due to the number of new clients we receive daily. The cost of food has gone up 35% over the past year and the increase in cost per client per meal has increased with this change. We are predicting more the cost of food trays to increase this year and are adding into the 2024 cost per meal.

The number of clients served in Richland is also expected to increase as our partnership with Kadlec Hospital is able to be reengaged after a pause due to COVID. Malnourished seniors who are discharged from Kadlec will receive a four-week program of Meals on Wheels delivered food in order to reduce the probability of having to return to the hospital. Meals on Wheels retains the client after the four weeks in order to continue to nourish and engage with the senior who may not have known about MOW without the Kadlec partnership.

**Community Development Block Grant Application
2024 Program Year**

Applicant: The Arc of Tri-Cities

Address: 1455 Fowler St. Richland WA 99352

Project Name: Therapeutic Recreational Services

Contact Person: Donna Tracy

Telephone: 509-783-1131 Email: donnat@arcoftricity.com

Federal Tax ID #: 91-6056360 DUNS #: 834925293

Requested CDBG Funding Amount: \$10,450.00 Leverage of other funds: \$34,000.00

1. What type of CDBG project/activity are you applying? (Choose one)

☐ Public Facilities or Rehabilitation

☒ Public Service – **Complete Attachment 1**

2. 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. Include site plan. The Arc of Tri-Cities proposes to provide individuals with developmental disabilities who reside in the City of Richland with Therapeutic Recreational Opportunities. Activities will occur at Richland School District facilities, Richland Parks and Recreation Facilities, and community events. The Arc of Tri-Cities Therapeutic Recreational Services start at age two but funding for this grant will serve participants age 18 years and older. Activities include VIP Club, Dances, exercise, and community event support and summer camps. Full answer to # 2 on next page

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

Individuals with developmental disabilities are recognized nationally to face the following community barriers. a. They are vulnerable: The Surgeon General and the United States Public Health Service report that people with disabilities are at greater risk for violence and abuse. (U.S. Department of Health and Human Services, 1990). b. They are socially isolated. c. Poverty Level Income- Nationally, adults with developmental disabilities are recognized to be below 80% median income. d. Families need help: 25% higher Divorce rate for parents who have children with mental disabilities. (US House of Representatives Select Committee on

4. What is your project's priority (Attachment 2: Allocation Policy)? Full answer to # 3 on next page

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked.

Serve severely disabled adults- that meet Social Security definition.

2. Describe Project

The Arc of Tri-Cities proposes to provide individuals with developmental disabilities who reside in the City of Richland with Therapeutic Recreational Opportunities. Activities will occur at Richland School District facilities, Richland Parks and Recreation Facilities, and community events. The Arc of Tri-Cities Therapeutic Recreational Services start at age two but funding for this grant will serve participants age 18 years and older. Activities include VIP Club, Dances, exercise, and community event support and summer camps. **The Arc of Tri-Cities Therapeutic Recreational Services is needed for the following reasons.**

- To increase accessibility to the community for individuals with developmental disabilities and their families.
- Increase childcare support options for families with a child or an adult with IDD
- Increase fitness opportunities (Individuals with I/DD have lower levels of fitness and higher levels of obesity than their peers (Murphy & Carbone, 2008).
- Offer relief to their caregivers and families (U.S Department of Health and Human Services identified that caregivers of individuals with I/DD show higher levels of depression, stress, frustration, and are at greater risks for health issues including heart disease and other ailments).
- Decrease social isolation (A scientific review of 148 previous studies involving more than 300,000 people has revealed that social disconnection is a risk factor equivalent to smoking 15 cigarettes per day (Eply, Akalis, & Waytz, 2008).
- Increase overall health and wellness (Participation in recreational activities promotes inclusion, minimizes deconditioning, and enhances the overall quality of life (Murphy & Carbone, 2008). Research demonstrates that negative effects can be obviated at least partially by respite activities.

3. Describe Unmet Need

Individuals with developmental disabilities are recognized nationally to face the following community barriers.

- a. They are vulnerable: The Surgeon General and the United States Public Health Service report that people with disabilities are at greater risk for violence and abuse. (U.S. Department of Health and Human Services, 1990).
- b. They are socially isolated.
- c. Poverty Level Income- Nationally, adults with developmental disabilities are recognized to be below 80% median income.
- d. Families need help: 25% higher Divorce rate for parents who have children with mental disabilities. (US House of Representatives Select Committee on Children)

Washington State Statics Include:

- Washington State 78% of individuals with developmental disabilities live with their families
- Over 1575 individuals in Benton County have registered with Developmental Disabilities Administration (DDA) services
- Only 106 adults with developmental disabilities receiving DDA services have a job a reduction of 33 people from last year- the average hours working per week is 10 hours.
- Current Parks and Recreational activities do not offer physical, cognitive, or care support.

The Arc provides a bridge to community activities by recruiting volunteers and creating partnerships to support individuals with disabilities to participate in their community.

5. Which Community Priority Need, Strategy, Goal, Objective, and Outcome does your project fulfill (see Attachment 3)?

Goal #	Strategy #	Objective #	Outcome #
3	2	1	1

6. How does your application meet the National Objective of benefiting low- and moderate-income persons? The project must be limited to serving a predominantly low- and moderate-income clientele (choose one of a, b, c, or d).

- ☐ a. You receive income data verification from each participant in the program.
- ☐ b. Your project/activity serves only a low-income area which is proven by the 2015 American Community Survey ("ACS") FY 2023 data for Richland, WA.
Census Tract #: _____
Block Group #: _____
- ☒ c. Your project serves only the following clientele: (check only one box)
☐ Elderly persons ☐ Homeless persons ☒ Severely disabled adults
☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
☐ Battered spouses ☐ Migrant farm workers
- ☐ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure to remove material or architectural barriers to the mobility of seniors or severely disabled adults

7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. *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
<i>Example</i>	<i>10</i>	<i>People</i>	<i>\$470.00</i>	<i>\$4,700.00</i>
1st Quarter				\$0.00
2nd Quarter				\$0.00
3rd Quarter	22	People	\$475.00	\$10,450.00
4th Quarter				\$0.00
TOTAL	22			\$10,450.00

8. Of the total "number served" listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2023/2024 income table below.

Number of clients to be served:	22
At or below 30% of area median income	22
Above 30% and at or below 50% area median income	
Above 50% and at or below 80% area median income	
Total Richland residents served	22

The following are the area median income ("AMI") limits, per household size, for 2023/2024 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2023/2024 Gross AMI Limited, Per Household Size								
30%	\$19,400	\$22,200	\$24,950	\$27,770	\$29,950	\$32,150	\$34,350	\$36,600
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

Effective June 15, 2023

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

	2023	2022	2021	2020
Kennewick	\$24,000.00	\$24,000.00	\$24,000.00	\$23,000.00
Richland	\$14,100.00	\$9,600.00	\$9,583.00	\$12,880.00
Pasco	\$9,000.00	\$5,000.00	\$5,000.00	\$9,000.00

10. What impact will your project have in the community? How will you measure your success?
Families will be able to maintain stability through affordable and accessible daily care. Clients participating will increase their skills and independence. Success will be measured through a participant survey.

22 people receive over 1900 hours of services.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities. 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 the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
Direct Client Service	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Wages (of personnel providing direct client services)		\$32,000.00	DDA, United	\$32,000.00
Material/Supplies		\$2,000.00	private pay	\$2,000.00
Other (providing a direct benefit to client)	\$10,450.00			\$10,450.00
Marketing/Outreach				\$0.00
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but does not provide direct benefits to the client	CDBG Funds are not available for program administration			\$0.00
TOTAL PROJECT COST	\$10,450.00	\$34,000.00		\$44,450.00
Number of low- to moderate- income individuals to be served directly (by the grant)				22
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$2,020.45
B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION Engineering Materials Labor / Contracts				\$0.00
PROPERTY Purchase Price Closing Costs				\$0.00
OTHER (Describe)				\$0.00
TOTAL PROJECT COST	\$0.00	\$0.00		\$0.00
Number of low- to moderate- income individuals to be served directly (by the grant)				
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$0.00

12. Are the above "Source of Other Funds" secured? Please describe.

United Way Grant is secured, and State grant is secured. School District is not. DDA is not.

13. If you do not receive the requested funds or receive only a portion of what you request, how will your proposed project move forward?

The Arc of Tri-Cities requires individuals to pay a fee to offset the costs of support. We do not have the excess funding to support low-income individuals who are unable to pay the full value without assistance from the City. Therefore, they would go without access to services.

14. 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 or salaries of a non-profit organization).*

This funding will not be used to support The Arc of Tri-Cities, but allow low-income Richland Citizens with developmental disabilities to participate in their community. CDBG Funding is allocated to scholarships for individuals in low-income families, who otherwise cannot afford the cost of participation

15. Description of Organization and overall capacity:

- A. Describe the capacity and history of your organization in administering funds from HUD.

The Arc of Tri-Cities has been working on filling gaps for people with intellectual and developmental disabilities since 1952 in Benton and Franklin Counties. The Arc has 22 diverse services to ensure there is not only a safety net in our communities but impactful opportunities and the standard of inclusion.

The Arc has started three additional businesses in the Tri-Cities to support people with disabilities and their families that are still thriving today. The Benton and Franklin Children's Developmental Center, Tri-City Residential Services, and one of the founding organizations to start Ben Franklin Transit Services.

The Arc's Mission Statement: The Arc of Tri-Cities promotes the rights of all people with intellectual and developmental disabilities by actively supporting full inclusion and

full answer to # 15 on next page

15A. Overall Capacity

The Arc of Tri-Cities has been working on filling gaps for people with intellectual and developmental disabilities since 1952 in Benton and Franklin Counties. The Arc has 22 diverse services to ensure there is not only a safety net in our communities but impactful opportunities and the standard of inclusion. The Arc has started three additional businesses in the Tri-Cities to support people with disabilities and their families that are still thriving today. The Benton and Franklin Children's Developmental Center, Tri-City Residential Services, and one of the founding organizations to start Ben Franklin Transit Services. The Arc's Mission Statement: The Arc of Tri-Cities promotes the rights of all people with intellectual and developmental disabilities by actively supporting full inclusion and **participation in all aspects of the community throughout their lives**

- B. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.

The Arc of Tri-Cities – moved into a fully paid for building in November 2010.

- The Arc of Tri-Cities supports numerous organizations, including the Mid- Columbia Down Syndrome Association, Better Together (for families who have a family member with autism)
- High School Friendship Club- "Buddy Club" has been operational in all Tri-City high schools for 20 years.
- Summer Camp for kids with Special Needs has been operating for almost 50 years, serving 200 kids a summer.
- Helped revive Special Olympics, and now they have a local office at The Arc
- The Arc has managed a contract with Ben-Franklin Transit for over 28 years to support people with Intellectual Developmental Disabilities needing transportation to

full answer to 15B on next page

- C. Provide the names, titles, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.

The Arc of Tri-Cities hires 35 temporary summer employees to run the camp.

Site Directors – are experienced teachers or staffing that have been with the camp for over five years. Site Directors must have experience with The Arc + education.

Donna Tracy – Program Manager for Summer Camp and Community Recreational Services, has a Bachelor's in Sociology and 29 years' experience working for The Arc of Tri-Cities and is a parent of a special needs child.

Jake Boneck - Masters in Teaching - manages recreational services that occur afterschool and develop social skills.

- D. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.

The Arc of Tri-Cities organizational structure consists of The Executive Director, the management team, which includes department heads over each area:

- Advocacy and Programming
- Day Programs & Recreation
- Transportation
- Financial

full answer to 15D on next page

- E. Description of any financial default or involvement in legal actions during the past 3 years. This includes back taxes, bankruptcy, client issues, and violations of building, zoning, or environmental codes.

The Arc of Tri-Cities has no financial default.

15B. Highlight Significant Achievements

The Arc of Tri-Cities – moved into a fully paid for building in November 2010. 2023 CDBG Application 7 • The Arc of Tri-Cities supports numerous organizations, including the Mid- Columbia Down Syndrome Association, Better Together (for families who have a family member with autism) • High School Friendship Club- "Buddy Club" has been operational in all Tri-City high schools for 20 years. • Summer Camp for kids with Special Needs has been operating for almost 50 years, serving 200 kids a summer. • Helped revive Special Olympics, and now they have a local office at The Arc • The Arc has managed a contract with Ben Franklin Transit for over 28 years to support people with Intellectual Developmental Disabilities needing transportation to **their day programs**. • The Arc of Tri-Cities has been running a Day Program for Adults with disabilities for over 44 years

15D. Organization Structure

The Arc of Tri-Cities organizational structure consists of The Executive Director, the management team, which includes department heads over each area: • Advocacy and Programming • Day Programs & Recreation • Transportation • Financial The organization is overseen by its Governing Board, which meets no less than ten times per year, and currently has 18 voting members. The Executive Director participates as a non-voting member. The organization's Bylaws provide for no less than 11 members, and no more than 23 members. Of the 18 voting members, 9 are family members of an individual with an Intellectual or Developmental Disability, 3 are self-advocates, and 6 are interested community members. Meeting minutes are recorded at each meeting by the Board Secretary and maintained by The Arc in electronic form. The Bylaws are reviewed and updated as needed every three years by a board committee. The Bylaws implement term limits for board members. The Arc has a plethora of policies in place that cover all areas of its business. An employment manual, which is updated annually, financial policies that implement separation of powers and dual controls, HIPAA, training, transportation, among many others. The Arc utilizes "Standards for Excellence, an Ethics and Accountability Code for the Non-Profit Sector." (<https://standardsforexcellence.org/Home-2/code>). The Standards for Excellence addresses all areas of successful nonprofit managing. Weekly management team meetings are scheduled, and minutes are taken and kept in both hard copy and electronic copy in the organization's computer network., which is monitored 24/7 by an outside source for security. Financial records are also maintained through the financial program "Sage50". An off-site back is continually maintained. The Sage50 program allows for detailed record-keeping to effectively track each of The Arc's 20+ individual programs, as well as accurate reporting for all grants on a continual basis. The Arc enlists the professional services of an independent local CPA firm to complete an annual audit of its Financial Statements. The CPA firm is chosen by The Arc's Board of Directors. Following the completion of the audit, the auditing firm has a member present its result to The Arc Board of Directors at a scheduled meeting. The Arc has a record of successful financial audits, with no findings. Programs of The Arc are reviewed each year, both by the distribution and feedback of client satisfaction surveys of its members, as well as monitoring by contract holders, which would include Benton and Franklin Counties and The State of Washington. Programs of The Arc evolve based on identified gaps in community services, as well as by requests and feedback gathered from its program participants. Surveys are distributed in both electronic and paper form to maximize the reach, and feedback is maintained in both forms as well. The Arc has a tab on its website, indicating "I need help" This is a straightforward form where families can request immediate assistance and connection to services. This has been a critical tool in many crises. It is available in both English and Spanish. The form is electronically submitted, eliminating the need for printing and mailing. (<https://www.arcoftricity.com/help>). The Arc has both English and Spanish speaking staff to ensure all those who are seeking assistance are well served .

16. Capital Improvement Projects are subject to the following contract requirements. Please consider these when planning your proposal.

DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon wage rates. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.

SECTION 3: Projects awarded \$200,000 or more in CDBG funding will be required to comply with Section 3 regulations at [24 CFR Part 75](#).

COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus areas firms are used when possible.

17. Assessment Questions

	Yes	No
Is the subrecipient new to the CDBG program?	☐	☒
Is this a new activity for the subrecipient?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
Does the subrecipient have unresolved audit findings?	☐	☒
Is staff responsible for the CDBG project new or inexperienced?	☐	☐
Does your project displace or relocate any individual or business?	☐	☒
Does your project involve capital improvements, construction/renovation?	☐	☒
a. Do you own the property?	☐	☐
b. Does your organization have experience with:		
• Davis-Bacon Federal labor and wage requirements?	☐	☐
• Section 3 requirements?	☐	☐

18. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts. Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?

The Arc of Tri-Cities uses the following methods to market to our select audience.

- The Arc of the United States
- The Arc of Washington State
- Public Service Announcements (PSA's)
- Facebook
- Website
- Direct Email - Monthly Newsletter
- Paper- Monthly Newsletter
- Brochures
- Flyers- Spanish and English
- Posters at the State Offices
- Public Radio Spots for Information- Spanish and English
- TV- spots - English and Spanish

18. Marketing Strategy

The Arc of Tri-Cities uses the following methods to market to our select audience.

- The Arc of the United States
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- Paper- Monthly Newsletter
- Brochures
- Flyers- Spanish and English
- Posters at the State Offices
- Public Radio Spots for Information- Spanish and English
- TV- spots – English and Spanish.

We utilize partnerships with 55 organizations that help us reach our target audiences and helps us reach multi-language and cultures which includes some of the following:

- Richland, Kennewick, Pasco, Finley, and Benton City School Districts
- ESD 123
- Mid-Columbia Down Syndrome Association
- United Way
- Special Olympics of Washington and Tri-Cities
- Elks, Kiwanis, and Local Rotaries
- Tri-City Prep,
- Richland, Pasco and Kennewick Cities Parks and Recreations
- Boy Scouts of America
- Just Serve
- Church of Jesus Christ of Latter-Day Saints
- Battelle
- WSU- Tri-Cities
- Key Clubs
- Hope Club
- Columbia Industries
- Goodwill Industries
- Tri-City Residential Services
- Tri-Cities Visitor and Convention
- Tri-Cities Community Health
- Parent to Parent
- PAVE
- World Relief
- Edith Bishel Center

Certifications and Assurances

I/we make the following certifications and assurances as a required element of the application 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 Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible application packets will be returned to the applicant without further consideration.

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

SUBMITTED BY:

eSigned via SeamllessDocs.com
Donna Tracy

Key: 99d59777-734b-4940-87235-1e2340ab48c9
Signature of Authorized Agency Official

Donna Tracy

Printed Name & Title

08-18-2023

Date

Authorization to Request Funds - Nonprofit Organizations

The Board of Directors authorizes the Request for Application for and use of funds from the City of Richland's Development Services Department for activities described in the proposal and, if awarded, funds shall implement the activity in a manner that ensures compliance with all applicable Federal, State, and local laws and regulations.


Signature of Board President

Jonathan Hicks
Printed Name of Board President

08/17/2023
Date

509-783-1131
Telephone Number

Conflict of Interest Statement

Federal law ([24 CFR 570.611](#)) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant, who are in the position to participate in a decision making process or to gain inside information with regard to such activities, or may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they have family or business ties, during their tenure of for one year thereafter.

If your Agency has a conflict, please fill out A. Otherwise, go to B.

- A.** Please provide the names of Agency's business partners or board members that are currently serving on the Planning Commission, are City employees or the immediate family of a City employee, and/or are on the City Council, this includes prior service for one year:

I hereby verify the Agency understands City of Richland must request in writing and HUD may grant an exception to the provisions under [24 CFR 570.611\(d\)](#). The funds requested will not be guaranteed for the proposed project unless HUD grants an exception.

Donna Tracy

Program Manager

eSigned via SeamlessDocs.com  Key: e0d59777-734b-4942-8235-1e2340a0b287 Name Signature	Title 08-18-2023 Date
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- B.** I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of The Arc of Tri- (Agency) is currently, or has been within one year of the date of this application, employed by the City of Richland or is an immediate family member of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

I further attest no staff member, member of the Board of Directors, or officer of the applicant Agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

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Donna Tracy

Program Manager

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**Public Service
Community Development Block Grant Application
2024 CDBG Program Year**

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

1. Is your proposal for a new service/program?

☐ Yes ☒ No

2. If you answered **No** and you received CDBG funding in 2023, please quantify the increase in service you will provide during 2024 and explain why there is a new demand or an unmet need in the community for this service.

This funding represents an ongoing need in our community. Families with individuals who have developmental disabilities do not have the needed daycare options and support. The Arc uses volunteers and staffing to provide up to an one on one ratio for individuals to be able to participate in community activities despite any disability they may have. We have great community partners who reduce their costs and make special arrangements in order for us to offer this service to Disabed Families. This funding represents an ongoing need in our community.

3. When was your Agency organized/formed?

1962

full answer to # 2 on next page

4. Is your Agency a Washington State non-profit corporation and/or a faith-based organization?

☒ Yes ☐ No

5. Does your Agency have Federal IRS non-profit status?

☒ Yes ☐ No

6. List any required accreditation your Agency/staff must have to do business.

Business License

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

United Way

8. Will CDBG assist in leveraging or matching other funding?

☒ Yes ☐ No

9. Is this the first year of the project/activity/program?

☐ Yes ☒ No, Year began: 1962

10. If you receive funding for 2024, how will your program be funded in the future?

The Arc of Tri-Cities is constantly seeking funding sources and partnerships that will support individuals with developmental disabilities to participant in their communities. With inflation rising The Arc is vigorously seeking low-cost services that can be accessible to those on a fixed income of 810.00 per month. Including a Lego Club and adding Tennis to Special Olympics sports here in our community.

ATT. 1 - 2. New Service or Program answer NO

This funding represents an ongoing need in our community. Families with individuals who have developmental disabilities do not have the needed daycare options and support. The Arc uses volunteers and staffing to provide up to an one on one ratio for individuals to be able to participate in community activities despite any disability they may have. We have great community partners who reduce their costs and make special arrangements in order for us to **offer this camp to Richland Families. This funding meets an ongoing gap in our community.**

**Community Development Block Grant Application
2024 Program Year**

Applicant: Boys & Girls Clubs of Benton and Franklin County

Address: PO Box 1322, Pasco WA 99301

Project Name: Chief Jo Teen Program

Contact Person: Elizabeth McLaughlin

Telephone: 509-308-3439 Email: liz.mclaughlin@greatclubs.org

Federal Tax ID #: 91-1673327 DUNS #: C-UDBJRT8N9D1

Requested CDBG Funding Amount: \$20,800.00 Leverage of other funds: \$141,741.60

1. What type of CDBG project/activity are you applying? (Choose one)

☐ Public Facilities or Rehabilitation

☒ Public Service – **Complete Attachment 1**

2. 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. Include site plan.

In 2023, we were approached by administration at Chief Jo Middle School to help provide a productive program for students after school. It was noticed by administration that several students were staying on school grounds after the end of the school day and without productive activities to do, this could lead to an increase in risky behaviors for our young adults. This led to the establishment of our first teen program on a middle school site. The students at Chief Jo have responded to the availability of this service at an incredible rate, often maxing our enrollment (set at 60) regularly throughout the school year.

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

Students who were not involved in some kind of athletic or after school club at Chief Jo had no other productive program to belong to after school. With a variety of situations affecting them at home, middle school teens were in need of a safe place to get support, homework help and broaden their experiences with the help of positive adult role models.

4. What is your project's priority (*Attachment 2: Allocation Policy*)?

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked.

Based on the project priority B. 2. This project specifically connects as a social service project assisting disadvantaged youth.

5. Which Community Priority Need, Strategy, Goal, Objective, and Outcome does your project fulfill (see Attachment 3)?

Goal #	Strategy #	Objective #	Outcome #
3	2	1	1

6. How does your application meet the National Objective of benefiting low- and moderate-income persons? The project must be limited to serving a predominantly low- and moderate-income clientele (choose one of a, b, c, or d).

- ☒ a. You receive income data verification from each participant in the program.
- ☐ b. Your project/activity serves only a low-income area which is proven by the 2015 American Community Survey ("ACS") FY 2023 data for Richland, WA.
Census Tract #: _____
Block Group #: _____
- ☐ c. Your project serves only the following clientele: (check only one box)
☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
☐ Battered spouses ☐ Migrant farm workers
- ☐ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure to remove material or architectural barriers to the mobility of seniors or severely disabled adults

7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. *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
<i>Example</i>	<i>10</i>	<i>People</i>	<i>\$470.00</i>	<i>\$4,700.00</i>
1 st Quarter	20	People	\$260.00	\$5,200.00
2 nd Quarter	20	People	\$260.00	\$5,200.00
3 rd Quarter	20	People	\$260.00	\$5,200.00
4 th Quarter	20	People	\$260.00	\$5,200.00
TOTAL	80			\$20,800.00

8. Of the total "number served" listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2023/2024 income table below.

Number of clients to be served:	80
At or below 30% of area median income	25
Above 30% and at or below 50% area median income	45
Above 50% and at or below 80% area median income	10
Total Richland residents served	80

The following are the area median income ("AMI") limits, per household size, for 2023/2024 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2023/2024 Gross AMI Limited, Per Household Size								
30%	\$19,400	\$22,200	\$24,950	\$27,770	\$29,950	\$32,150	\$34,350	\$36,600
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

Effective June 15, 2023

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

	2023	2022	2021	2020
Kennewick	\$0.00	\$0.00	\$0.00	\$0.00
Richland	\$0.00	\$0.00	\$0.00	\$0.00
Pasco	\$0.00	\$0.00	\$0.00	\$0.00

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

Our project creates direct interventions for middle-school students in need. This engagement will help support lower crime rates, improve school performance and create a critical gang prevention strategy for Richland. At our Chief Jo Clubhouse, youth engage in life changing programs that are facilitated by trained and caring adults.

Success will be measured in participation of students. As more students gain positive experiences in Clubs, the popularity of the program will grow. Every kid deserves to explore their potential regardless of their background or income.

Our activities provided align with our Priority Outcomes as an organization:

Academic Success- Ensure all Club members graduate from high school on time, ready for a post secondary education and a 21st century career.

Healthy Lifestyles: Encourage physical fitness activities and positive behaviors to nurture Club members' well-being, allowing them to grow into self-sufficient adults

Good Character & Citizenship: Develop leadership skills and a passion for service so all Club members become responsible, caring citizens prepared to participate in the democratic process.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either **A. Public Services** or **B. Public Facilities**. 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 the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
Direct Client Service	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Wages (of personnel providing direct client services)		\$141,741.60	Private Fundraising	\$141,741.60
Material/Supplies	\$20,800.00			\$20,800.00
Other (providing a direct benefit to client)				\$0.00
Marketing/Outreach				\$0.00
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but does not provide direct benefits to the client	CDBG Funds are not available for program administration			\$0.00
TOTAL PROJECT COST	\$20,800.00	\$141,741.60		\$162,541.60
Number of low- to moderate- income individuals to be served directly (by the grant)				80
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$2,031.77
B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION Engineering Materials Labor / Contracts				\$0.00
PROPERTY Purchase Price Closing Costs				\$0.00
OTHER (Describe)				\$0.00
TOTAL PROJECT COST	\$0.00	\$0.00		\$0.00
Number of low- to moderate- income individuals to be served directly (by the grant)				
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$0.00

12. Are the above "Source of Other Funds" secured? Please describe.

Yes, we have secured funding through additional private, philanthropic support.

13. If you do not receive the requested funds or receive only a portion of what you request, how will your proposed project move forward?

We will have to work to gain additional philanthropic support or reduce the availability of supplies to program.

14. 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 or salaries of a non-profit organization).*

These will be continued to be supported through philanthropic purposes.

15. Description of Organization and overall capacity:

- A. Describe the capacity and history of your organization in administering funds from HUD.

Boys & Girls Club has a strong history of successfully administering HUD funds, both for capital projects as well as programmatic support. We have effectively administered HUD grants with both Pasco and Kennewick, with compliance with all applicable laws and standards. We possess the internal capacity to submit certifications and paperwork, and meet all required reporting deadlines and obligations.

- B. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.

Our mission is to empower all young people, especially those who need us most to reach their full potential as productive, caring responsible citizens. We have established 29 sites throughout the community, served by 160 caring adults, who have put significant resources into mental health assistance, and programs focused on diversity, equity and inclusion. In total we have served over 3000 youth in 2022 throughout our community.

We provide service through community clubhouses, licensed childcare and virtual club options. 97% of club members say they enjoy coming to club, 90 % of our community clubhouse members qualified for free or reduced lunch, and nearly 65% of attendees identify as a person of color.

- C. Provide the names, titles, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.

John Kimsey, Site Coordinator, Chief Jo (100% of time spent on project)
Chandra Burns, Chief Operations Officer, Boys & Girls Clubs of Benton and Franklin County (5% of time spent on project)

Both staff undergo regular program training from BGCA as well as all state required licensing training and continuing education.

- D. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.

We have a dedicated executive team, consisting of a CEO, COO, CFO, CDO and CMO, who regularly monitor and assess objective success, in partnership with an expansive board of directors which is made up of skilled and influential community members.

Our organization undergoes regular auditing of our financial statements by an independent third party.

- E. Description of any financial default or involvement in legal actions during the past 3 years. This includes back taxes, bankruptcy, client issues, and violations of building, zoning, or environmental codes.

None

16. Capital Improvement Projects are subject to the following contract requirements. Please consider these when planning your proposal.

DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon wage rates. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.

SECTION 3: Projects awarded \$200,000 or more in CDBG funding will be required to comply with Section 3 regulations at [24 CFR Part 75](#).

COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus areas firms are used when possible.

17. Assessment Questions

	Yes	No
Is the subrecipient new to the CDBG program?	☐	☒
Is this a new activity for the subrecipient?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
Does the subrecipient have unresolved audit findings?	☐	☒
Is staff responsible for the CDBG project new or inexperienced?	☐	☒
Does your project displace or relocate any individual or business?	☐	☒
Does your project involve capital improvements, construction/renovation?	☐	☒
a. Do you own the property?	☐	☐
b. Does your organization have experience with:		
• Davis-Bacon Federal labor and wage requirements?	☐	☐
• Section 3 requirements?	☐	☐

18. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts. Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?

The core of our marketing strategy for this program will be direct with school administrators, parents and teachers. Our onsite location allows us to connect with youth to engage them in our program.

Community marketing will include recognition in our external media presence on Facebook and Instagram as well as our community outreach events and publications.

Certifications and Assurances

I/we make the following certifications and assurances as a required element of the application 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 Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible application packets will be returned to the applicant without further consideration.

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

SUBMITTED BY:

eSigned via SeamlessDocs.com

Key: e9d69777-734b-4840-8735-1e2340a128c7
Signature of Authorized Agency Official

Brian Ace

Printed Name & Title

08/21/2023

Date

Authorization to Request Funds - Nonprofit Organizations

The Board of Directors authorizes the Request for Application for and use of funds from the City of Richland's Development Services Department for activities described in the proposal and, if awarded, funds shall implement the activity in a manner that ensures compliance with all applicable Federal, State, and local laws and regulations.

eSigned via SeamlessDocu.com
J. Chad Mitchell

Ka: e9cbb28a-b920-471d-b45f-3286780a872a

Signature of Board President

J. Chad Mitchell

Printed Name of Board President

08/21/2023

Date

Telephone Number

Conflict of Interest Statement

Federal law ([24 CFR 570.611](#)) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant, who are in the position to participate in a decision making process or to gain inside information with regard to such activities, or may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they have family or business ties, during their tenure of for one year thereafter.

If your Agency has a conflict, please fill out A. Otherwise, go to B.

- A.** Please provide the names of Agency's business partners or board members that are currently serving on the Planning Commission, are City employees or the immediate family of a City employee, and/or are on the City Council, this includes prior service for one year:

I hereby verify the Agency understands City of Richland must request in writing and HUD may grant an exception to the provisions under [24 CFR 570.611\(d\)](#). The funds requested will not be guaranteed for the proposed project unless HUD grants an exception.

Brian Ace

eSigned via SeamlessDocs.com <i>Brian Ace</i> Key: 6b089777-734b-4340-8235-1e2340ad48c7	Title 08/21/2023 Date
Signature	

- B.** I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of Boys & Girls (Agency) is currently, or has been within one year of the date of this application, employed by the City of Richland or is an immediate family member of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

I further attest no staff member, member of the Board of Directors, or officer of the applicant Agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Funds requested will not be used to pay the salaries of any of the applicant Agency's staff who is or has been within one year of the date of this application a City employee, a member of the Planning Commission, or a member of the Richland City Council. Nor will the applicant Agency award a subcontract to any such individual.

Brian Ace

eSigned via SeamlessDocs.com <i>Brian Ace</i> Key: 6b0d59777-734b-4b43-8235-1e2340ad48c7	Title 08/21/2023 Date
Signature	

**Public Service
Community Development Block Grant Application
2024 CDBG Program Year**

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

1. Is your proposal for a new service/program?
☐ Yes ☒ No
2. If you answered **No** and you received CDBG funding in 2023, please quantify the increase in service you will provide during 2024 and explain why there is a new demand or an unmet need in the community for this service.
n/a
3. When was your Agency organized/formed?
1998
4. Is your Agency a Washington State non-profit corporation and/or a faith-based organization?
☒ Yes ☐ No
5. Does your Agency have Federal IRS non-profit status?
☒ Yes ☐ No
6. List any required accreditation your Agency/staff must have to do business.
We are licensed with the state of Washington to provide childcare at our required sites.
7. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?
The Richland School District does provide us with a portable building to deliver our program onsite.
8. Will CDBG assist in leveraging or matching other funding?
☐ Yes ☒ No
9. Is this the first year of the project/activity/program?
☒ Yes ☐ No, Year began: _____
10. If you receive funding for 2024, how will your program be funded in the future?
We will continue to engage our community for philanthropic support as well as seek out additional grant funding from outside foundations and agencies.

**Community Development Block Grant Application
2024 Program Year**

Applicant: City of Richland Development Services - Kerwin Jensen

Address: 625 Swift Blvd

Project Name: Owner-Occupied Minor Rehabilitation Program

Contact Person: Toni Lehman, CDBG Administrator

Telephone: 509-942-7580 Email: tlehman@ci.richland.wa.us

Federal Tax ID #: 91-6015119 DUNS #: _____

Requested CDBG Funding Amount: \$100,000.00 Leverage of other funds: \$0.00

1. What type of CDBG project/activity are you applying? (Choose one)

☒ Public Facilities or Rehabilitation

☐ Public Service – **Complete Attachment 1**

2. 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. Include site plan.

The Owner-Occupied Minor Rehabilitation Program would provide 6-10 low-income homeowners with minor rehabilitation and emergency repairs such as safety and code violations, energy efficiency improvements, weatherization, roofing, water heaters, windows etc.

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

Owner-Occupied Rehabilitation would benefit low-moderate income households (priority give to homeowners at 60% or below the AMI).

4. What is your project's priority (*Attachment 2: Allocation Policy*)?

☐ High ☐ Average ☒ Low ☐ None

Explain how your project satisfies the priority checked.

C1 - Bricks and Mortar projects resulting in preservation of affordable housing through rehabilitation or acquisition/rehabilitation.

5. Which Community Priority Need, Strategy, Goal, Objective, and Outcome does your project fulfill (see Attachment 3)?

Goal #	Strategy #	Objective #	Outcome #
1	1	1	1

6. How does your application meet the National Objective of benefiting low- and moderate-income persons? The project must be limited to serving a predominantly low- and moderate-income clientele (choose one of a, b, c, or d).

- ☒ a. You receive income data verification from each participant in the program.
- ☐ b. Your project/activity serves only a low-income area which is proven by the 2015 American Community Survey ("ACS") FY 2023 data for Richland, WA.
Census Tract #: _____
Block Group #: _____
- ☐ c. Your project serves only the following clientele: (check only one box)
☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
☐ Battered spouses ☐ Migrant farm workers
- ☐ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure to remove material or architectural barriers to the mobility of seniors or severely disabled adults

7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. *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
<i>Example</i>	<i>10</i>	<i>People</i>	<i>\$470.00</i>	<i>\$4,700.00</i>
1st Quarter	2	houses	\$10,000.00	\$20,000.00
2nd Quarter	3	houses	\$10,000.00	\$30,000.00
3rd Quarter	3	houses	\$10,000.00	\$30,000.00
4th Quarter	2	houses	\$10,000.00	\$20,000.00
TOTAL	10			\$100,000.00

8. Of the total "number served" listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2023/2024 income table below.

Number of clients to be served:	10
At or below 30% of area median income	
Above 30% and at or below 50% area median income	7
Above 50% and at or below 80% area median income	3
Total Richland residents served	10

The following are the area median income ("AMI") limits, per household size, for 2023/2024 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2023/2024 Gross AMI Limited, Per Household Size								
30%	\$19,400	\$22,200	\$24,950	\$27,770	\$29,950	\$32,150	\$34,350	\$36,600
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

Effective June 15, 2023

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

	2023	2022	2021	2020
Kennewick				
Richland	\$0.00	\$0.00	\$0.00	\$0.00
Pasco				

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

A minor rehabilitation program has not been active using CDBG funding since 2015. The CDBG Administrator frequently fields phone calls from low-income home owners needing minor repairs yet cannot afford the repairs. The "ABC" homes in Richland were built between 1943-1951 and require some form of rehabilitation. Other programs such as Community Action Connections and Catholic Charities previously had funding or volunteers available to assist with rehabilitation, yet no longer have the capability.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either **A. Public Services** or **B. Public Facilities**. 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 the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
Direct Client Service	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Wages (of personnel providing direct client services)				\$0.00
Material/Supplies				\$0.00
Other (providing a direct benefit to client)				\$0.00
Marketing/Outreach				\$0.00
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but does not provide direct benefits to the client	CDBG Funds are not available for program administration			\$0.00
TOTAL PROJECT COST	\$0.00	\$0.00		\$0.00
Number of low- to moderate- income individuals to be served directly <i>(by the grant)</i>				
Cost Benefit Ratio <i>(Total amount requested divided by number of persons served)</i>				\$0.00
B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION Engineering Materials Labor / Contracts	\$100,000.00			\$100,000.00
PROPERTY Purchase Price Closing Costs				\$0.00
OTHER (Describe)				\$0.00
TOTAL PROJECT COST	\$100,000.00	\$0.00		\$100,000.00
Number of low- to moderate- income individuals to be served directly <i>(by the grant)</i>				10
Cost Benefit Ratio <i>(Total amount requested divided by number of persons served)</i>				\$10,000.00

12. Are the above "Source of Other Funds" secured? Please describe.

N/A

13. If you do not receive the requested funds or receive only a portion of what you request, how will your proposed project move forward?

The number of homeowners to assist will be scaled back if a portion of the funding is received. If the funding is not received, the project will not move forward.

14. 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 or salaries of a non-profit organization).*

N/A

15. Description of Organization and overall capacity:

- A. Describe the capacity and history of your organization in administering funds from HUD.

The previous CDBG Administrator, Ms. Burden, completed minor rehabilitation in which policies and procedures were created. The current CDBG Administrator, Ms. Lehman, has 1.2 years of experience administering funds from HUD and ensuring Davis Bacon requirements are met.

- B. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.**

The current CDBG Administrator, Ms. Lehman, and HOME Specialist, Ms. Padvorac, have reviewed the policies, procedures and files from previous rehabilitations. A similar rehabilitation program using HOME funds was implemented in 2023, yet due to the requirements of the HOME program, a rehabilitation has not occurred. The HOME Program requires the entire home to be brought up to code and current standards which would require a substantial rehabilitation to older homes. The CDBG program allows for minor rehabilitation and the ability to fix a single issue rather than requiring the entire home to be brought up to current standards.

Ms. Lehman and Ms. Padvorac have time allocated to manager the rehabilitation program.

- C. Provide the names, titles, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.**

Toni Lehman, CDBG Administrator: 1.2 years of experience with the CDBG and Davis Bacon regulations and requirements, 75%

Alicia Padvorac, HOME Specialist: 3 months experience with CDBG and David Bacon regulations and requirements, 25%

- D. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.**

The minor rehabilitation program would run directly through the Development Services Department by the CDBG/HOME Administrator and Specialist. The accounting department through the City of Richland reviews and approves all invoices and HUD vouchers prior to submittal.

- E. Description of any financial default or involvement in legal actions during the past 3 years.**

This includes back taxes, bankruptcy, client issues, and violations of building, zoning, or environmental codes.

N/A

16. Capital Improvement Projects are subject to the following contract requirements. Please consider these when planning your proposal.

DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon wage rates. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.

SECTION 3: Projects awarded \$200,000 or more in CDBG funding will be required to comply with Section 3 regulations at [24 CFR Part 75](#).

COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus areas firms are used when possible.

17. Assessment Questions	Yes	No
Is the subrecipient new to the CDBG program?	☐	☒
Is this a new activity for the subrecipient?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
Does the subrecipient have unresolved audit findings?	☐	☒
Is staff responsible for the CDBG project new or inexperienced?	☒	☐
Does your project displace or relocate any individual or business?	☐	☒
Does your project involve capital improvements, construction/renovation?	☒	☐
a. Do you own the property?	☐	☒
b. Does your organization have experience with:	☐	☐
• Davis-Bacon Federal labor and wage requirements?	☒	☐
• Section 3 requirements?	☒	☐

18. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts. Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?

Marketing strategies will include information on the City of Richland website and Facebook page. Flyers in Spanish and English will be placed in utility bills that are sent out to residents. Advertisements in *Tu Decides* and *Tri-City Herald* will occur. Eligible homeowners will receive assistance on a first come, first serve basis until the funding is depleted.

Certifications and Assurances

I/we make the following certifications and assurances as a required element of the application 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 Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible application packets will be returned to the applicant without further consideration.

I understand the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications 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

08/15/2023

Date

Community Development Block Grant Application 2024 Program Year

Applicant: City of Richland – Public Works

Address: 625 Swift Blvd., Richland, WA 99352

Project Name: Removal of Architectural Barriers in Various Locations

Contact Person: Carlo D'Alessandro

Telephone: (509) 942-7461

Email: cdalessandro@ci.richland.wa.us

Federal Tax ID #: 91-6015119

DUNS #: 0718502830000

Requested CDBG Funding Amount: \$198,000 Leverage of other funds: \$0

1. What type of CDBG project/activity are you applying? (choose one)

☒ Public Facilities or Improvements

☐ Public Service – Complete **Attachment 1**

2. 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. Include site plan with

Project A - Roberdeau St. Corridor (Potter Ave. to Long Ave.), Rochefontaine St. at McPherson Ave. Intersection and Williams Blvd. Corridor (McPherson Ave. to Mahan Ave.): This project includes the removal of architectural barriers with the installation of new and upgraded compliant ADA accessible ramps throughout the Roberdeau St. corridor from Potter Ave. to Long Ave. Six non-compliant ADA accessible ramps will be upgraded within the corridor. Thirty-Four new ADA accessible ramps will be installed where the ADA ramp is currently missing. Approximately 397-lf of 5-ft sidewalk will be installed on Roberdeau St., from the intersection of Long Ave. to the intersection of Marshall Ave. The installation of the sidewalk will close the connection on the north side of Roberdeau Ave. Four new ADA accessible ramps will be installed at the intersection of Rochefontaine St. and McPherson Ave., where the ADA ramp is currently missing. Fourteen new ADA accessible ramps will be installed throughout the Williams Blvd. corridor, from the intersection of McPherson Ave. to the intersection of Mahan Ave, where the ADA ramp is currently missing. The removal of architectural barriers would improve the mobility and safety for the disabled and elderly who use the route to travel to and from their homes by providing them with compliant ADA accessible ramps. Project A will serve Census Tract 104.01 and 105.03 with approximately 554 disabled adults living within the proposed area.

Project B - Symons St. Corridor (Farrell Ln. to Judson Ave.): This project includes the removal of architectural barriers with the installation of new and upgraded compliant ADA accessible ramps throughout the Symons St. corridor from Farrell Ln. to Judson Ave. Ten non-compliant ADA accessible ramps will be upgraded and three new ADA accessible ramps will be installed where the ADA ramp is currently missing. The removal of architectural barriers would improve the mobility and safety for the disabled and elderly who use the route to travel to and from their homes by providing them with compliant ADA accessible ramps. Project B Alternative will serve Census Tract 105.01 with approximately 153 disabled adults living within the proposed area.

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

In accordance with the American with Disabilities Act (ADA) self-evaluation and Transition Plan, City staff continues to work towards the removal of architectural barriers in public facilities and pathways. The targeted group served by this project is all Richland residents, city employees and members of the public who have restricted access to public facilities, pathways and transit due to the constructed environment and varying abilities. The American Community Survey, using data from the 2019 US Census, estimated 8,015 individuals with mobility and self-care limitations and an estimated elderly population of 11,019 individuals 62 years and older who reside in Richland. It should be noted that some individuals fall within both groups, as the 2019 Census shows an estimated 3,305 individuals that are both disabled and fall into the 65 year and older group. It is not known how many individuals within the 62 to 64 years old range fall under both groups. Improving and providing access to civic life for people with disabilities is a fundamental goal of this project. To ensure that this goal is met, the City seeks to continue implementation of projects that improve access and achieve compliance with Title II of the American with Disabilities Act. The installation of new and upgraded ADA compliant ramps and sidewalk for Project A and Project B will remove multiple architectural barriers to improve safe crossing and greater mobility for the disabled and elderly.

4. Refer to **Attachment 2** - Allocation Policy, what is your projects priority?

☒ High ☐ Average ☐ Low ☐ None

- a. Explain how your project satisfies the priority checked:

Project will reduce architectural barriers for the disabled and elderly, providing safer street crossings and improved access to public facilities, medical facilities and transit system. An inventory of the pedestrian facilities within the areas of the project indicates a large number of physical barriers to disabled and elderly resident's mobility. The improvements will provide ADA accessibility for safer crossings and connected walk routes for those individuals.

5. Refer to **Attachment 3** - Community Priority Needs, what Strategy, Goal, Objective and Outcome does your project fulfill?

Goal #	Strategy #	Objective #	Outcome #
2	5	1	1

6. How does your application meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d) – The project must be limited to serving a predominantly low- and moderate-income clientele (choose one of a, b, c or d)

- ☐ a. You receive income data verification from each participant in the program.
- ☐ b. Your project/activity serves only a low income area which is proven by the 2015 American Community Survey (ACS) FY 21 data for Richland, WA:
Census Tract #:
Block Group #:
- ☐ c. Your project serves only the following clientele: (check only one box)
☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
☐ Battered spouses ☐ Migrant farm workers
- ☒ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure in order to remove material or architectural barriers to the mobility of seniors or severely disabled adults.

7. Provide program benchmarks you hope to achieve in 2023. 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 Question 7 above (table), please categorize your clientele by the following criteria, using the 2022 income table below:

Number of clients to be served:	
Below 30% area median income	
Below 50% area median income	707
Below 80% area median income	
Total Richland residents served	

The following are the area median income (AMI) limits, per household size, for 2021 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by the U.S. Department of Housing and Urban Development (HUD) and are subject to change within the next 12 months.

2021 Gross AMI Limited, Per Household Size								
30%	\$16,450	\$18,800	\$21,150	\$23,450	\$25,350	\$27,250	\$29,100	\$31,000
50%	\$27,350	\$31,250	\$35,150	\$39,050	\$42,200	\$45,300	\$48,450	\$51,550
80%	\$43,750	\$50,000	\$56,250	\$62,500	\$67,500	\$72,500	\$77,500	\$82,500

Effective June 1, 2021

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

	2023	2022	2021	2020
Kennewick				
Richland	\$194,725	\$199,176	\$199,000	\$194,743
Pasco				

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

It will provide accessibility and safer crossings for the disabled and elderly residents in various locations with the installation and upgraded ADA accessible ramps and ADA compliant pedestrian pushbuttons. Success will be measured by the amount of architectural barriers removed and feedback from the community, as well as the City’s ADA Review Committee. It is anticipated that this will provide significant benefits to disabled and elderly individuals who utilize public facilities, medical facilities and transit for shopping, access to work, and other basic needs. Hopefully, success can be measured by sustained or improved utilization of new and upgraded facilities.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities. 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.

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Direct Client Service				
Wages (of personnel providing direct client services)				
Material/Supplies				
Other (providing a direct benefit to client)				
Marketing/Outreach				
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client	CDBG Funds are not available for program administration			
TOTAL PROJECT COST				
Number of low to moderate income individuals to be served directly (by the grant)				
Cost Benefit Ratio (Total amount requested divided by number of persons served)				

OR

B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION Engineering Materials Labor / Contracts	\$193,000.00	0	N/A	\$ 193,000.00
PROPERTY Purchase Price Closing Costs	0	0	N/A	\$0
OTHER Deign and Plan Preparation	\$5,000.00	0	N/A	\$5,000
TOTAL PROJECT COST	\$ 198,000.00	0	N/A	\$ 198,000.00
Number of low to moderate income individuals to be served directly (by the grant)				707
Cost Benefit Ratio (Total amount requested divided by number of persons served)				280.06

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

Not Applicable

13. If you do not receive the requested funds or receive only a portion of what you request, how will your proposed project move forward?

There are proposed project locations with the opportunity to eliminate one of the two locations depending on available funding. We could also consider reductions in the scope if necessary by reducing the number of ADA ramps that receive upgrades.

14. 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 or salaries of a non-profit organization.)

Design and construction management will be performed with existing regular full time employees, whose priorities will be aligned with completing the work.

15. Description of Organization and Overall Capacity:

- A. Describe the capacity and history of your organization in administering funds from HUD.

The City of Richland (City) is a rapidly growing City located in Benton County at the confluence of the Columbia and Yakima rivers in Southeastern Washington. Richland and its sister cities of Kennewick, Pasco and West Richland make up the Tri-Cities Metropolitan Statistical Area (MSA) (population 303,622). Richland is the third largest City with 60,560 residents. The City has a City Manager-Council form of government, was incorporated in 1958, and operates as a first class City under the Revised Code of Washington Title 35 (RCW 35).

The City of Richland is responsible for furnishing cost-effective services and well maintained facilities, safeguarding the public and property, enhancing the community’s favorable quality of life, protecting Richland’s natural environment, and sustaining a healthy, growing economy. CDBG funds have been successfully utilized for similar ADA ramp projects each year since 2015.

- B. Briefly highlight the organization’s significant achievements, including the capacity to complete current projects and development activities.

The City Public Works Department has implemented an ADA Compliance and Sidewalk program to address architectural barriers to citizens utilizing the pedestrian access routes within our rights of way. We have completed a self-evaluation to identify systematic replacement of non-ADA compliant intersection pedestrian ramps and other accessibility

deficiencies. A similarly scoped and sized ADA projects utilizing CDBG funds have been successfully completed each year since 2015.

- C. Provide the names, titles, experience and training for all full and part-time employees who will work on this project, including the percentage of time spent on this project.

Sheldon Williamson, Civil Engineer II/Capital Projects Manager (5% of his time)

Sheldon is a licensed Civil Engineer in the State of Washington. He implements ADA compliance in our Capital Improvement and is trained in contract design and construction management.

John Deskins, Traffic Engineer (2% of his time)

John is a licensed Civil Engineer in the State of Washington and attained his master's degree. He holds the certification as a Professional Traffic Operations Engineer. John implements ADA compliance features in our projects.

Elena Yatsuk, Technician III (5% of her time)

Elena is a senior level technician designing ADA features in our contracts. She has worked on numerous Capital Improvement projects.

- D. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.

In Public Works, each construction project has its own dedicated project files (paper) and project folders (electronic). All project costs and budget are tracked to the individual project. The Public Works office works closely with the City's CDBG Administrator to make sure all required documents are completed by the contractor and subcontractors.

- E. Description of any financial default or involvement in legal actions during the last 3 years. This would include back taxes, bankruptcy, client issues, and violations of building, zoning, and environmental codes.

Not Applicable

16. Capital Improvement Projects are subject to the following contract requirements. Please consider these when planning your proposal.

DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon wage rates. These regulations require that construction contractors paid with CDBG funds pay a wage which is typically higher than those paid for projects which are not federally assisted. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.

SECTION 3: Projects awarded \$200,000 or more in CDBG will be required to comply with Section 3 regulations at 24 CFR Part 75. These regulations require that a minimum benchmark for Section 3 workers is set at 25% or more of the total number of labor hours worked by all workers on a Section

3 project. The benchmark for Targeted Section 3 workers is set at five percent or more of the total number of labor hours worked by all workers on a Section 3 project. This means that the five percent is included as part of the 25% threshold.

COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible.

17.

Assessment Questions	Yes	No
Is the subrecipient new to the CDBG program?	☐	X
Is this a new activity for the subrecipient?	☐	X
a. Has this activity been completed successfully in prior years?	X	☐
b. Have CDBG performance goals been met in prior years?	X	☐
Does the subrecipient have unresolved audit findings?	☐	X
Is staff responsible for the CDBG project new or inexperienced?	☐	X
Does your project displace or relocate any individual or business?	☐	X
Does your project involve capital improvements, construction/renovation?	X	☐
a. Do you own the property?	X	☐
b. Does your organization have experience with:		
Davis-Bacon federal labor and wage requirements?	X	☐
Section 3 requirements?	X	☐

18. **Marketing Strategy:** Briefly describe your strategies and methods for marketing your program and the target population of your efforts. Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?

All CDBG (and federally funded projects) are advertised in the Spanish newspaper in addition to the local and state newspapers.

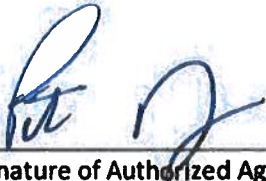
Certifications and Assurances

I/we make the following certifications and assurances as a required element of the application 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 Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible application packets will be returned to the applicant without further consideration.

I understand the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications 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

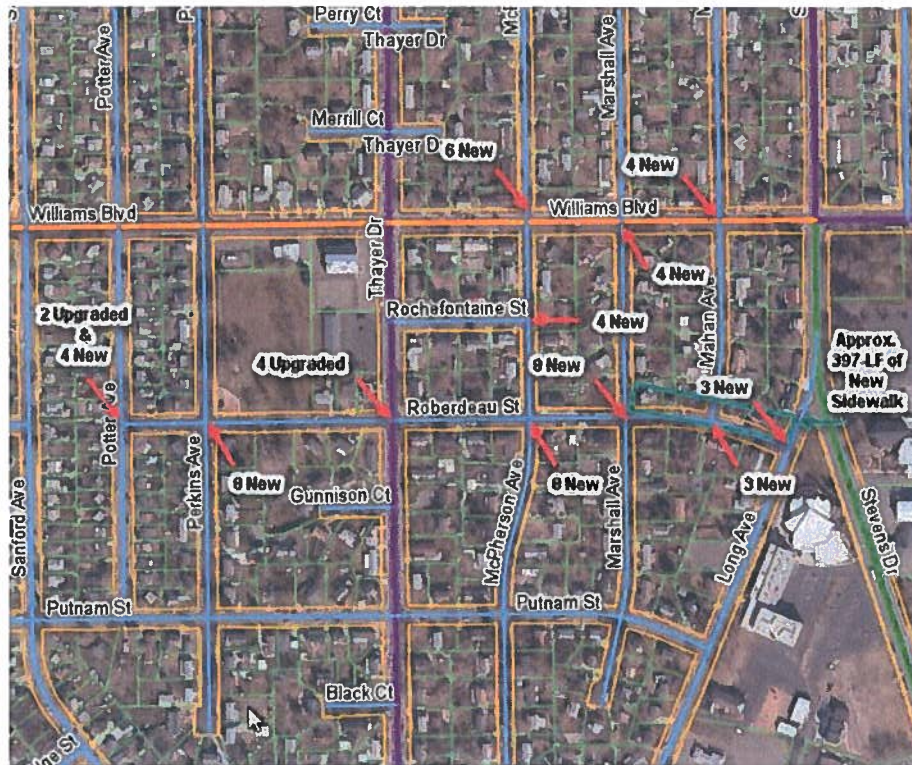
Pete Rogalsky

Public Works Director

Printed Name & Title

08/16/2023

Date



Project A:

Roberdeau St. Corridor (Potter Ave. to Long Ave.)

Rochefontaine St at McPherson Ave., Williams Blvd. Corridor (McPherson Ave. to Mahan Ave.)

6 Upgraded ADA Ramps and 52 New ADA Ramps

Approximately 397-LF of New Sidewalk

Symons St. Corridor (Farrell Ln. to Judson Ave.)
10 Upgraded ADA Ramps and 3 New ADA Ramps

**Community Development Block Grant Application
2024 Program Year**

Applicant: City of Richland - Economic Development

Address: 625 Swift Blvd. MS-18

Project Name: Downtown Revitalization

Contact Person: Lynne Follett

Telephone: 509-942-7725 Email: lfollett@ci.richland.wa.us

Federal Tax ID #: 91-6015119 DUNS #: KMRXS36K5921

Requested CDBG Funding Amount: \$50,000.00 Leverage of other funds: \$103,000.00

1. What type of CDBG project/activity are you applying? (Choose one)

☒ Public Facilities or Rehabilitation

☐ Public Service – **Complete Attachment 1**

2. 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. Include site plan.

The Parkway business district is located in Block Group 1, Census Tract 106, which is 43 % low-mod. Richland is an exception grantee that requires 42.86% or greater to qualify as low-mod. Most of the buildings and facilities within the district were built in the 1940s and 50s. The city took over the parking facilities in the early 1980s, but no significant changes or upgrades have been constructed since. This project proposes to relocate the city-owned garbage enclosure and repurpose the space to allow for additional public gathering space and enhance economic opportunities for the surrounding low-mod population.

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

This project will reduce pre-blight conditions within the district. Unmet needs within the community include proximity of options for shopping and entertainment and accessibility of public facilities for low-mod, senior and special needs populations.

4. What is your project's priority (*Attachment 2: Allocation Policy*)?

☒ High ☐ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked.

This project is a neighborhood preservation and revitalization project and falls under the high priority definition in the allocation policy (attachment 2).

5. Which Community Priority Need, Strategy, Goal, Objective, and Outcome does your project fulfill (see Attachment 3)?

Goal #	Strategy #	Objective #	Outcome #
2	2	3	1

6. How does your application meet the National Objective of benefiting low- and moderate-income persons? The project must be limited to serving a predominantly low- and moderate-income clientele (choose one of a, b, c, or d).

- ☐ a. You receive income data verification from each participant in the program.
- ☒ b. Your project/activity serves only a low-income area which is proven by the 2015 American Community Survey ("ACS") FY 2023 data for Richland, WA.
 Census Tract #: 10600
 Block Group #: 1
- ☐ c. Your project serves only the following clientele: (check only one box)
☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
☐ Battered spouses ☐ Migrant farm workers
- ☐ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure to remove material or architectural barriers to the mobility of seniors or severely disabled adults

7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. *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
<i>Example</i>	<i>10</i>	<i>People</i>	<i>\$470.00</i>	<i>\$4,700.00</i>
1 st Quarter	4080	people	\$3.06	\$12,500.00
2 nd Quarter	4080	people	\$3.06	\$12,500.00
3 rd Quarter	4080	people	\$3.06	\$12,500.00
4 th Quarter	4080	people	\$3.06	\$12,500.00
TOTAL	16320			\$50,000.00

8. Of the total "number served" listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2023/2024 income table below.

Number of clients to be served:	16320
At or below 30% of area median income	
Above 30% and at or below 50% area median income	16320
Above 50% and at or below 80% area median income	
Total Richland residents served	16320

The following are the area median income ("AMI") limits, per household size, for 2023/2024 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2023/2024 Gross AMI Limited, Per Household Size								
30%	\$19,400	\$22,200	\$24,950	\$27,770	\$29,950	\$32,150	\$34,350	\$36,600
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

Effective June 15, 2023

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

	2023	2022	2021	2020
Kennewick				
Richland	\$0.00	\$0.00	\$0.00	\$0.00
Pasco				

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

The completion of this project will reduce pre-blight conditions, encourage redevelopment of adjacent properties and businesses and provide increased availability of shopping and entertainment options for surrounding low-mod residents.

Success will be measured by the increase in revitalization and redevelopment efforts of private property owners within the area.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities. 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 the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
Direct Client Service	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Wages (of personnel providing direct client services)				\$0.00
Material/Supplies				\$0.00
Other (providing a direct benefit to client)				\$0.00
Marketing/Outreach				\$0.00
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but does not provide direct benefits to the client	CDBG Funds are not available for program administration			\$0.00
TOTAL PROJECT COST	\$0.00	\$0.00		\$0.00
Number of low- to moderate- income individuals to be served directly (<i>by the grant</i>)				
Cost Benefit Ratio (<i>Total amount requested divided by number of persons served</i>)				\$0.00
B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION Engineering Materials Labor / Contracts	\$50,000.00	\$103,000.00	other grants,	\$153,000.00
PROPERTY Purchase Price Closing Costs				\$0.00
OTHER (Describe)				\$0.00
TOTAL PROJECT COST	\$50,000.00	\$103,000.00		\$153,000.00
Number of low- to moderate- income individuals to be served directly (<i>by the grant</i>)				16,320
Cost Benefit Ratio (<i>Total amount requested divided by number of persons served</i>)				\$9.38

12. Are the above "Source of Other Funds" secured? Please describe.

General fund money has been secured through approval of the 2022-2027 Capital Facilities Plan by the city council in 2022. Grant money from the Business License Reserve Fund and Hotel-Motel Fund are expected to be approved later this year.

13. If you do not receive the requested funds or receive only a portion of what you request, how will your proposed project move forward?

If adequate funding is not secured, the project scope will be reevaluated and adjusted to accomplish the overarching goals within the available budget. This may mean seeking funding from other sources or eliminating construction of some aspects of the project.

14. 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 or salaries of a non-profit organization).*

n/a

15. Description of Organization and overall capacity:

- A. Describe the capacity and history of your organization in administering funds from HUD.

The City of Richland utilizes CDBG funds for public improvements annually. The City's finance department and CDBG administrator oversee project compliance and review expenses and compliance.

- B. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.

The Economic Development division, in partnership with staff from other departments, has completed projects in the past. The most recent project, which is still in progress, is the Uptown Lighting replacement project. The City has the necessary resources and staff capacity to complete current and planned CDBG projects.

- C. Provide the names, titles, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.

Staff from the Parks & Public Facilities, Public Works and Economic Development departments will be identified to work on this project. The project is listed in the City's capital projects list and has the support of city leadership. Specific staff members have not been assigned at the time of this submittal but will be identified by the beginning of 2024 and once the scope is finalized.

The following staff will work on this project:

Laura Hester, P&PF Director, Sheldon Williamson, PW Capital Facilities Manager and others in the PW and P&PF groups as assigned.

- D. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.

The City of Richland utilizes the council-manager form of governance. Seven Council members are elected by the citizens of Richland in a general election. In addition to the City Manager, the city has a Deputy City Manager, an Assistant City Manager and nine department directors that make the executive leadership team. The Finance department is responsible for keeping financial records and auditing program expenditures. The City Attorney and Human Resources departments share responsibility for policies and procedures oversight and the CDBG administrator oversees program compliance.

- E. Description of any financial default or involvement in legal actions during the past 3 years.

This includes back taxes, bankruptcy, client issues, and violations of building, zoning, or environmental codes.

n/a

16. Capital Improvement Projects are subject to the following contract requirements. Please consider these when planning your proposal.

DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon wage rates. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.

SECTION 3: Projects awarded \$200,000 or more in CDBG funding will be required to comply with Section 3 regulations at [24 CFR Part 75](#).

COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus areas firms are used when possible.

17. Assessment Questions

	Yes	No
Is the subrecipient new to the CDBG program?	☒	☐
Is this a new activity for the subrecipient?	☒	☐
a. Has this activity been completed successfully in prior years?	☐	☒
b. Have CDBG performance goals been met in prior years?	☒	☐
Does the subrecipient have unresolved audit findings?	☐	☒
Is staff responsible for the CDBG project new or inexperienced?	☐	☒
Does your project displace or relocate any individual or business?	☐	☒
Does your project involve capital improvements, construction/renovation?	☒	☐
a. Do you own the property?	☒	☐
b. Does your organization have experience with:		
• Davis-Bacon Federal labor and wage requirements?	☒	☐
• Section 3 requirements?	☒	☐

18. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts. Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?
Outreach and coordination with surrounding businesses impacted by the project will occur prior to beginning construction. Outreach will include email, flyers, in-person visits, news posts and business district social media outreach.

Certifications and Assurances

I/we make the following certifications and assurances as a required element of the application 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 Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible application packets will be returned to the applicant without further consideration.

I understand the City will not reimburse for any costs incurred in the preparation of this application or any pre-award costs. All applications 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

Amanda Wallner, Economic Development
Manager

Printed Name & Title

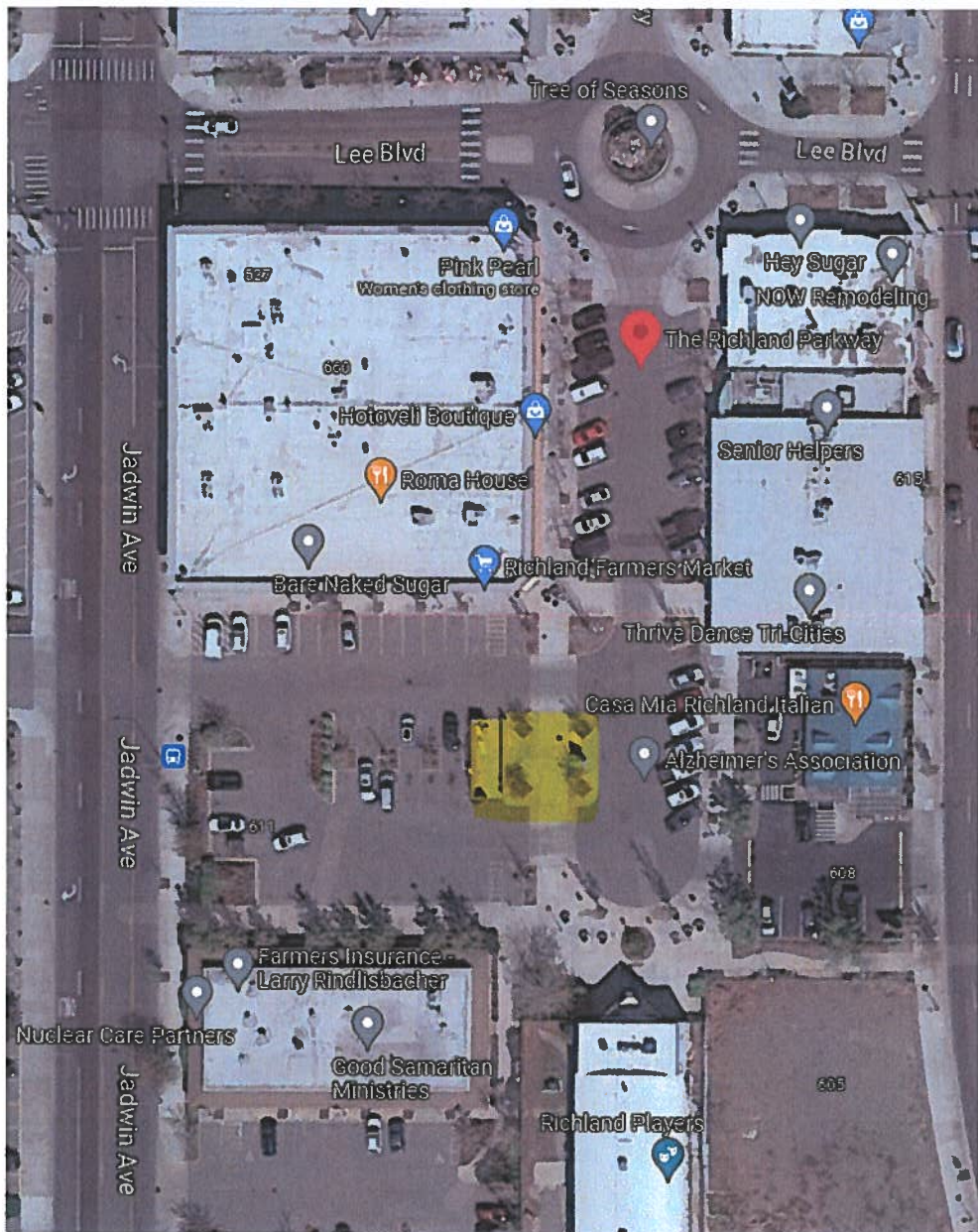
8/24/23

Date

American Community Survey 5-Year 2011-2015 Low and Moderate Income Summary Data (HUD FY23)

CDBGUOGID	Name	STA	Type	LOWMOD	LOWMODUNIV	LOWMODPCT	Top Quartile
531314	Richland	WA	Principal City	16,320	52,015	31.38%	42.86%

<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-exception-grantees/>



**Community Development Block Grant Application
2024 Program Year**

Applicant: Domestic Violence Services of Benton & Franklin Counties (DVSBF)
Address: 3311 W Clearwater Ave., Ste C140, Kennewick, WA 99336
Project Name: Shelter Preservation
Contact Person: Mary A. Pacheco
Telephone: 509-735-1295 Email: angie.p@dvsbf.org
Federal Tax ID #: 87-0704852 DUNS #: 047603456
Requested CDBG Funding Amount: \$30,000.00 Leverage of other funds: \$5,000.00

1. What type of CDBG project/activity are you applying? (Choose one)

☐ Public Facilities or Rehabilitation
☒ Public Service – **Complete Attachment 1**

2. 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. Include site plan.

Located within the heart of the City of Richland, our shelter stands as a steadfast beacon of hope and refuge for the community. With an unwavering commitment to making a difference, the shelter serves as a lifeline for over 300 clients each year. By offering a safe haven, comprehensive support, and a path toward healing, our shelter plays a pivotal role in transforming the lives of survivors of domestic violence and their families.

Full answer to # 2 on next page

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

DVSBF operates in Benton & Franklin Counties and is the only intimate partner emergency shelter in the bi-county region. Franklin County has a population of 52% Hispanic, which is the highest concentration of Hispanic/Latino in Washington. 29% of the population has limited English proficiency, and approximately 7.2% of the population has a disability. DVSBF's internal statistics mirror the population of this county. Although domestic violence crosses all socioeconomic lines, the people who seek assistance are historically marginalized populations due to race, culture, homelessness, or financial status. They are the ones lacking the support

4. What is your project's priority (Attachment 2: Allocation Policy)? Full answer to # 3 on next page

☒ High ☐ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked.

This project aligns seamlessly with the priority of preserving housing for a special population by addressing a critical need within the community. The DVSBF shelter serves as a specialized housing facility for survivors of domestic violence, a particularly vulnerable and marginalized group. By undertaking repairs that enhance the shelter's infrastructure, such as gutter addition and siding repair, the project ensures the physical integrity of this specialized housing resource. The preservation of a safe and secure environment is paramount for survivors seeking refuge, and these repairs directly contribute to maintaining a suitable and sustainable housing option for this special population. The project's focus on maintaining and improving the shelter aligns perfectly with the overarching goal of preserving housing for those who require unique and essential accommodations.

2. Describe Project

Located within the heart of the City of Richland, our shelter stands as a steadfast beacon of hope and refuge for the community. With an unwavering commitment to making a difference, the shelter serves as a lifeline for over 300 clients each year. By offering a safe haven, comprehensive support, and a path toward healing, our shelter plays a pivotal role in transforming the lives of survivors of domestic violence and their families. **Situated in the vibrant landscape of Richland, our facility's central location ensures accessibility and convenience, allowing us to extend our services to those in need within the city and beyond.** The upcoming project involving gutter addition and siding repair at the shelter is a vital endeavor to safeguard and preserve the facility. The installation of gutters plays a pivotal role in preventing future damage to the siding. By effectively channeling rainwater away from the building's exterior, these gutters will significantly reduce the risk of water infiltration and moisture-related deterioration. This proactive approach not only addresses existing issues but also ensures the shelter's long-term structural integrity, minimizing the need for repeated repairs and associated costs. The combined efforts of gutter installation and siding repair reflect a commitment to providing a secure and well-maintained environment for survivors of domestic violence, enabling them to access the necessary support without concern for the physical condition of the facility. Although domestic violence affects people from different backgrounds, the majority of those who reach out to DVSBF for help, up to 90%, come from marginalized communities due to factors like race, culture, not having a home, or having a limited income. These individuals often lack the necessary support and financial resources to escape a violent situation. Additionally, 96% of the people we help are women, many mothers with young children. We work hard to offer services that respect and match different cultures and backgrounds, regardless of race, religion, gender, income level, or immigration status. Every year, DVSBF assists more than 2,500 people as an organization.

3. Describe Unmet Need

DVSBF operates in Benton & Franklin Counties and is the only intimate partner emergency shelter in the bi-county region. Franklin County has a population of 52% Hispanic, which is the highest concentration of Hispanic/Latino in Washington. 29% of the population has limited English proficiency, and approximately 7.2% of the population has a disability. DVSBF's internal statistics mirror the population of this county. Although domestic violence crosses all socioeconomic lines, the people who seek assistance are historically marginalized populations due to race, culture, homelessness, or financial status. They are the ones lacking the support **and financial ability to leave a violent situation.** The planned repairs are a crucial investment that will secure the shelter's continued presence in the community, ensuring a reliable refuge for survivors for years to come. Despite limited finances, DVSBF recognizes the urgent importance of these repairs and is actively seeking CDBG funding to safeguard the shelter's sustainability.

5. Which Community Priority Need, Strategy, Goal, Objective, and Outcome does your project fulfill (see Attachment 3)?

Goal #	Strategy #	Objective #	Outcome #
2	7	1	1

6. How does your application meet the National Objective of benefiting low- and moderate-income persons? The project must be limited to serving a predominantly low- and moderate-income clientele (choose one of a, b, c, or d).

- ☐ a. You receive income data verification from each participant in the program.
- ☐ b. Your project/activity serves only a low-income area which is proven by the 2015 American Community Survey ("ACS") FY 2023 data for Richland, WA.
Census Tract #: _____
Block Group #: _____
- ☒ c. Your project serves only the following clientele: (check only one box)
☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
☒ Battered spouses ☐ Migrant farm workers
- ☐ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure to remove material or architectural barriers to the mobility of seniors or severely disabled adults

7. Provide program benchmarks you hope to achieve in 2024. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained, etc. *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
<i>Example</i>	<i>10</i>	<i>People</i>	<i>\$470.00</i>	<i>\$4,700.00</i>
1 st Quarter	75	people	\$100.00	\$7,500.00
2 nd Quarter	75	people	\$100.00	\$7,500.00
3 rd Quarter	75	people	\$100.00	\$7,500.00
4 th Quarter	75	people	\$100.00	\$7,500.00
TOTAL	300			\$30,000.00

8. Of the total "number served" listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2023/2024 income table below.

Number of clients to be served:	300
At or below 30% of area median income	250
Above 30% and at or below 50% area median income	50
Above 50% and at or below 80% area median income	0
Total Richland residents served	300

The following are the area median income ("AMI") limits, per household size, for 2023/2024 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by HUD and are subject to change within the next 12 months.

2023/2024 Gross AMI Limited, Per Household Size								
30%	\$19,400	\$22,200	\$24,950	\$27,770	\$29,950	\$32,150	\$34,350	\$36,600
50%	\$32,350	\$37,000	\$41,600	\$46,200	\$49,900	\$53,600	\$57,300	\$61,000
80%	\$51,750	\$59,150	\$66,550	\$73,900	\$79,850	\$85,750	\$91,650	\$97,550

Effective June 15, 2023

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

	2023	2022	2021	2020
Kennewick	\$0.00	\$50,000.00	\$0.00	\$0.00
Richland	\$35,000.00	\$14,200.00	\$0.00	\$0.00
Pasco	\$0.00	\$0.00	\$0.00	\$0.00

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

Repairing the existing domestic violence shelter will have a profound and positive impact on the community it serves. This endeavor goes beyond mere infrastructure improvements; it signifies a commitment to providing a safe haven for survivors of domestic violence and their families. By repairing the shelter's facilities, including the siding and roof gutters, the community sends a clear message that it values the well-being of its most vulnerable members. A revitalized shelter will foster an environment of healing, empowerment, and support, enabling survivors to rebuild their lives with dignity and resilience. Additionally, a well-maintained shelter can attract skilled professionals, volunteers, and donors, further strengthening the local network of resources dedicated to addressing domestic violence. As the shelter becomes a symbol of hope and transformation, it will inspire greater awareness and dialogue around this critical issue, encouraging community members to take an active stance against domestic violence and contribute to a safer, more compassionate society. Moreover, the renovations and repairs to the existing shelter will ensure its sustainability and functionality for years to come, guaranteeing that it remains a steadfast resource for those seeking refuge in the City of Richland from domestic violence in the future.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities. 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 the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
Direct Client Service	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Wages (of personnel providing direct client services)				\$0.00
Material/Supplies				\$0.00
Other (providing a direct benefit to client)				\$0.00
Marketing/Outreach				\$0.00
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but does not provide direct benefits to the client	CDBG Funds are not available for program administration			\$0.00
TOTAL PROJECT COST	\$0.00	\$0.00		\$0.00
Number of low- to moderate- income individuals to be served directly (<i>by the grant</i>)				
Cost Benefit Ratio (<i>Total amount requested divided by number of persons served</i>)				\$0.00
B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION Engineering Materials Labor / Contracts	\$30,000.00	\$5,000.00	fundraising	\$35,000.00
PROPERTY Purchase Price Closing Costs	\$0.00	\$0.00	0	\$0.00
OTHER (Describe)	\$0.00	\$0.00	0	\$0.00
TOTAL PROJECT COST	\$30,000.00	\$5,000.00		\$35,000.00
Number of low- to moderate- income individuals to be served directly (<i>by the grant</i>)				300
Cost Benefit Ratio (<i>Total amount requested divided by number of persons served</i>)				\$116.67

12. Are the above "Source of Other Funds" secured? Please describe.

Yes, DVSBF will utilize fundraising income raised from our upcoming Gala to cover the additional costs. In the unlikely case, we do not raise enough to cover this cost DVSBF has funding held in reserve.

13. If you do not receive the requested funds or receive only a portion of what you request, how will your proposed project move forward?

Without secure funding, DVSBF will find itself compelled to depend heavily on donations and fundraising efforts to sustain its crucial operations. The absence of adequate financial support could potentially limit the organization's ability to provide comprehensive services to survivors of domestic violence and their families. Relying on the generosity of individuals, businesses, and community members through fundraising events, campaigns, and outreach will be essential to bridge the financial gap. By harnessing the collective power of contributions, the DVSBF can continue offering vital assistance, such as safe shelter, counseling, legal advocacy, and educational programs, which play a pivotal role in breaking the cycle of abuse. The success of these efforts will not only determine the foundation's ability to meet immediate needs but will also shape its long-term impact on combating domestic violence within the community.

14. 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 or salaries of a non-profit organization*).

N/A

15. Description of Organization and overall capacity:

- A. Describe the capacity and history of your organization in administering funds from HUD.

At DVSBF, the Executive Director brings a wealth of experience to the table, boasting an impressive two decades of expertise in the administration of HUD funds. This extensive background not only underscores a deep understanding of the intricacies involved in managing such resources but also reflects a proven track record of successful implementation. Furthermore, the Financial Director and Program Director contribute with their three years of experience each, collectively forming a leadership team that blends seasoned proficiency and fresh insights, ensuring a comprehensive and effective approach to managing the organization's financial and programmatic aspects.

- B. Briefly highlight Organization's significant achievements, including the capacity to complete current projects and development activities.

DVSBF operates under a well-defined organizational structure designed to support its mission effectively. A dedicated board of directors provides strategic guidance and oversight, ensuring alignment with the organization's goals. Under their leadership, the executive director spearheads the daily operations, working closely with two program directors who supervise a team of 23 dedicated employees. This dynamic structure fosters collaboration, enabling DVSBF to efficiently provide essential services and support to survivors of domestic violence within the community.

The leadership team is well-equipped with the requisite capacity and expertise to complete the CBGD project effectively, ensuring its successful execution and positive impact on the community.

- C. Provide the names, titles, experience, and training for all full- and part-time employees who will work on this project, including the percentage of time spent on this project.

Angie Pacheco, Executive Director

Twenty years of expertise in the administration of HUD funds.

10%

Janet Wildenberg, Financial Director

Three years of experience in the administration of HUD funds

10%

Shannon Snapp, Program Director

Three years of experience in the administration of HUD funds

10%

- D. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.

DVSBF operates under a well-defined organizational structure designed to support its mission effectively. A dedicated board of directors provides strategic guidance and oversight, ensuring alignment with the organization's goals. Under their leadership, the executive director spearheads the daily operations, working closely with two program directors who supervise a team of 23 dedicated employees. This dynamic structure fosters collaboration.

DVSBF bookkeeping is managed by the Agency Financial Director and an outside accounting firm to maintain financial accuracy and integrity. The financial director does payroll, tracks grants, and writes checks for accounts payable. QuickBooks nonprofit is utilized to track our finances. Each program is listed in Quickbooks to keep finances separate.

Full answer to 15D on next page

- E. Description of any financial default or involvement in legal actions during the past 3 years.

This includes back taxes, bankruptcy, client issues, and violations of building, zoning, or environmental codes.

N/A

15D. Organization Structure

DVSBF operates under a well-defined organizational structure designed to support its mission effectively. A dedicated board of directors provides strategic guidance and oversight, ensuring alignment with the organization's goals. Under their leadership, the executive director spearheads the daily operations, working closely with two program directors who supervise a team of 23 dedicated employees. This dynamic structure fosters collaboration. DVSBF bookkeeping is managed by the Agency Financial Director and an outside accounting firm to maintain financial accuracy and integrity. The financial director does payroll, tracks grants, and writes checks for accounts payable. QuickBooks nonprofit is utilized to track our finances. Each program is listed in Quickbooks to keep finances separate. **Invoices are generated for each monthly contract billing, and totals are tracked on an Excel spreadsheet. Financial reports are reviewed by the Executive Director and Board of Directors. The Executive Director supports the staff and directors, advises on issues, and manages program requirements. She also facilitates community support and seeks additional sources of funding.**

16. Capital Improvement Projects are subject to the following contract requirements. Please consider these when planning your proposal.

DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon wage rates. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.

SECTION 3: Projects awarded \$200,000 or more in CDBG funding will be required to comply with Section 3 regulations at [24 CFR Part 75](#).

COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus areas firms are used when possible.

17. Assessment Questions

	Yes	No
Is the subrecipient new to the CDBG program?	☐	☒
Is this a new activity for the subrecipient?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
Does the subrecipient have unresolved audit findings?	☐	☒
Is staff responsible for the CDBG project new or inexperienced?	☐	☒
Does your project displace or relocate any individual or business?	☐	☒
Does your project involve capital improvements, construction/renovation?	☒	☐
a. Do you own the property?	☒	☐
b. Does your organization have experience with:		
• Davis-Bacon Federal labor and wage requirements?	☒	☐
• Section 3 requirements?	☒	☐

18. Marketing Strategy: Briefly describe your strategies and methods for marketing your program and the target population of your efforts. Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?

The decision by DVSBF to leverage a variety of communication channels, including social media platforms, radio, TV, and Facebook, to facilitate outreach and awareness in both Spanish and English is a remarkably effective and inclusive strategy for engaging Spanish-speaking clients. By embracing these diverse mediums, the foundation ensures that its vital messages of support, resources, and assistance are accessible to a broader spectrum of the Benton and Franklin County community. This approach acknowledges the diverse linguistic and cultural backgrounds of the population it serves, thereby breaking down potential barriers that may hinder Spanish-speaking clients from seeking help or accessing critical information. The combination of media platforms enables DVSBF to effectively reach its target audience, effectively conveying its commitment to providing assistance in a language that resonates with them. DVSBF has attended multiple Spanish Spanish-speaking community events throughout the year, including Halloween "trunk or treat," Easter egg hunt, school information night for parents, Pride Events, and information presentations at

18. Marketing Strategy

The decision by DVSBF to leverage a variety of communication channels, including social media platforms, radio, TV, and Facebook, to facilitate outreach and awareness in both Spanish and English is a remarkably effective and inclusive strategy for engaging Spanish-speaking clients. By embracing these diverse mediums, the foundation ensures that its vital messages of support, resources, and assistance are accessible to a broader spectrum of the Benton and Franklin County community. This approach acknowledges the diverse linguistic and cultural backgrounds of the population it serves, thereby breaking down potential barriers that may hinder Spanish-speaking clients from seeking help or accessing critical information. The combination of media platforms enables DVSBF to effectively reach its target audience, effectively conveying its commitment to providing assistance in a language that resonates with them. DVSBF has attended multiple Spanish-speaking community events throughout the year, including Halloween "trunk or treat," Easter egg hunt, school information night for parents, Pride Events, and information presentations at **Spanish-speaking churches. At most of these events, DVSBF had a table or booth staffed by Advocates and Volunteers to present information. Our Prevention Team works with schools to set up presentations with large groups of students. We attend community events attended by marginalized populations to make them aware of our services and that we are here to help them. DVSBF attends LGBTQIA+ and other community events.**

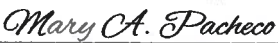
Certifications and Assurances

I/we make the following certifications and assurances as a required element of the application 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 Richland reserves the right at its sole discretion to reject any or all applications received without penalty and is not obligated to enter into a contract of any applicant. Incomplete, late, or ineligible application packets will be returned to the applicant without further consideration.

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

SUBMITTED BY:

eSigned via SeamlessDocs.com


Key: v9d69777-734b-4940-8f235-1e2340a12827
Signature of Authorized Agency Official

Mary A. Pacheco

Printed Name & Title

08-21-2023

Date

Authorization to Request Funds - Nonprofit Organizations

The Board of Directors authorizes the Request for Application for and use of funds from the City of Richland's Development Services Department for activities described in the proposal and, if awarded, funds shall implement the activity in a manner that ensures compliance with all applicable Federal, State, and local laws and regulations.



Signature of Board President

Your Name Here Anna Maria Savceda-Young

Printed Name of Board President

08/18/2023

Date

809-460-1160

Telephone Number

Conflict of Interest Statement

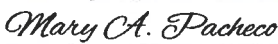
Federal law ([24 CFR 570.611](#)) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant, who are in the position to participate in a decision making process or to gain inside information with regard to such activities, or may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they have family or business ties, during their tenure of for one year thereafter.

If your Agency has a conflict, please fill out A. Otherwise, go to B.

- A.** Please provide the names of Agency's business partners or board members that are currently serving on the Planning Commission, are City employees or the immediate family of a City employee, and/or are on the City Council, this includes prior service for one year:

I hereby verify the Agency understands City of Richland must request in writing and HUD may grant an exception to the provisions under [24 CFR 570.611\(d\)](#). The funds requested will not be guaranteed for the proposed project unless HUD grants an exception.

Mary A. Pacheco

eSigned via SeamlessDocx.com  Key: e9d69777-734b-4943-8235-1e2340a0f8e7	Title 08-21-2023 Date
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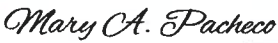
- B.** I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of DVSBF (Agency) is currently, or has been within one year of the date of this application, employed by the City of Richland or is an immediate family member of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

I further attest no staff member, member of the Board of Directors, or officer of the applicant Agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

Funds requested will not be used to pay the salaries of any of the applicant Agency's staff who is or has been within one year of the date of this application a City employee, a member of the Planning Commission, or a member of the Richland City Council. Nor will the applicant Agency award a subcontract to any such individual.

Mary A. Pacheco

Executive Director

eSigned via SeamlessDocx.com  Key: e9d69777-734b-4943-8235-1e2340a0f8e7	Title 08-21-2023 Date
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2024 CDBG PRIORITY RANKING CHECK SHEET

Commission Member _____
Please Print Name

PUBLIC SERVICE	Amount Requested	Commission Member Priority Ranking Score	Funding Recommendation
*Elijah Family Homes Transition to Success	\$ 15,000.00		
*Senior Life Resources Meals on Wheels Program	\$ 40,000.00		
*ARC of Tri-Cities Therapeutic Recreation	\$ 10,450.00		
*Boys and Girls Club Chief Jo Teen Program	\$ 20,800.00		
*Amount available for Public Service Projects is \$42,040.50	\$ 86,250.00		

Instructions: Please Rank Your Program Priority by entering (1-4)

4 will be your **TOP** Priority

1 will be your **LOWEST** Priority

PUBLIC FACILITIES	Amount Requested	Commission Member Priority Ranking Score	Funding Recommendation
City of Richland, Development Services Owner-Occupied Rehab	\$ 100,000.00		
City of Richland, Public Works removal of material & architectural barriers	\$ 198,000.00		
City of Richland, Economic Development Revitalization at Parkway	\$ 50,000.00		
Domestic Violence Services Benton Franklin Shelter Rehabilitation of siding and gutters	\$ 30,000.00		
Amount available for Public Facilities is \$327,168	\$ 378,000.00		

Instructions: Please Rank Your Program Priority by entering (1-4)

4 will be your **TOP** Priority

1 will be your **LOWEST** Priority

* Denotes Public Service Project

FUNDING REQUEST OVERVIEW

APPLICANTS - PUBLIC SERVICE					
Priority Level	Partial Funding (Y or N)	Amount Received 2020-2023	Amount Spent 2020-(SEPT) 2023	Amount Requested	Staff Recommendation
Average	Y	\$ 103,596.00	\$ 92,428.51	\$ 15,000.00	\$ 7,500.00
Average	Y	\$ 43,607.00	\$ 36,084.00	\$ 40,000.00	\$ 18,915.50
Average	Y	\$ 46,163.00	\$ 35,954.00	\$ 10,450.00	\$ 5,225.00
Average	Y	\$ -	\$ -	\$ 20,800.00	\$ 10,400.00
TOTAL REQUESTED:				\$ 86,250.00	
TOTAL AVAILABLE:					\$ 42,040.50
APPLICANTS-PUBLIC FACILITIES					
Priority Level	Partial Funding (Y or N)	Amount Received 2020- 2023	Amount Spent 2020-(SEPT) 2023	Amount Requested	Staff Recommendation
Low	Y	\$ -	\$ -	\$ 100,000.00	\$ 50,000.00
High	Y	\$ 787,644.00	\$ 485,285.12	\$ 198,000.00	\$ 197,168.00
High	Y	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
High	Y	\$ 49,200.00	\$ 14,200.00	\$ 30,000.00	\$ 30,000.00
TOTAL REQUESTED:				\$ 378,000.00	
TOTAL AVAILABLE:					\$ 327,168.00
					Contingency - if additional funding is available, Owner Occupied Rehab shall receive additional funding

2024



Application Review
September 27, 2023

Application process:

- Solicitation for applications occurred from July 17 – August 18.
- Applicant must be a qualified non-profit or public agency.
- The project must meet one of the following national objectives:
 - Benefit to low-and-moderate income persons,
 - Aid in the prevention or elimination of slums blight,
 - Meet a need having a particular urgency (natural disaster).



PUBLIC SERVICE APPLICANTS

- Applications for public service totaled **\$86,250.00**.
- **\$42,040.00** in funding is available (only 15% of the grant can go toward public service).
- Each of the 4 applicants will have 5 minutes to present with questions and answers to follow.
- The board is to rate the applicants (1 being the lowest priority and 4 being the highest priority) and determine funding for each applicant.
- A contingency will need to be addressed as to which agency(ies) will receive the additional funding or the decrease in funding based on what is received in 2024.



Presentation Schedule:

6:10	Elijah Family Homes Transition to Success Program	\$15,000
6:20	Senior Life Resources Meals on Wheels Program	\$40,000
6:30	ARC of Tri-Cities Therapeutic Recreation	\$10,450
6:40	Boys and Girls Club Chief Jo Teen Program	\$20,800



Deliberation:

Option to wait until end of all presentations or deliberate on Public Service prior to presentations from Public Facilities.

[Deliberation Worksheet 2024 CDBG.xls](#)



PUBLIC FACILITY APPLICANTS

- Public Facilities is to improve physical space.
- Applications for public facilities totaled \$378,000.00.
- \$327,168.00 in funding is available.
- Each of the 4 applicants will have 5 minutes to present with questions and answers to follow.
- The board is to rate the applicants (1 being the lowest priority and 4 being the highest priority) and determine funding for each applicant.
- A contingency will need to be addressed as to which agency(ies) will receive the additional funding or the decrease in funding based on what is received in 2024.



Presentation Schedule:

6:50	City of Richland, Development Services Owner-Occupied Rehabilitation	\$100,000
7:00	City of Richland, Public Works Removal of Material & Architectural Barriers	\$198,000
7:10	City of Richland, Economic Development Revitalization at Parkway	\$50,000
7:20	Domestic Violence Services of Benton and Franklin Shelter Rehabilitation-siding and gutters	\$30,000



Deliberation:

- [Deliberation Worksheet 2024 CDBG.xls](#)



Next Steps:

- The Annual Action Plan will be created with the funding recommendations from the Planning Commission.
- Funding recommendations and the Annual Action Plan will be presented to the City Council on 11-21-23.



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/27/2023

Agenda Category: New Business - Public Hearing

Prepared By: Matthew Howie, Senior Planner

Subject:

M2023-113 1154 Columbia Park Trail Height Request

Request:

Core Focus Area 3 - Increase Economic Vitality

Recommended Motion:

Planning staff recommends approval of the height increase allowance prescribed by Richland Municipal Code 23.22.040, Footnote 12.

Summary:

Tim Allred with Alder Street Design LLC., on behalf of World Builders LLC., has submitted a request to the Planning Commission to allow for a building height of 55 feet in the Waterfront (WF) zone district. The site is located approximately 450 feet north of Columbia Park Trail and 150 feet east of Montana Avenue behind the apartments that are located at 1148 Columbia Park Trail. This parcel is specifically known as parcel number APN 130992000009000.

Per RMC 23.22.040, Footnote 12 states that “all buildings that are located in both the waterfront (WF) district and that fall within the jurisdictional limits of the Shoreline Management Act shall comply with the height limitations established in the Richland shoreline master program (RMC Title 26). Buildings in the WF district that are not subject to the Richland shoreline master program shall not exceed a height of 35 feet, unless the planning commission authorizes an increase in building height to a maximum height of 55 feet, based upon a review of the structure and a finding that the proposed building is aesthetically pleasing in relation to buildings and other features in the vicinity and that the building is located a sufficient distance from the Columbia River to avoid creating a visual barrier.”

The applicant has also requested an additional 10 feet beyond this 55-foot height increase via standards and limitations set forth in RMC 23.38.080(A). The Planning Staff has worked with the applicant to ensure this proposal is compliant with the applicable standards found in RMC Title 23 and is recommending approval of this request.

Attachments:

1. M2023-113 - 1154 Columbia Park Trail Height Request Staff Report [FULL REPORT]

CITY OF RICHLAND DEVELOPMENT SERVICES DIVISION
STAFF REPORT TO THE PLANNING COMMISSION

GENERAL INFORMATION:

PROPOSAL NAME: Columbia Park Trail Apartments, Building Height Increase Request

LOCATION: 1154 Columbia Park Trail

APPLICANT: Tim Allred, Alder Street Design on behalf of World Builders LLC

FILE NO.: M2023-113

DESCRIPTION: Requesting a building height increase in the Waterfront [WF] zone, as provided for in Footnote 12 of RMC 23.22.040

PROJECT TYPE: Miscellaneous – Planning Commission Authorization

HEARING DATE: September 27, 2023

REPORT BY: Matthew Howie, Senior Planner

RECOMMENDED ACTION: Approval

Vicinity Map

Item: 1154 Columbi Park Trail Height Request
Applicant: Tim Allred, Alder St. Designs
File #: M2023-113

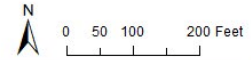


Figure 1 - Vicinity Map



Figure 2 – Aerial Perspective

DESCRIPTION OF PROPOSAL

On August 16, 2023, Tim Allred on behalf of Alder Street Design, LLC, and World Builders, LLC., submitted a building height increase request on behalf of their proposed project at 1154 Columbia Park Trail. The project site is approximately 0.93 acres in size and is located in a Waterfront [WF] zone, 170 feet east of Montana Avenue and 460 feet north of the Columbia Park Trail centerline, as shown in Figure 1. The Applicant is seeking a final riverfront expansion to their larger (existing) housing complex site. More specifically, this request is to accommodate a mix of uses proposed within the otherwise traditional apartment building, to include ground-floor commercial and a rooftop deck. These amenities would both be open to the public. The applicant is requesting that the Planning Commission authorize a building height increase to accommodate the new facility, which they indicate needs to be a total of 65 feet. Most of the proposed roofline would benefit from the height increase.

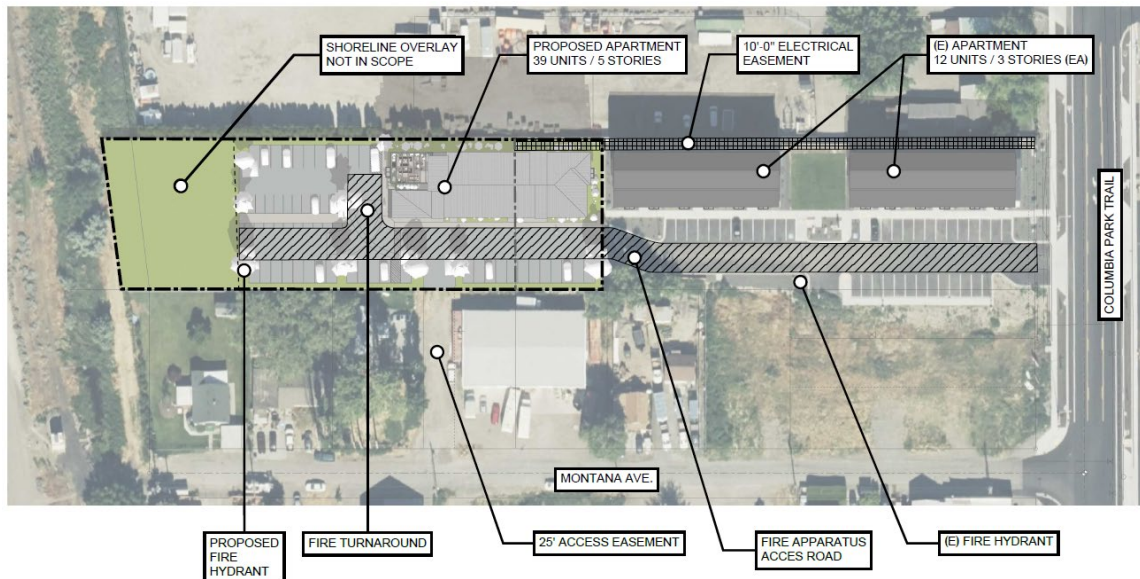


Figure 3 – Overall Site Plan

REASON FOR REQUEST

Per RMC 23.22.040, Footnote 12, in the Waterfront land use district:

All buildings that are located in both the waterfront (WF) district and that fall within the jurisdictional limits of the Shoreline Management Act shall comply with the height limitations established in the Richland shoreline master program (RMC Title 26). Buildings in the WF district that are not subject to the Richland shoreline master program shall not exceed a height of 35 feet, unless the planning commission authorizes an increase in building height to a maximum height of 55 feet, based upon a review of the structure and a finding that the proposed building is aesthetically pleasing in relation to buildings and other features in the vicinity and that the building is located a sufficient distance from the Columbia River to avoid creating a visual barrier.

SUPPLEMENTARY INFORMATION

Note that this proposal will be exceeding the requested 55-foot height limit in places. [See Figure 4 for more height information.] However, exceeding the traditional height limitations within any given land use district is allowed per RMC 23.38.080(A):

A. Towers, gables, penthouses, scenery, lofts, cupolas, water tanks, similar structures and mechanical appurtenances may be erected on a building to a height greater than the limit established in any primary district.

1. No such exception shall cover more than 15 percent of the total building footprint.
2. No such exception shall be used for other than a use incidental or accessory to the main use.
3. No such exception shall exceed the building height limit by more than 25 percent.

Planning Staff have reviewed the proposal and identified that it exceeds 55 feet in height with less than 15% of its total roof area (satisfying RMC 23.38.080(A)(1)), that the exceeded height is for incidental or accessory use, such as a rooftop deck, stairwell, and elevator shaft (satisfying RMC 23.38.080(A)(2)), and, that the proposed exceeded height is less than 25% of the overall district's height limitation (satisfying RMC 23.38.080(A)(3)).



Figure 4 – Roof Plane Analysis

SITE DESCRIPTION & ADJACENT LAND USES

The site is currently a vacant, graded lot with a temporary emergency vehicle turnaround to the south and limited vegetation to the north, setback over 400 feet from Columbia Park Trail to the south, and behind, existing apartments at 1148 and 1156 Columbia Park Trail. With overhead aerials showing the turnaround and vegetation, the site takes on the appearance of an exclamation point within rectilinear parcel boundaries, roughly 125 feet wide (east to west) and 330 feet long (north to south).

The site is graded at roughly 358 feet above mean sea level, dropping off around 5 feet to the north, east, and west towards the edge of the parcel boundaries. The area will be accessed from a primary connection through the sister apartment drive aisles south towards Columbia Park Trail and a secondary point of ingress/egress will come via an access easement to Montana Avenue to the west.

The northern boundary is 200 feet south of the Columbia River. The western boundary is roughly 130 feet from and parallel to Montana Avenue. The southern boundary of the site is 460 feet from Columbia Park Trail. The eastern boundary is immediately adjacent to storage lots associated with 1166, 1170, 1212, and 1218 Columbia Park Trail.

CURRENT LAND USE DESIGNATION, ZONING, AND USES:

North: Natural Open Space [NOS], trail and berming

East: Waterfront [WF], heavy-commercial storage lots

South: Waterfront [WF], multi-story apartments

West: Waterfront [WF], single-family housing, warehousing

COMPREHENSIVE PLAN

As illustrated in Figure 5 (following page), Richland's Comprehensive Plan designates the site as Waterfront.

As defined in the Richland Comprehensive Plan Supporting Analysis:

The Waterfront category includes a variety of water-oriented uses such as marinas, boat docks, resorts, mixed commercial/residential development, hotels, motels, and offices along the Columbia River shoreline. The intent is to bring significant development to the Columbia riverfront that is consistent with the City's vision and that incorporates public access recreational features and attractive and high quality development.

Applicable Goals & Policies

Provided below is a set of Comprehensive Plan goals & policies which are particularly applicable to the subject review.

Community Goal 1: Ensure and enhance the continuing sense of a livable and sustainable community in Richland.

Community Goal 2: Create a vibrant, progressive, and physically, socially, economically, and culturally diverse community providing choices of jobs, housing, and recreational opportunities to its residents of all ages.

Land Use Map

Item: 1154 Columbi Park Trail Height Request
Applicant: Tim Allred, Alder St. Designs
File #: M2023-113

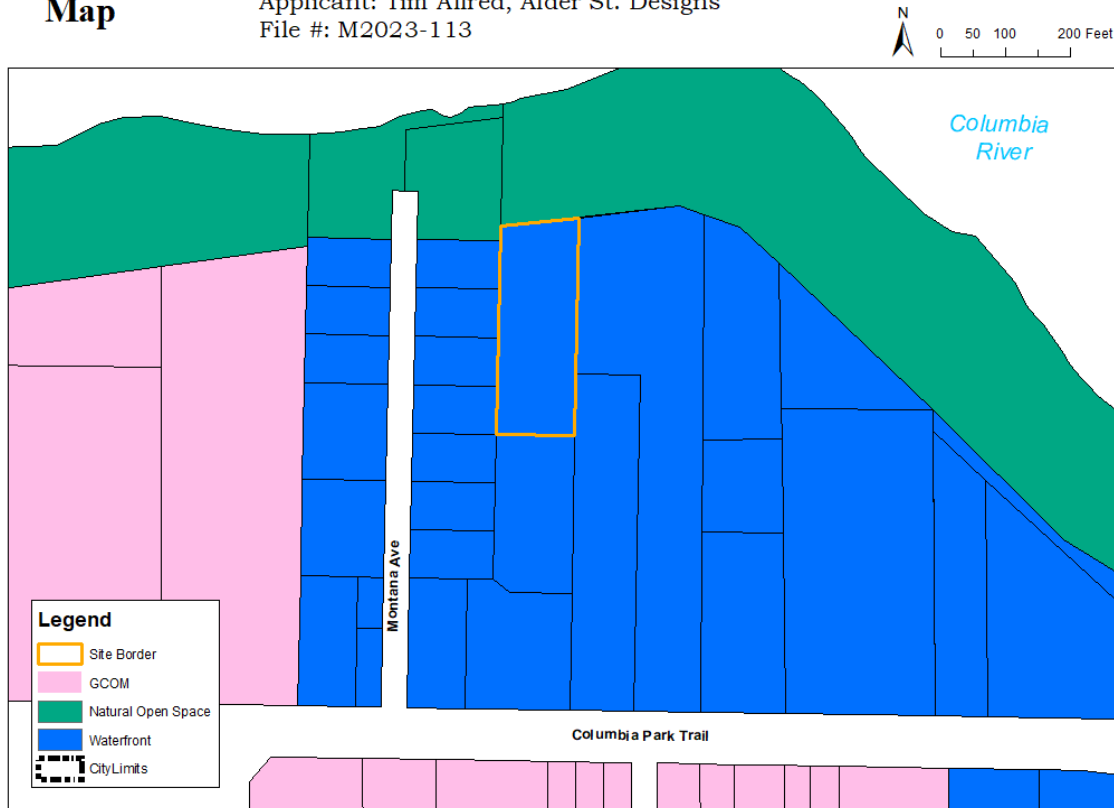


Figure 5 – Comprehensive Plan Land Use Map

Community Goal 5: Encourage the identification, preservation, and restoration of the City's open space and natural areas to maintain habitat, provide opportunities for residents to connect with nature, and meet educational, health, and outdoor recreational needs with associated economic opportunities to the community.

Economic Development Goal 6: Encourage vibrant mixed-use areas in Tri-Cities as destinations to live, work, and visit.

Policy 6: Expand the range of options for housing in areas planned for higher density development.

Policy 7: Support development of higher density housing.

Land Use Goal 3: Maintain a broad range of residential land use designations to accommodate a variety of lifestyles and housing opportunities.

Policy 3: Innovative and non-traditional residential developments can occur through the use of planned unit developments, density bonuses, new types of housing, and multi-use or mixed-use developments.

Land Use Goal 5: Ensure connectivity that enhances community access and promotes physical, social, and overall well-being so residents can live healthier and more active lives.

Policy 1: Locate commercial uses so that they conveniently serve the needs of residential neighborhoods, workplaces, and are easily accessible via non-motorized modes of transport.

Policy 2: Promote pedestrian and bicycle circulation throughout the community by connecting with the infrastructure and the City's network of parks and trail system.

Land Use Goal 8: Address unique land use situations in the urban area with policies specific to those situations that ensure compatibility between land uses without infringing on private property rights.

Policy 3: At designated Waterfront land use locations, encourage an active mix of commercial, residential, and marine uses as allowed in the SMP.

Housing Element Goal 5: Ensure compatibility of new residential developments with established neighborhoods and the community.

Policy 1: Maintain quality design and landscaping in the new developments.

Transportation Element Goal 3: Encourage the use of transportation modes that promote energy conservation, circulation efficiency, and an active lifestyle.

Policy 1: Support increased use of transit, bicycling, and pedestrian travel.

Policy 4: Encourage new developments to be pedestrian-friendly and compatible with the public transportation system.

ZONING

As illustrated in Figure 6 (following page), Richland's Comprehensive Plan designates the site as Waterfront.

As defined in Richland Municipal Code 23.22.010(E):

The waterfront use district (WF) is a special commercial and residential zoning classification providing for the establishment of such uses as marinas, boat docking facilities, resort motel and hotel facilities, offices, and other similar commercial, apartment, and multifamily uses which are consistent with waterfront oriented development, and which are in conformance with RMC Title 26, Shoreline Management, and with applicable U.S. Corps of Engineers requirements. This zoning classification encourages mixed special commercial and high-density residential uses to accommodate a variety of lifestyles and housing opportunities. Any combination of listed uses may be located in one building or one development (i.e., related buildings on the same lot or site). This zoning classification is intended to be applied to those portions of the city that are designated waterfront under the city of Richland comprehensive plan.

Zoning Map

Item: 1154 Columbi Park Trail Height Request
Applicant: Tim Allred, Alder St. Designs
File #: M2023-113

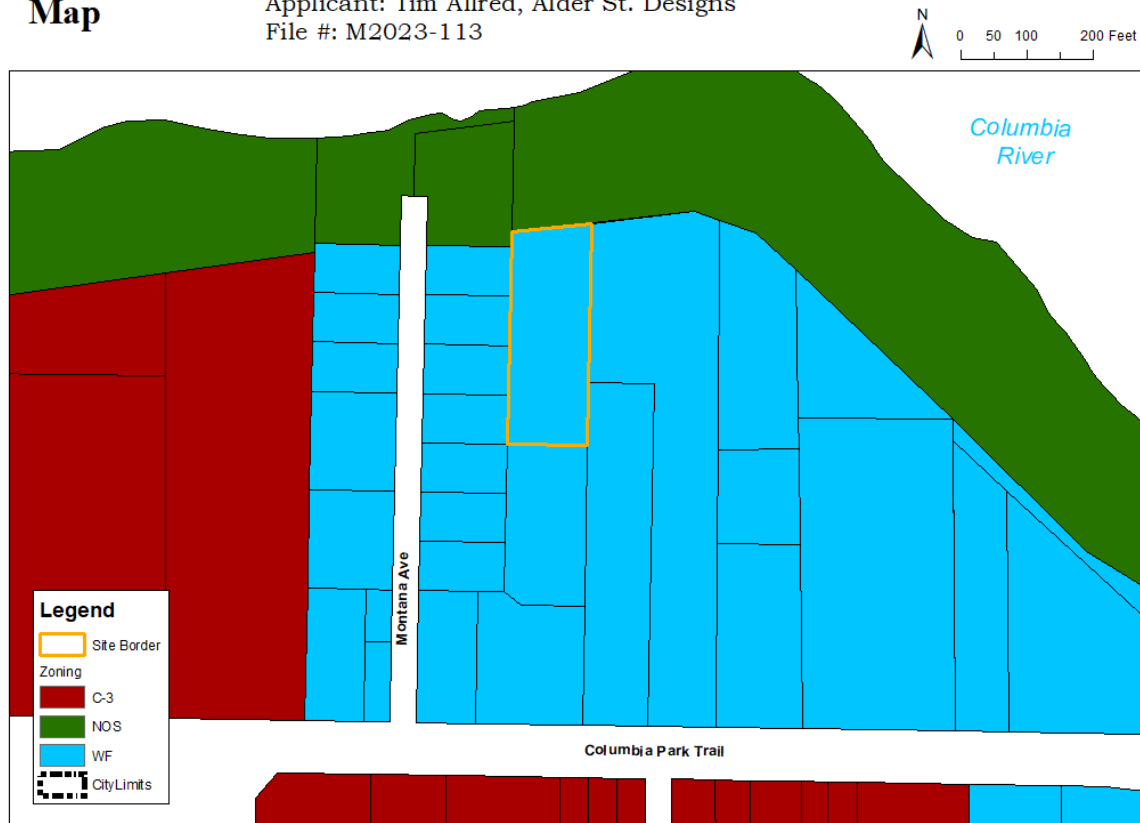


Figure 6 – Zoning Maps

STAFF ANALYSIS

As provided earlier, per RMC 23.22.040, Footnote 12:

All buildings that are located in both the waterfront (WF) district and that fall within the jurisdictional limits of the Shoreline Management Act shall comply with the height limitations established in the Richland shoreline master program (RMC Title 26). Buildings in the WF district that are not subject to the Richland shoreline master program shall not exceed a height of 35 feet, unless the planning commission authorizes an increase in building height to a maximum height of 55 feet, based upon a review of the structure and a finding that the proposed building is aesthetically pleasing in relation to buildings and other features in the vicinity and that the building is located a sufficient distance from the Columbia River to avoid creating a visual barrier.

This Footnote sets out a three-prong test that the project must pass in order to be granted a height increase:

1. *Does the proposed building fall within the jurisdictional limits of the Shoreline Management Act and, therefore, the height limitations of the Shoreline Master Program [RMC Title 26]?*

No. As demonstrated in Figure 3 (in green) the building has been purposely sited outside the Shoreline jurisdiction.

2. *Is the proposed building aesthetically pleasing in relation to other buildings and features in the vicinity?*

Yes, suitably pleasing. The proposed building is appropriately proportioned and modulated to invite patrons to its first-floor commercial space, guests to its rooftop deck area, and sanctity to its full-time residents. The building has visual interest and tasteful flourishes that match up with its predecessors to the south, closer to Columbia Park Trail, but that are also slightly more appealing and distinctive than the average Tri-City apartment structure. Though everyone's taste may not deem the proposed building as especially handsome, it by no means should be considered an outright blight on a nearby area dominated by bare-dirt storage lots. Reference Figures 2 and 4.

Additionally, while the surrounding Richland Wye neighborhood has no monolithic aesthetic (if anything, its lack of uniformity in uses, setbacks, and development intensities is its predominant characteristic), this proposal is more in-line with the applicable goals and policies (as included earlier) of the Comprehensive Plan, which seeks to take advantage of the nearby highway access, public/active transportation amenities along Columbia Park Trail, and the proximity to the Columbia River, with increased residential and mixed-use densities. Notably, this project complements the Comprehensive Plan policy directed exclusively at the waterfront area through Land Use Goal 8, Policy 3, which reads, "At designated Waterfront land use locations, encourage an active mix of commercial, residential, and marine uses as allowed in the SMP." In other words, this proposal may not be totally in keeping with its surroundings, it is much more in keeping with the goals and policies for this area espoused by the Comprehensive Plan.

3. *Is the proposed building located a sufficient distance from the Columbia River to avoid creating a visual barrier?*

To provide context on the meaning of "visual barrier", Staff have interpreted the Code as being concerned about new structures interrupting old sight lines and view corridors from locations west (or in this case, south) of the Columbia River. The concern is that for residences further upland and away from the River, increasing heights at the river will forever interrupt their long-appreciated views of the water. The Applicant has not performed a viewshed analysis with their submitted materials, and Staff will concede that it is possible some Kennewick and Richland residences will lose a small percentage of their river view. However, this project attempts to at least minimize the interruption of views from Columbia Park Trail by being relatively narrow east-to-west and aligned with the two existing apartments looking due north from Columbia Park Trail. For context, again, reference Figure 3.

As written, the maximum height limits within NOS, PPF, and WF zones (which occupy the large majority zoning districts along the riverfront) capture this view-related concern by limiting heights to 55 feet and Staff

believe that this height limitation will be sufficient to protect established views, in large. Note, however, that as WF and UNIV districts are modified to have increased, or no limitation in height, this particular method of protection for upland viewsheds will be undermined.

Finally, as was subject of the Supplementary Information section, this building is proposing to exceed the 55-foot height otherwise established by Code as is permissible through 23.38.080(A). Planning Staff have ensured that the requirements of that Code section have been satisfied. Rather than further expressing non-conformance, Staff believes this additional height increase captures the inherent potential of placing a mixed-use building here rather than a strictly residential apartment structure. Furthermore, since the building proposes studio apartments rather than luxury units, it is providing a more-affordable housing option with greater amenities than are currently being offered in most studio-apartment buildings under review here in Richland.

STAFF CONCLUSION

Setting aside the subject and considerations of this request briefly, Planning contends that this is the kind of development sought not only by the Comprehensive Plan and Title 23, but also captures the inherent interest and potential of this area.

FINDINGS AND CONCLUSIONS

Staff has completed its review of the height increase request for Alder Street Design (M2023-113) and recommends approval of the request subject to the use being compatible with the underlying zoning and surrounding uses based on the following:

1. The site has complementary uses in the surrounding area.
2. The proposed mixed-use building has contemporary and complementary design elements that reflect the patterns of nearby existing buildings.
3. The entire development will benefit from approval and will serve as a meaningful complement to nearby apartments.
4. The proposed site is approximately 200 feet south of the Columbia River and is aligned to reduce its impact on the streetside viewshed.
5. The proposed building is outside of the limits of the Shoreline jurisdiction.
6. The proposal exceeds and follows the denoted height limitations in the Waterfront land use district via provisions afforded to it by RMC 23.38.080(A).
7. The applicant is Alder Street Design, LLC.
8. The site is in the Waterfront [WF] zone.
9. Building permits will be required for this building, along with other development on the property, and appropriately conditioned in future Staff development review.
10. Applicant provided a narrative and drawings associated with this request. (See Exhibits, 1 and 2, respectively, for this documentation.)
11. Public notification requirements were followed. (See Exhibit 3 for related documentation.) No comments from the public or Staff were received.

RECOMMENDATION

Planning Staff recommend approval of the height increase allowance prescribed by Richland Municipal Code [RMC] 23.22.040, Footnote 12.

EXHIBIT LIST

1. Applicant Narrative
2. Applicant Renderings, Plans and Analysis
3. Public Notification



Exhibit I

Applicant Narrative

COLUMBIA PARK TRAIL APARTMENTS

PHASE II

World Builders, LLC



- Height Exception Request -

Alder
STREET DESIGN



August 16th, 2023

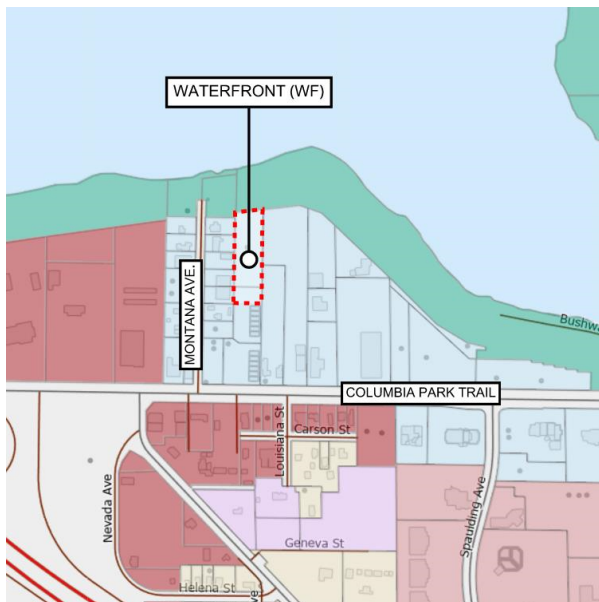
1154 Columbia Park Trail - Narrative

Project Team:

Development Team:
World Builders, LLC
Lionell Singleton | Houston Lillard

Architect:
Alder St. Design, LLC
Tim Allred

ZONING:



Parcel Number:	58060
Legal Description:	Section 30, Township 9, North Range 29
Zoning:	Waterfront (WF) Commercial
Site Area:	40,572 SF
Proposed Uses:	R-2, A-2

Zoning Requirements: Waterfront (WF)

Permitted Uses:

- Delicatessen
- Drinking Establishment
- Restaurant/Lounge
- Restaurant/Sit Down
- Wineries – Tasting Room
- Apartment, Condominium (3 or more units)

Development Standards:

Minimum Lot Area:	None
Max Density:	1:1,000 SF
Minimum Lot Width:	30 Feet
Setbacks:	
Front:	40 Feet from Centerline of ROW
Side:	40 Feet from Centerline of ROW
	0 Feet, 5 Feet for Parking
Rear:	0 Feet, 5 Feet for Parking
Max Building Height:	35 / 55 Feet
Minimum Dwelling Unit Size:	500 SF
Parking Requirements:	
Multi-Family Studio:	1 per Dwelling
Restaurant/Tavern:	1 per 100 SF
Roof Deck:	1 per 250 SF
Bike Parking:	5 min w/ 1 per 30 parking spaces
Loading (10 x 25):	1 space

Project Description:

The proposed project is a 5-story apartment building approximately 40,400 SF and comprised of studio apartment units. The project is targeting 39 dwelling units and will be requesting the 55' height allowance in order to achieve this density and promote views of the riverfront. The building will include a ground floor commercial space, roof deck, fitness center, and common areas. Parking is provided at a 1:1 ratio for the studio apartments, 1:100 SF for the commercial use, and 1:250 SF for the common area roof deck. The project proposes to utilize compact parking up to 25% of the total provided, and motorcycle parking counting towards the parking requirement at a 3:1 ratio.

The Studio Apartment units will comprise a variety of configurations allowing for a wide range of potential tenants. Studio sizes range from 504 SF to 816 SF. Approximately 1/2 of the units will have access to private outdoor space, and all units will have access to ground floor fitness & lobby, as well as 5th floor indoor common area and 6th floor roof deck.

Height Exception Criteria:

Section 23.22.040, footnote 12...*based upon review of the structure and a finding that the proposed building is aesthetically pleasing in relation to the buildings and other features in the vicinity and that the building is located a sufficient distance from the Columbia River to avoid creating a visual barrier.*

The design and development team contends the project will meet the height exception criteria as stated in Section 23.22.040 of the Richland Municipal Code through building placement, material selection, building appearance, and programmatic elements designed to enrich the waterfront experience.

Placement

The proposed building location is at the southernmost end of the project site, with a proposed property line adjustment to allow for the building position to be an additional 70' further south. By selecting this location, the project leaves as much distance as possible between the building and the Columbia River, minimizing the visual impact to avoid creating a visual barrier. Parking is placed to the north of the building, which further preserves view opportunities should adjacent properties choose to develop in the future. By keeping the building to the eastern side of the property, in line with the adjacent residential buildings to the south, we preserve as much of the view corridor as possible from the residential units' outdoor decks and balconies as they look north.

Material Selection

The project will use high quality materials consisting of fiber cement board and panel, architectural metal panel (painted and wood grain appearance), metal panel roofing, storefront glazing systems, vinyl windows, along with trim and accent materials. These materials will complement and relate to adjacent residential projects to the south, creating a 'campus' feel to the site.

Building Appearance

The building has been designed to complement the adjacent residential structures, while remaining unique with an orientation to the river. Similar material selection has been used to maintain continuity, while still allowing for variation in building appearance. The building massing has been designed to break down the scale of the height and length of the project, creating visual interest on each of the facades. Additional variation can be found at the roof line, where a variety of forms and heights provide additional interest.

Programmatic Elements

Through the additional height request, and studio-based building design, the project is able to approach the waterfront's upper density threshold. By maximizing the opportunity for residential units along the waterfront, we hope to further activate the neighborhood bike paths, parks, and shoreline; along with helping to support the proposed and future commercial opportunities. The project includes a

boutique commercial space on the ground floor, connected to the residential lobby to promote community interaction. Residents and patrons of the commercial space will have access to the 6th floor roof deck, promoting views of the Columbia River and Bateman Island. The additional height further allows the project to provide more common area along the ground floor including additional bike storage & fitness. It is a goal of the project to encourage and promote bike transportation, and a hope that the adjacent residential units could have access to and utilize the project's fitness center.

Thank you for your consideration,
Alder St. Design

Attachments:

1154 Columbia Park Trail Apartments Phase II_Height Request Packet 08.16.2023r





Exhibit II

Applicant Renderings, Plans and Analysis

COLUMBIA PARK TRAIL APARTMENTS

PHASE II



ENTRY PERSPECTIVE - NW CORNER

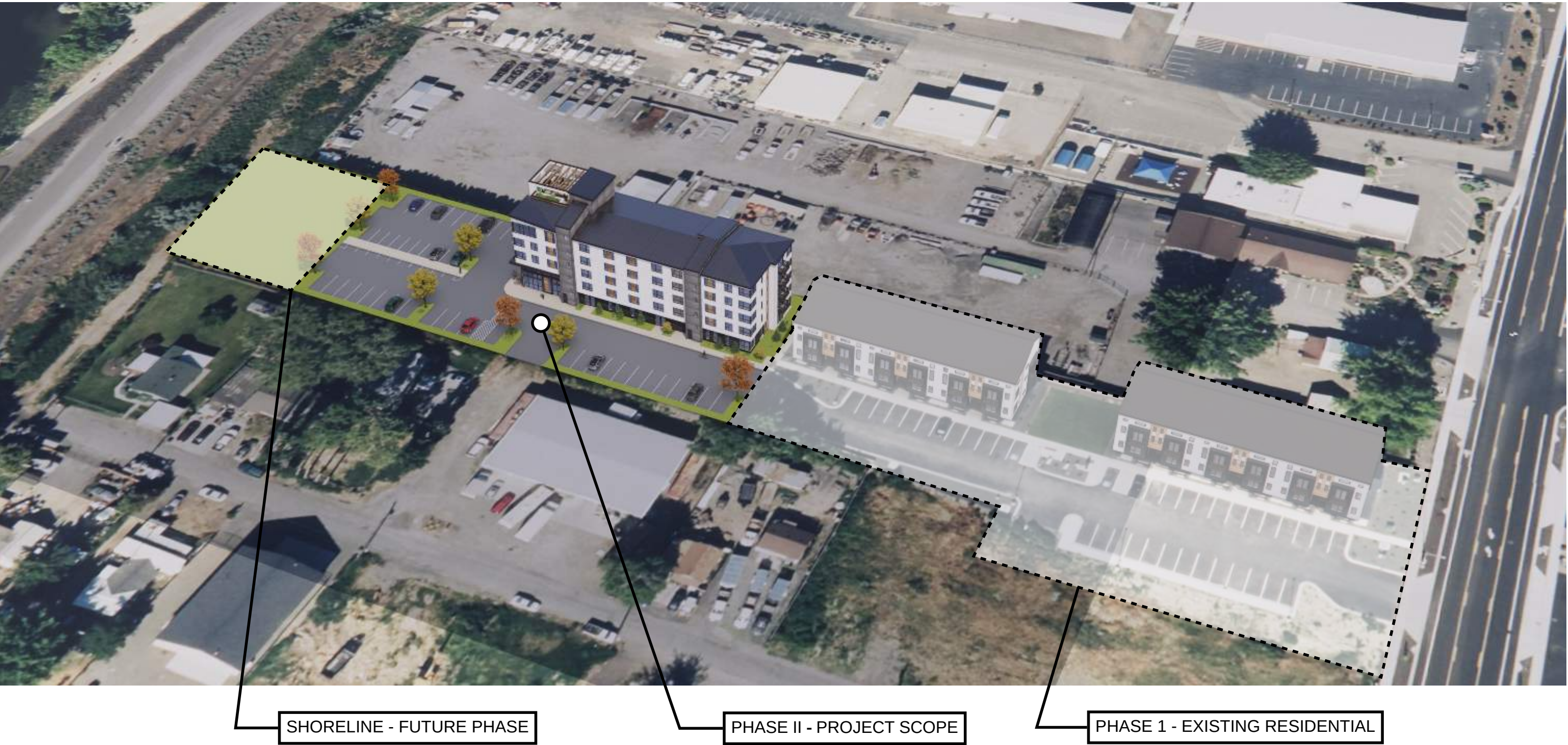
PROJECT INFORMATION

SITE LOCATION:	1154 COLUMBIA PARK TRAIL
ZONING:	WATERFRONT (WF) COMMERCIAL
SITE AREA:	40,572 SF
BUILDING AREA:	40,400 SF
UNIT COUNT:	39
UNIT MIX	
STUDIO S.1 (504 SF):	8
STUDIO S.2 (672 SF):	18
STUDIO S.3 (739 SF):	4
STUDIO S.4 (816 SF):	9
PARKING COUNT	
STANDARD (9 X 20):	36
COMPACT (7.5 X 15):	10
MOTORCYCLE (4 X 8):	10 (3:1)
LOADING (10 X 25):	1
BIKES	
- SHORT TERM:	10
- LONG TERM:	20



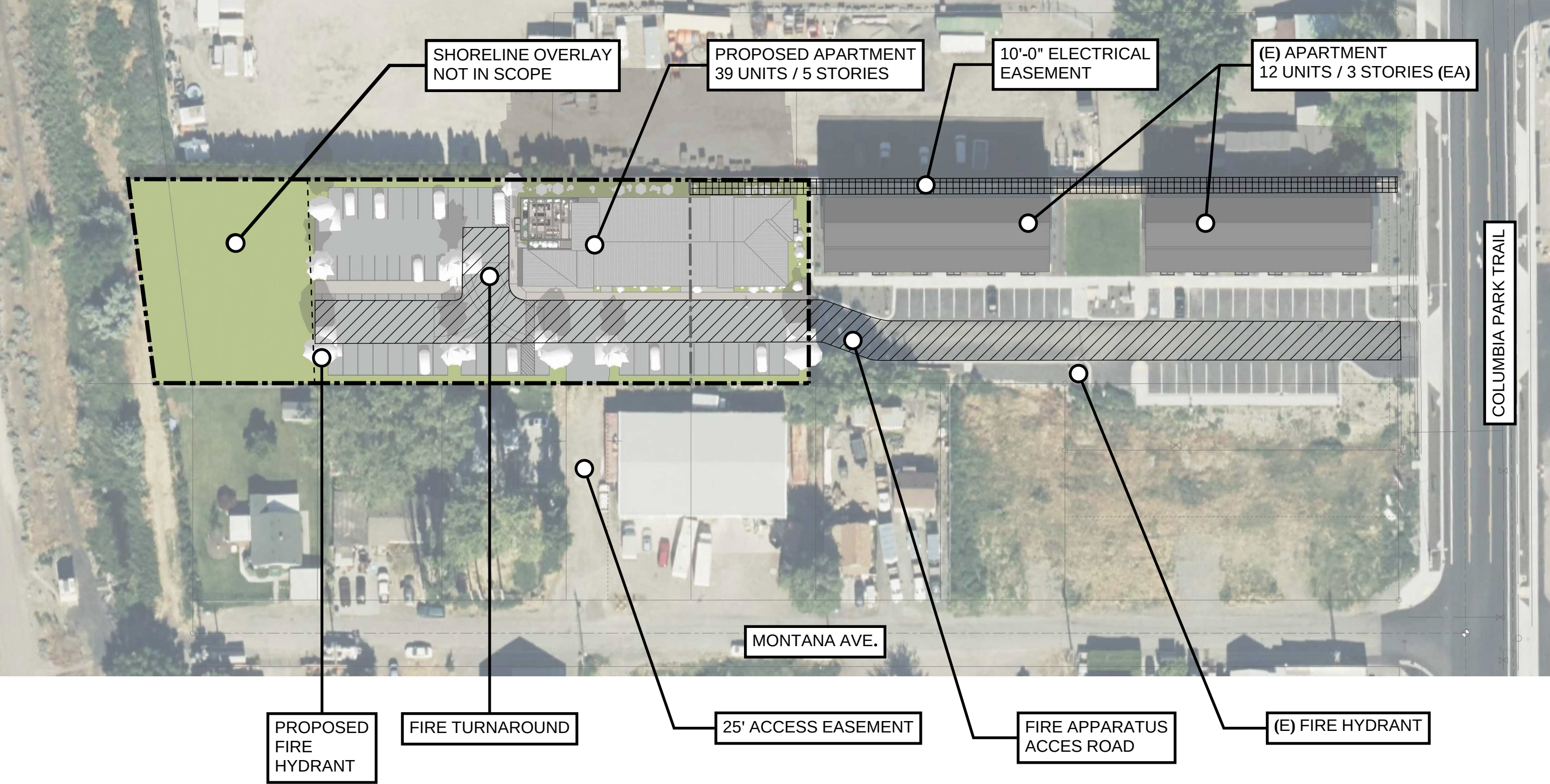
VICINITY MAP - NTS





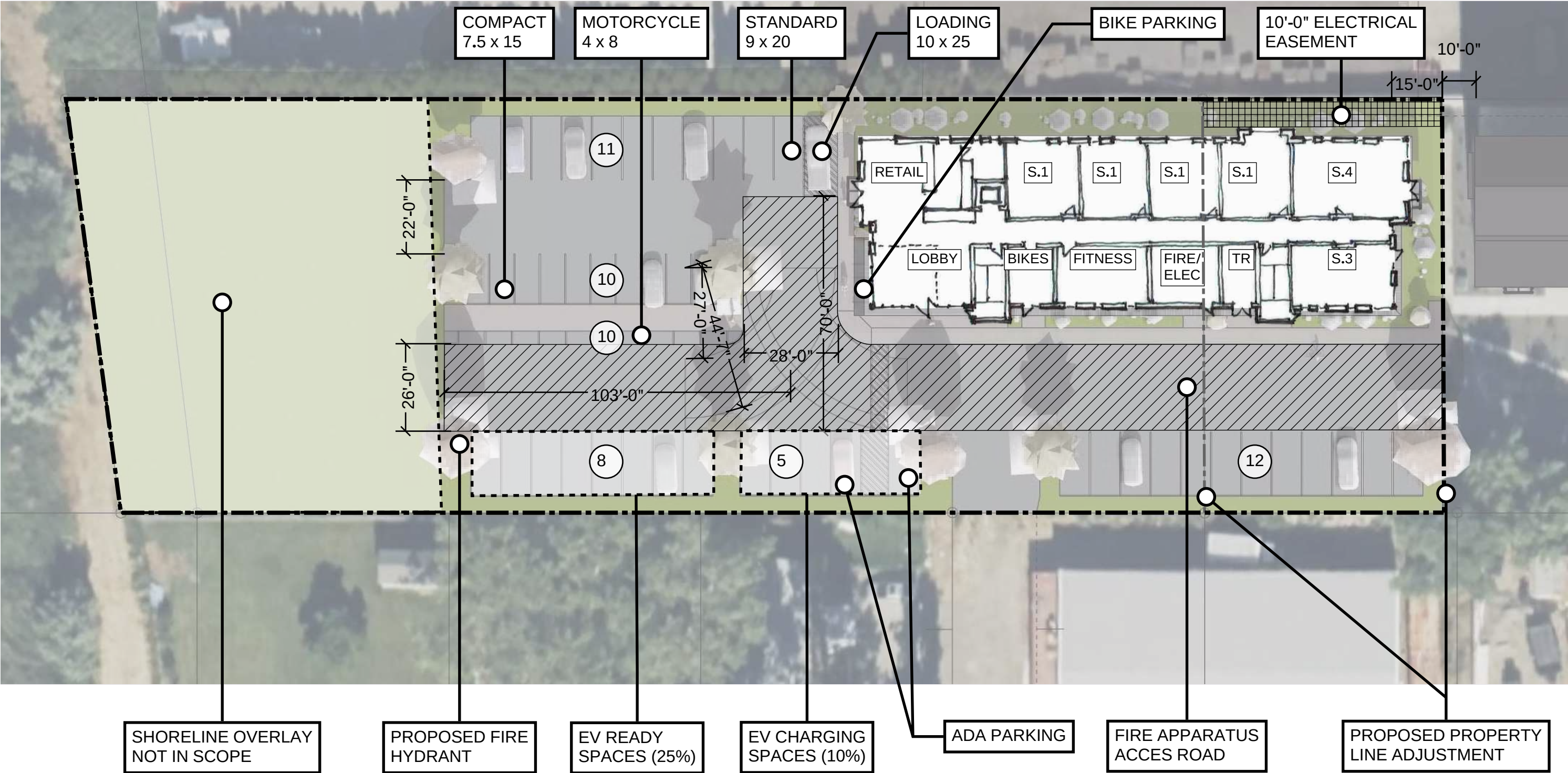
AERIAL PERSPECTIVE - SW





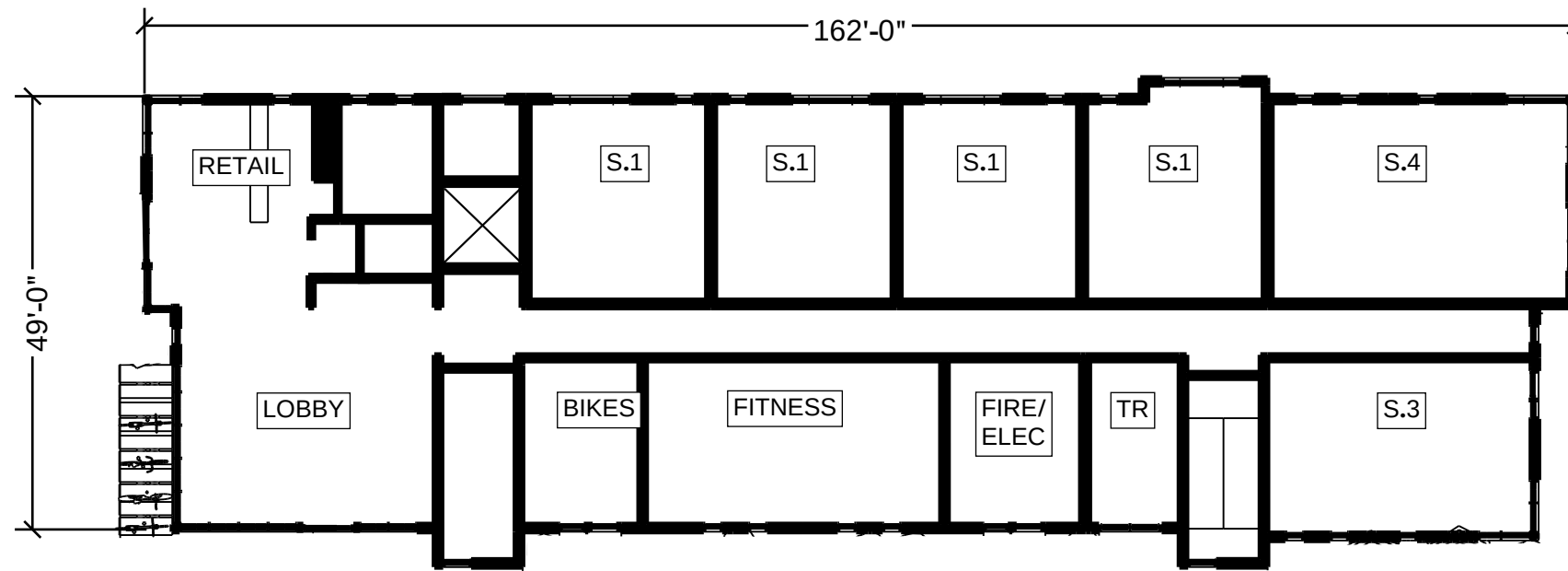
OVERALL SITE PLAN
1" = 60'-0"



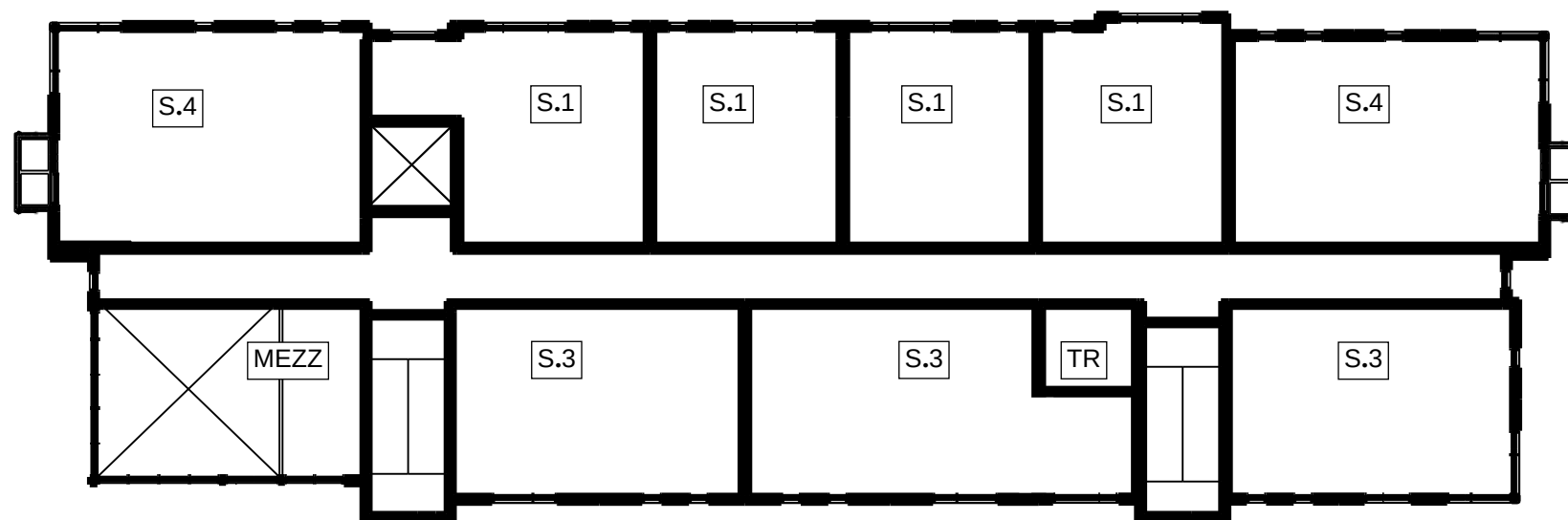


PROJECT SITE PLAN
1" = 30'-0"





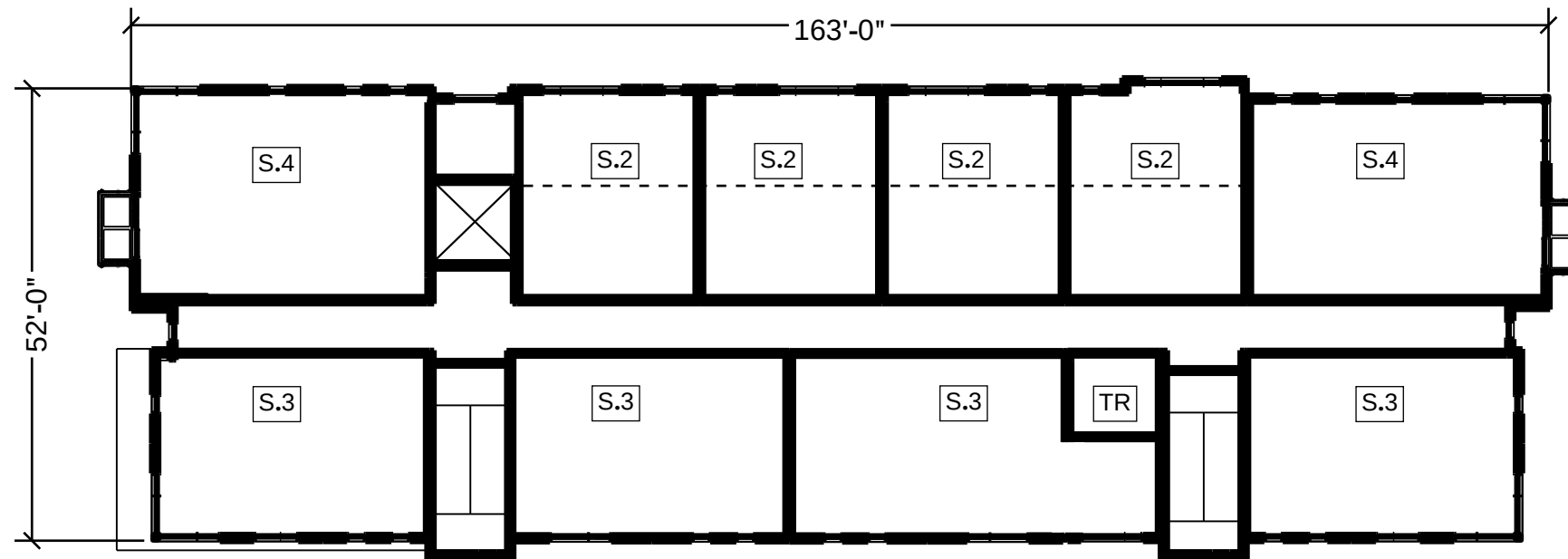
FIRST FLOOR - 8,050 SF



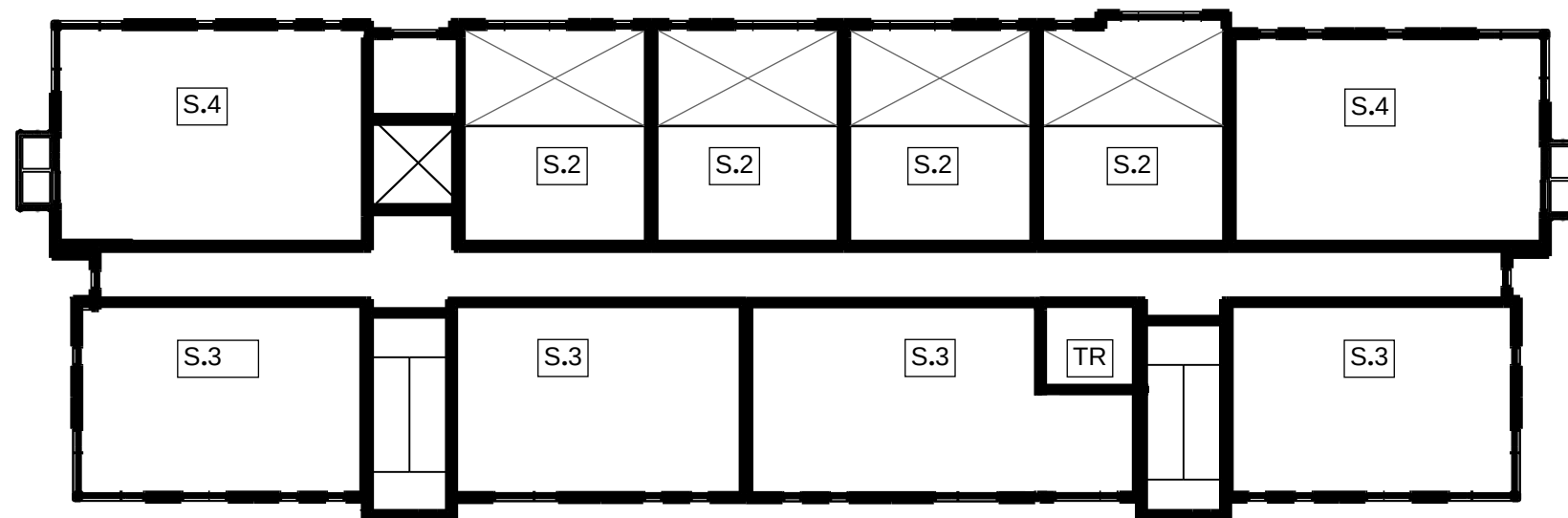
SECOND FLOOR - 7,850 SF

BUILDING FLOOR PLANS
1" = 20'-0" 





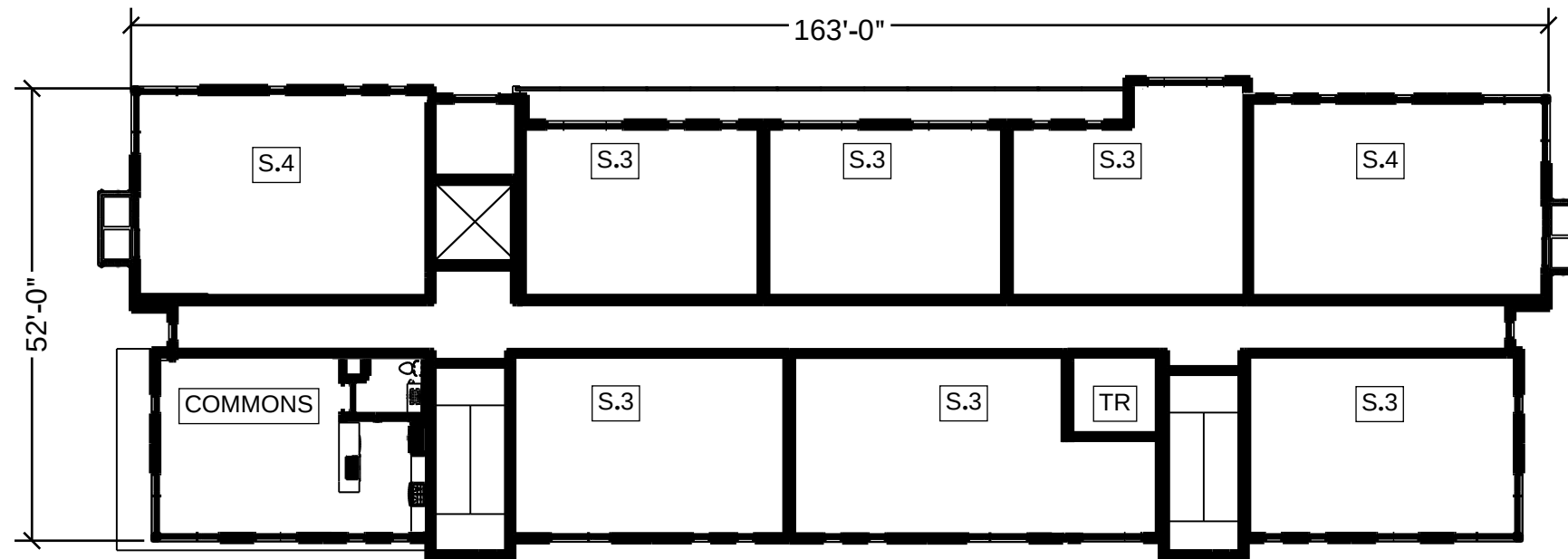
THIRD FLOOR - 8,350 SF



FOURTH FLOOR - 7,450 SF

BUILDING FLOOR PLANS
1" = 20'-0"





FIFTH FLOOR - 8,350 SF



ROOF DECK - 750 SF

BUILDING FLOOR PLANS
1" = 20'-0"

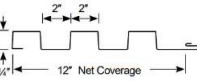




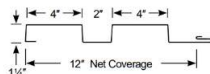
WEST ELEVATION
1" = 16'-0"

MATERIALS

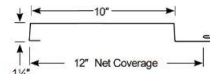
AESPAN METAL PANEL PROFILES



Cool Zinc Gray



Cool Matte Black



Cool Midnight Bronze



SpanSeam™ Metal Roofing



Cool Zinc Gray

FIBER CEMENT PANEL



HARDIE PANEL AND REVEAL SYSTEM

DIZAL METAL PANEL



HICKORY Natural





STANDING SEAM METAL ROOFING

FIBER CEMENT PANEL SIDING

METAL PANEL - 2" & 4" RIBS

METAL PANEL - WOOD GRAIN

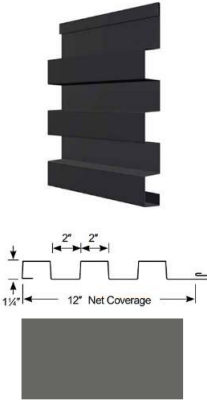
VINYL WINDOW

METAL PANEL - 4" & 10" RIBS

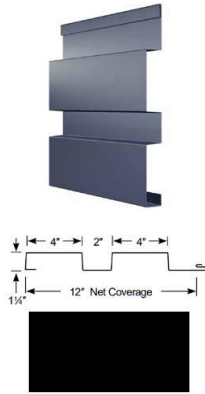
EAST ELEVATION
1" = 16'-0"

MATERIALS

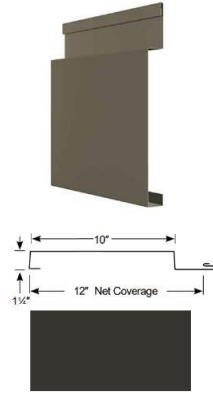
AESPAN METAL PANEL PROFILES



Cool Zinc Gray



Cool Matte Black



Cool Midnight Bronze



SpanSeam™ Metal Roofing



Cool Zinc Gray

FIBER CEMENT PANEL



HARDIE PANEL AND REVEAL SYSTEM

DIZAL METAL PANEL



HICKORY Natural





6TH FLOOR ROOF DECK

5TH FLOOR COMMON AREA

GROUND FLOOR COMMERCIAL

DOUBLE-HEIGHT LOBBY

PERSPECTIVE - NE CORNER





STUDIO UNIT - S.3

STUDIO UNIT - S.4

PEDESTRIAN CONNECTION FROM
COLUMBIA PARK TRAIL

PHASE 1 APARTMENTS (EXISTING)

PERSPECTIVE - SW CORNER





ROOF A
AREA: 1,952 SF
HEIGHT: 52'-6"

ROOF A
AREA: 675 SF
HEIGHT: 54'-6"

ROOF C
AREA: 4,046 SF
HEIGHT: 52'-6"

ROOF D
AREA: 254 SF
HEIGHT: 65'-8"

ROOF E
AREA: 245 SF
HEIGHT: 52'-6"

ROOF F
AREA: 832 SF
HEIGHT: 61'-8"

ROOF G
AREA: 946 SF
HEIGHT: 54'-6"

TOTAL ROOF AREA: 8,950 SF
AREA ABOVE 55'-0" = 1,331 SF
 $0.15 \times 8,950 = 1,342.5$ SF
 $1,331 < 1,342.5$, OKAY

HEIGHT DIAGRAM - ROOF AREAS





PERSPECTIVE - ROOF DECK





Exhibit III

Public Notification



CITY OF RICHLAND NOTICE OF APPLICATION, PUBLIC HEARING (M2023-113)

Notice: Tim Allred with Alder Street Design LLC, on behalf of World Builders LLC, has submitted a request to the Planning Commission to allow for a building height of 55 feet tall in the Waterfront (WF) zone district. The site is generally located approximately 450 feet north of Columbia Park trail, and 150 feet east of Montana Avenue, behind the apartments located at 1148 Columbia Park Trail, this parcel is specifically known as parcel number APN 130992000009000.

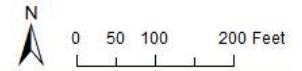
A public hearing on the proposed site height deviation will be held before the Planning Commission on Wednesday, September 27, 2023 at 6:00 PM within the City Council Chambers located at 625 Swift Blvd. All interested parties are invited to attend and present testimony at the public hearing.

Public Comment: Any person desiring to express their views or to be notified of any decision pertaining to this application should notify Kyle Hendricks, Planner, 625 Swift Boulevard, MS-35, Richland, WA 99352. Comments may be emailed to khendricks@ci.richland.wa.us. Written comments should be received no later than 5:00 p.m. on Tuesday, September 19th, 2023, to be incorporated into the staff report. Comments received after that date will be entered into the record at the meeting.

Appeal: The application will be reviewed in accordance with the regulations in RMC Title 19 Development Regulations Administration and Title 23 Zoning. Appeal procedures of decisions related to the above referenced application are set forth in RMC Chapter 19.70. Contact the Richland Planning Division at the above referenced address with questions related to the available appeal process.

Vicinity Map

Item: 1154 Columbi Park Trail Height Request
Applicant: Tim Allred, Alder St. Designs
File #: M2023-113

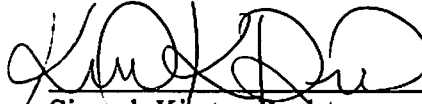


AFFIDAVIT OF MAILING

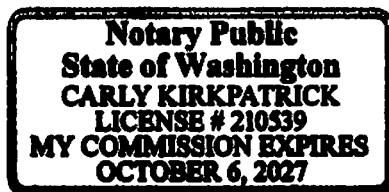
STATE OF WASHINGTON)
) ss.
COUNTY OF BENTON)

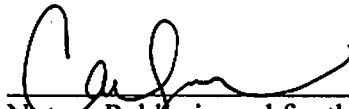
COMES NOW, Kirsten Recker, who, being first duly sworn upon oath deposes and says:

1. I am an employee in the Planning & Development Department for the City of Richland.
2. On the 6th day of September, 2023, I mailed a copy of the attached NOTICE OF PUBLIC HEARING FOR A HEIGHT INCREASE REQUEST TO THE RICHLAND PLANNING COMMISSION (M2023-113) to the attached list of individuals via regular USPS or email on the date indicated above. The Richland Planning Commission will conduct a public hearing at 6:00 p.m. on Wednesday, September 27, 2023.


Signed: Kirsten Recker

SIGNED AND SWORN to before me this 6th day of September 2023 by Kirsten Recker.




Notary Public in and for the State of Washington,

Carly Kirkpatrick
Print Name
Residing at Benton County
My appointment expires: Oct. 6, 2027

AFFIDAVIT OF MAILING - 1
Notice of Closed Record Hearing attached.
Address list attached.

NOTARY PUBLIC
STATE OF WASHINGTON
CARY K. KIRK
LICENSE # 10332
MY COMMISSION EXPIRES
OCTOBER 9, 2021

NOTARY PUBLIC
STATE OF WASHINGTON
CARY K. KIRK
LICENSE # 10332
MY COMMISSION EXPIRES
OCTOBER 9, 2021

AFFIDAVIT OF POSTING

STATE OF WASHINGTON)
) ss.
COUNTY OF BENTON)

COMES NOW, **Kyle Hendricks**, who, being first duly sworn upon oath deposes and says:

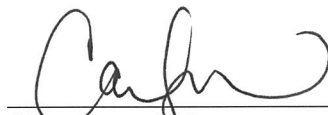
1. I am an employee in the Planning Division of the Development Services Department for the City of Richland.

2. On the 6th day of September, 2023, I posted the attached NOTICE OF PUBLIC HEARING, File Number M2023-113 (1154 Columbia Park Trail height request) in the following location:

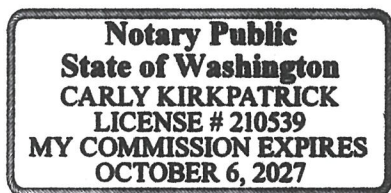
Near the terminus of the drive aisle, along the eastern edge of the aisle located at 1156 Columbia Park Trail. (Parcel # 130992000010001), Richland WA.


Signed: Kyle Hendricks

SIGNED AND SWORN to before me this 6th day of September, 2023, by Kyle Hendricks.


Signature of Notary


Printed Name



Notary Public in and for the State of Washington,
Residing in Benton County
My appointment expires: Oct. 7, 2027



Beaufort Gazette
Belleville News-Democrat
Bellingham Herald
Bradenton Herald
Centre Daily Times
Charlotte Observer
Columbus Ledger-Enquirer
Fresno Bee

The Herald - Rock Hill
Herald Sun - Durham
Idaho Statesman
Island Packet
Kansas City Star
Lexington Herald-Leader
Merced Sun-Star
Miami Herald

el Nuevo Herald - Miami
Modesto Bee
Raleigh News & Observer
The Olympian
Sacramento Bee
Fort Worth Star-Telegram
The State - Columbia
Sun Herald - Biloxi

Sun News - Myrtle Beach
The News Tribune Tacoma
The Telegraph - Macon
San Luis Obispo Tribune
Tri-City Herald
Wichita Eagle

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
36823	464931	Print Legal Ad-IPL01390160 - IPL0139016	M2023-113	\$175.01	1	59 L

Attention: Jennifer Anderson

CITY OF RICHLAND/LEGALS
625 SWIFT BLVD. MS-05
RICHLAND, WA 99352

janderson@ci.richland.wa.us

CITY OF RICHLAND NOTICE OF APPLICATION, PUBLIC HEARING

Notice: Tim Allred with Alder Street Design LLC, on behalf of World Builders LLC, has submitted a request to the Planning Commission to allow for a building height of 55 feet tall in the Waterfront (WF) zone district. The site is generally located approximately 450 feet north of Columbia Park Trail and 150 feet east of Montana Avenue, behind the apartments located at 1148 Columbia Park Trail. This parcel is specifically known as parcel number APN 13099200009000.

The Richland Planning Commission will conduct a public hearing on the proposed site height deviation on **Wednesday, September 27, 2023 at or after 6:00 p.m.** in the Council Chambers, Richland City Hall, 625 Swift Boulevard, Richland, WA 99352. All interested parties are invited to attend and present testimony at the public hearing.

Public Comment: Any person desiring to express their views or to be notified of any decision pertaining to this application should notify Kyle Hendricks, Planner, 625 Swift Boulevard, MS-35, Richland, WA 99352. Comments may be emailed to khendricks@ci.richland.wa.us. Written comments should be received no later than 5:00 p.m. on Tuesday, September 19, 2023, to be incorporated into the staff report. Comments received after that date will be entered into the record at the meeting.

Appeal: The application will be reviewed in accordance with the regulations in RMC Title 19 Development Regulations Administration and Title 23 Zoning. Appeal procedures of decisions related to the above-referenced application are set forth in RMC Chapter 19.70. Contact the Richland Planning Division at the above-referenced address with questions related to the available appeal process.
Date Published: Sunday, September 10, 2023
IPL0139016
Sep 10 2023

COUNTY OF BENTON)

SS

STATE OF WASHINGTON)

Stefani Beard, being duly sworn, deposes and says, I am the Legals Clerk of The Tri-City Herald, a daily newspaper. That said newspaper is a local newspaper and has been approved as a legal newspaper by order of the superior court in the county in which it is published and it is now and has been for more than six months prior to the date of the publications hereinafter referred to, published continually as a daily newspaper in Benton County, Washington. That the attached is a true copy as it was printed in the regular and entire issue of the Tri-City Herald and not in a supplement thereof, ran 1 time (s) commencing on 09/10/2023, and ending on 09/10/2023 and that said newspaper was regularly distributed to its subscribers during all of this period.

1 insertion(s) published on:

09/10/23

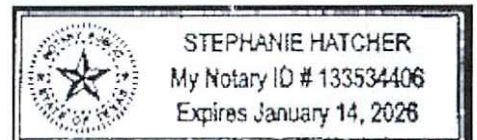
Stefani Beard

(Signature of Legals Clerk)

Sworn to and subscribed before me this 11th day of September in the year of 2023

Stephanie Hatcher

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!