Agenda
Planning Commission Meeting
Wednesday, August 28, 2019
City Hall Council Chambers | 625 Swift Boulevard

Commission Members: Chair Palmer, Vice-Chair Boring, and Commissioners Eadie, Keuhlen, Maier, Mealer, and Townsend

Liaisons: Council Liaison Alvarez and Alternate Council Liaison Lemley
Staff Liaison: Planning Manager Stevens

Regular Meeting - 6:00 p.m. (City Hall Council Chamber)

Welcome and Roll Call

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

July 24, 2019 Meeting Minutes

August 14, 2019 Workshop Minutes

Public Comments:

Presentations:

1. 2020 Community Development Block Grant Application Presentations

Public Hearing Explanation:

Unfinished Business - Public Hearing:

1. Draft Title 23 Update (Continued from June 26 Meeting)

New Business – Public Hearing:

Communications:

Adjournment

The next Planning Commission Workshop is September 11, 2019

The next Planning Commission Meeting is September 25, 2019

This meeting is broadcast live on CityView Channel 192 and online at ci.richland.wa.us

Richland City Hall is ADA accessible. 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 942-7388.

PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 8/28/2019

Agenda Category: Approval of Minutes

Prepared By: Mike Stevens, Planning Manager

Subject:

July 24, 2019 Meeting Minutes

Request:

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Approve the minutes of the Planning Commission meeting held on July 24, 2019.

Summary:

Attachments:

1. DRAFT PC Mtg Mins 7.24.19

MINUTES
PLANNING COMMISSION MEETING
CITY HALL – 625 SWIFT BOULEVARD – COUNCIL CHAMBER
WEDNESDAY, JULY 24, 2019
6:00 PM

Call to Order and Welcome:

Chair Palmer welcomed the public and called the meeting to order at 6:00 p.m.

Attendance:

Present: Chair Palmer, Vice-Chair Boring, Commissioners Eadie, Keuhlen, Maier, Townsend and Mealer. Also present were Council Liaison Lemley, Planning Manager Stevens and Block Grant Coordinator Burden.

Approval of Agenda:

Chair Palmer presented the agenda for review and approval.

COMMISSIONER BORING MOVED AND COMMISSIONER MAIER SECONDED THE MOTION TO APPROVE THE JULY 24, 2019 MEETING AGENDA AS PRESENTED. MOTION CARRIED 7-0.

Approval of Minutes:

Chair Palmer presented the minutes of the June 26, 2019 meeting for approval.

COMMISSIONER BORING MOVED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO APPROVE THE MINUTES OF THE JUNE 26, 2019 MEETING. MOTION CARRIED 7-0.

Public Comment

Chair Palmer asked the recorder to read the Public Comment Procedures. After the reading of the procedure, **Chair Palmer** opened the public comment period at 6:02 p.m. Chair Palmer closed the public comment period at 6:02 p.m.

New Business – Public Hearings:

Chair Palmer asked the recorder to read the Public Hearing Procedures.

1. **Public Hearing to Accept Public Input on the Use of 2020 CDBG/HOME Federal Funds**

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

   Chairman Palmer opened the public testimony period at 6:06 p.m. Having no one come forward to speak, **Chairman Palmer** closed the public testimony period at 6:06 p.m.

<u>Old Business – Public Hearings:</u>

1. **2018-2019 Comprehensive Plan Policy and Map, and Code Amendments (Continued from June 26, 2019 meeting)**

   Chairman Palmer asked Mr. Stevens to provide the Commission with a brief overview.

   Mr. Stevens gave a brief overview, after which, **Chairman Palmer** opened the item for Commission discussion, noting the Commission would review each application individually and then take collective action.

   Commissioners further discussed each zoning application and asked questions of staff regarding allowed uses and limitations on development in certain areas. Additional questions inquired about traffic impacts related to zone changes and requested additional information on several applications including Mr. Rew's negotiations with neighbors in the Horn Rapids development and Bethel's application along Shockley Rd.

   Brad Rew, speaking on behalf of Horn Rapids Golf Associates, indicated he had been in contact recently with Crosswater Loop residents and had provided them with updated plans that removed several buildings to accommodate resident feedback.

   Rick Simon, on behalf of Bethel Church spoke to commission questions relative to the parcel west of the requested zone change by Bethel Church.

   COMMISSIONER BORING MOVED AND COMMISSIONER MAIER SECONDED THE MOTION TO CONCUR WITH THE FINDINGS AND CONCLUSIONS IN THE STAFF REPORT AND MOVE TO APPROVE THE BRAD REW, HJBT PROPERTIES HORN RAPIDS GOLF APPLICATION TO CHANGE THE COMPREHENSIVE PLAN DESIGNATION ON APPROXIMATELY 1.99 ACRES TO MEDIUM DENSITY RESIDENTIAL FROM DEVELOPED OPEN SPACE, MOVE TO APPROVE BETHEL CHURCH APPLICATION FOR CHANGE OF COMPREHENSIVE PLAN DESIGNATION ON TWO APPROXIMATELY 5 ACRE LOTS FROM LOW DENSITY RESIDENTIAL TO HIGH DENSITY RESIDENTIAL SUBJECT TO THE PROPERTY USE AND DEVELOPEMNT AGREEMENT, MOVE TO APPROVE NORTHSTONE RICHLAND LLC'S CHANGE TO THE COMPREHENSIVE PLAN FROM LOW DENSITY RESIDENTIAL TO MEDIUM DENSITY RESIDENTIAL, MOVE TO APPROVE TIM BUSH'S REQEUST TO CHANGE THE COMPREHENSIVE PLAN DESIGNATION ON LOT 2 OF SHORT PLAT 3592 OF APPROXIMATELY 1.8 ACRES FROM PUBLIC FACILITIES TO HIGH DENSITY RESIDENTIAL AND LOT 4 OF SHORT PLAT 3592

OF APPROXIMATELY 2 ACRES FROM PUBLIC FACILITY TO COMMERCIAL, ADDITIONALLY APPROVE THE RICHLAND FIRE DEPARTMENT APPLICATION TO APPLY A COMPREHENSIVE PLAN DESIGNATION OF PARKS AND PUBLIC FACILITIES ON 2 ACRES LOCATED AT THE INTERSECTION OF SR240 AND STEVENS DRIVE (THAT CURRENTLY HAS NO DESIGNATION), AND CITY OF RICHLAND DEVELOPMENT SERVICES CHANGE TO PORTIONS OF CITY OWNED PROPERTY LOCATED IN LESLIE GROVE PARK, HOWARD AMON PARK, AMON PRESERVE AND WE JOHNSON PARK AS WELL AS TEXT AMENDMENTS AND ASSOCIATED AREA WIDE REZONES. MOTION PASSED 6-1, COMMISSIONER KEUHLEN IN DESENT.

2. **Draft Title 23 Update (Continued from June 26, 2019 meeting)**

Mr. Stevens noted staff time had not allowed for work on the update to Title 23 regarding container storage and requested additional time.

COMMISSIONER BORING MOVED AND COMMISSIONER MEALER SECONDED THE MOTION TO CONTINUE THE UNFINISHED BUSINESS FOR DRAFT TITLE 23 UPDATE AND CONTINUE TO THE NEXT MEETING IN AUGUST. MOTION PASSED 7-0.

<u>Communications:</u>

Chairman Palmer thanked everyone for their input and dedication to move the Comprehensive Plan item through.

<u>Adjournment:</u>

Chairman Palmer adjourned the meeting at 7:13 p.m.

PREPARED BY: Lynne Follett, Executive Assistant
REVIEWED BY: Mike Stevens, Planning Manager

PLANNING COMMISSION AGENDA ITEM COVERSHEET

Richland
Washington

Meeting Date: 8/28/2019 Agenda Category: Approval of Minutes

Prepared By: Mike Stevens, Planning Manager

Subject:

August 14, 2019 Workshop Minutes

Request:

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Approve the minutes of the Planning Commission workshop held on August 14, 2019.

Summary:

Attachments:

1. 081419 Draft PC Workshop Minutes

MINUTES
PLANNING COMMISSION WORKSHOP
City Council Chambers – 625 Swift Blvd.
WEDNESDAY, August 14, 2019
6:00 PM

Call to Order:

Chairman Palmer called the workshop to order at 6:00 p.m.

Attendance:

Present: Chairman Palmer, Commissioners Mealer, Madsen, Maier, Townsend, Keuhlen, and Eadie. Planning Manager Stevens and Councilman Alvarez were also present.

Agenda Items:

RMC 22.10.400 – Critical Areas Density Transfer Code Amendment

Mr. Stevens briefed the Commission on progress and updates to the Critical Areas Ordinance. Commissioners discussed proposed changes and asked staff questions about draft edits.

Adjournment:

Chairman Palmer adjourned the meeting at 7:13 p.m.

PREPARED BY: Lynne Follett, Executive Assistant

REVIEWED BY: Mike Stevens, Planning Manager

PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 8/28/2019 Agenda Category: Presentations

Prepared By: Michelle Burden, Block Grant Coordinator

Subject:
2020 Community Development Block Grant Application Presentations

Request:
Core Focus Area 3 - Increase Economic Vitality
Core Focus Area 6 - Enhance Neighborhood & Community Safety

Recommended Motion:

Summary:
The City of Richland received seven eligible applications for the 2020 Community Development Block Grant cycle, five proposed public service projects and two internal city projects.

Each applicant will have an opportunity to present details of their proposed project followed by an opportunity for the Commission to ask questions. Presentations will be limited to ten minutes per applicant and five minutes for questions.

Commission action on Council recommendation regarding applications will be scheduled for the September meeting.

Attachments:
1. CDBG Memo to the Planning Commission
2. CDBG 2020 Project Applications
3. Priority Ranking Check Sheet

Richland Washington

MEMORANDUM

TO: Planning Commission

FROM: Michelle Burden, CDBG Administrator

DATE: August 20, 2019

SUBJECT: **2020 CDBG Applications**

The City of Richland received seven eligible applications for the 2020 Community Development Block Grant (CDBG) program; five public service projects and two internal City projects.

There is $51,637 available for public service projects and $54,710 in funding requests. After the applicant oral presentations, each Commissioner will need to complete and submit the Priority Ranking Check Sheet, ranking projects from 1 to 5 with 1 being the **lowest** priority and 5 being the **top** priority for a proposed project. Funding decision may be difficult. Ranking the proposed projects will allow the Commission to recognize top project priorities within Richland. Staff will tabulate the results and provide the Commission a summary of results at the September 11 Workshop.

There is $235,430 available in funding for non-pubic service projects and $232,240 in requests. Ranking these two projects will not be required as there is no shortfall of funding available.

Subrecipient/Recipient	2020 $ Request	2019 $ Award	2018 $ Award	2017 $ Award	2016 $ Award	**Total PY Awards**
PUBLIC SERVICE PROJECTS						
Elijah Family Homes	24,730	28,857	21,040	23,753	19,792	**$ 93,442**
Elijah Family Homes	3,200	6,400				**$ 6,400**
Sr. Life Resources	9,400	8,800	8,600	9,026	8,500	**$ 34,926**
The ARC	12,880	11,700	11,800	10,000	8,827	**$ 42,327**
CBC Foundation	4,500					
NON PUBLIC SERVICE PROJECTS						
C of R Econ. Dev.	70,000					
C of R Public Works	162,240	235,000	191,250	98,148	75,676	**$ 600,074**
C of R Parks & Fac.		75,000	147,132	125,891	54,142	**$ 402,165**

The Commission will be asked to deliberate and make formal project recommendations to Council at the regular September 25 meeting.

2020 CDBG PRESENTATION SCHEDULE

Richland Council Chambers – August 28, 2019
625 Swift Blvd. Richland WA

6:00 p.m. Planning Commission Roll Call and Procedural Review

Applicant, please arrive 5 minutes before your presentation time begins.

TIME	APPLICANT NAME AND PROJECT	AMOUNT REQUESTED
PUBLIC SERVICE:		
6:10 p.m.	**The ARC of Tri-Cities** Partners N Pals Program	$12,880
6:25 p.m.	**Elijah Family Homes** Transition to Success Program	$24,730
6:40 p.m.	**Elijah Family Homes** Transition to Success Your Program	$3,200
6:55 p.m.	**Senior Life Resources** Meals on Wheels Program	$9,400
7:10 p.m.	**CBC Foundation** Dental Hygiene Services	$4,500
	AMOUNT REQUESTED FOR PUBLIC SERVICE	**$54,710**
ECONOMIC DEVELOPMENT & PUBLIC FACILITY IMPROVEMENTS:		
7:25 p.m.	**City of Richland, Economic Development** Façade Improvement Loans	$70,000
7:40 p.m.	**City of Richland, Public Works** Removal of Architectural Barriers – Sidewalk, ADA & RRFB's	$162,240
	AMOUNT REQUESTED FOR PUBLIC FACILITY	$232,240
	TOTAL REQUESTS 2020 CDBG FUNDS	**$286,950**

Community Development Block Grant Application
2020 Program Year

RECEIVED
AUG 12 2019
BY: ....

Applicant: The Arc of Tri-Cities

Address: 1455 Fowler Street, Richland WA 99352

Project Name: Therapeutic Recreational Services

Contact Person: Donna Tracy

Telephone: 509-783-1131 ext. 105
Cell: 509-947-6090
Email: donnat@arcoftricities.com

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

Requested CDBG Funding Amount: $ 12,880
Leverage of other funds: $24,000

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1. What type of CDBG project/activity are you applying? (choose one)
   - ☐ Public Facilities or Improvements
   - ☒ Public Service, complete - **Attachment 1**
   - ☐ Housing (acquisition, rehabilitation or homeownership assistance)
   - ☐ Economic Development, complete - **Attachment 2**

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.

   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. Participants are 18 years and older. Activities include VIP Club, Dances, exercise, community event support and summer camp. Individuals with developmental disabilities will receive additional volunteer staffing support to make community activities accessible by providing personal care support, cognitive assistance, and behavior support. The Arc will reduce the financial barrier to participate in community events by providing scholarship assistance.

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 disability. (US House of Representatives Select Committee on Children,)

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

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

Serves Severely Disabled Adults

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

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

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

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

☐ b. Your project/activity serves only a low income area which is proven by the FY 2015 American Community Survey (ACS) 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. Your project will create jobs that employ low to moderate income employees.

7. Attach a map, providing the location of the project or service area.

8. Provide program benchmarks you hope to achieve in 2020. 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
	1st Quarter				
April – June	2nd Quarter	11	People	460.00	5060
July – Sept.	3rd Quarter	17	People	460.00	7820
	4th Quarter				
	TOTAL	28			12,880

9. Of the total "number served" listed in Question 8 above (table), please categorize your clientele by the following criteria, using the 2019 income table below:

Number of clients below 30% median income	28
Number of clients below 50% median income	
Number of clients below 80% median income	
Number of elderly clients	
Number of minority clients	
Number of disabled clients	28
Total Richland residents served	28

The following are the area median income (AMI) limits, per household size, for 2019 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.

2019 AMI for Kennewick – Pasco – Richland (effective June 28, 2019)								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	$16,400	$18,750	$21,100	$21,750	$25,300	$27,150	$29,050	$30,900
50%	$27,300	$31,200	$32,650	$35,100	$42,150	$45,250	$48,400	$51,500
60%	$32,760	$37,440	$39,180	$42,120	$50,580	$54,300	$58,080	$61,800
80%	**$43,700**	**$49,950**	**$52,200**	**$56,200**	**$67,400**	**$72,400**	**$77,400**	**$82,400**

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

	2019	2018	2017	2016
Kennewick	22000	2200	22000	21000
Richland	11700	11700	9072	8827.00
Pasco	9000			

11. 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, daycare. Clients participating will increase their skills and independence. Success will be measured through participant survey

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

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL: Salaries (No more than 10% for ED salary)		24000	United Way, Fundraising, Private Pau, DDA dollars	24000
CONSTRUCTION: Engineering Materials Labor / Contracts				
PROPERTY: Purchase Price Closing Costs				
OTHER: (Describe)	12,880 Scholarship Assist			12,880
TOTAL				**36,880**

13. Are the above "other sources" of funds secured? Please describe:

    United Way 3,000
    Developmental Disabilities Administration 13,000
    Private Pay 7,000
    Fundraising/Donations 1,000

14. 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 in order to offset costs of support. We do not have the excess funding to support low-income individuals who are unable to pay the full cost without the support from the City. Therefore, they would go without access to services.

15. If your request includes recurring costs such as staff time, supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation 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. CBDG Funding is allocated to scholarships for individuals in low income families, who otherwise cannot afford the cost of participation.

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

	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 construction/renovation?	☐	☒
	a. Do you own the property?	☐	☐
	b. Do you have experience with federal Davis-Bacon labor and wage requirements?	☐	☐

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 that 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:

Donna Tracy

Signature of Authorized Agency Official

Donna Tracy - Program Manager

Printed Name & Title

August 12, 2019

Date

Attachment 1

Public Service

Community Development Block Grant Application 2020 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 2019, please quantify the increase in service that you will provide during 2020 and explain why there is a new demand or an unmet need in the community for this service:

   This funding represents an ongoing unmet need in our community. Families with individuals with developmental disabilities do not have daycare options and supports, The Arc uses volunteers ands staffing to provide up to a 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 that we can support people in their community. This funding is meeting an ongoing gap in our community

3. When was your agency organized/formed? 1962

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 in order to do business:

7. Please describe staff positions for this program and qualifications: (Attach Resumes of key staff)
   Donna Tracy- Program Manager
   Helen Martinez - Finacial Manager

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

9. Will CDBG assist in leveraging or matching other funding? ☒ Yes ☐ No

10. Is this the first year of the project/activity/program? ☐ Yes, Year began: 1965 ☒ No

11. If you receive funding for 2020, how will your program be funded in the future?
    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
2020 Program Year

Applicant: **Elijah Family Homes**

Address: **660 George Washington Way, Ste G**

RECEIVED
AUG 12 2019
BY: ....

Project Name: **Transition to Success, Case Management**

Contact Person: **Byron Talbott, Executive Director**

Telephone: **509-943-6610** Email: **btalbott@elijahfamilyhomes.org**

Federal Tax ID #: **20-4058168** Duns #: **829282651**

Requested CDBG Funding Amount: $ **24,730.00** Leverage of other funds: $ **21,534.00**

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1. **What type of CDBG project/activity are you applying? (choose one)**
   - ☐ Public Facilities or Improvements
   - ☒ Public Service, complete - **Attachment 1**
   - ☐ Housing (acquisition, rehabilitation or homeownership assistance)
   - ☐ Economic Development, complete - **Attachment 2**

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.**

   PROJECT AND LOCATION

   The CDBG grant will go to support Elijah Family Homes (EFH) proven and ongoing Transition to Success Case Management Program/Project (TTS). This program is administered in Benton and Franklin counties, but the Richland CDBG funds would be used for our clients in the City of Richland, Washington.

   HOW THE FUNDS ARE USED

   The CDBG funds would be used for the Transition to Success, Case Management Program/Project (TTS), which currently provides case management including frequent home visits, individualized goal setting, program compliance monitoring (including random monthly drug tests and documentation of recovery meeting attendance), monthly EFH Community meetings, housing subsidies and family activities for tenants already in the transitional housing program and on the wait list. With help from City of Richland CDBG funding in 2020, EFH can continue our current services for clients living in Richland. The funding would include continued services for those families in Richland who are currently in our housing, on our waiting list, and those who have graduated and are still living within the city of Richland.

EFH provides low-income housing and subsidies to families in recovery for up to three years. The EFH foundational housing program provides rent subsidies that are both affordable, and provides decent, and safe housing, TTS/Case Management Program is the accompanying three-year program of supportive services designed to lead EFH tenant families from homelessness or near homelessness to a higher level of self-sufficiency. the TTS program is essential to help families to keep moving forward with their lives, working towards breaking the cycle of substance abuse and poverty which in most cases is generational. Without the supportive services piece, i.e. case management, parenting education, financial/budgeting training, EFH housing acts simply as a "holding place" for families, until they find themselves once again looking for low-income housing opportunities.

THE CLIENTS WE SERVE

Clients who are admitted for services have been clean and sober for a minimum of one year. They often have spent major periods of their lives homeless, though they may or may not be homeless at the time they are accepted for EFH services. All EFH clients have children under the age of 18 and either enter the program from transitional housing, living with friends or relatives, or living in environments that are not conducive to raising healthy children or maintaining recovery. They are not eligible for public housing because of criminal and/or eviction histories.

Over the years, a minimum of at least 25% of EFH clients have had co-occurring diagnoses. Furthermore, 32% of the homeless adults in Benton/Franklin Counties are families with children under age 18. According to the *10 Year Plan to End Homelessness Phase Two Update 2012*, "homeless children are uniquely subject to victimization because of poverty, violence, and drug abuse that they encounter on the streets. Homeless children experience almost twice the number of traumatic events than housed children."

EFH has three main goals we strive to meet through the TTS/Case Management program.

Goal 1. For all families graduating from the EFH program to leave with higher levels of income and education than they had at the time of program entry.

Goal 2. For all children in EFH families to leave the program after three years showing some measure of growth to be individually measured at the time of program entry to the point of program exit.

Goal 3. For at least 70% of EFH tenants to graduate from the program within three years.

WHY THIS PROJECT IS NEEDED

The clients that we serve are not eligible for public housing or financial assistance because of criminal history with-in the past 3 years or they have been denied housing assistance. Our clients meet both the income level, which is income lower than the 50% of AMI and most under 30%, and meet the HUD definition of being homeless. These clients also have had substance abuse issues in their history.

There is a desperate need in general for low income, affordable housing in the Benton/Franklin county market place. Current statistics show there is only from 1.1% to just over 2% of rental housing inventory available in the Tri Cities market. With such a tight rental inventory this gives way for landlords to both raise rental prices and be very discretionary about those they choose to rent to.

The homeless population in the Tri-Cities region is ever increasing and with substance abuse and a current opioid crisis so prominent in our region, the EFH Transition to Success/Case management Program (TTS) meets the need in providing transitional housing, providing hope, and helping break the cycles of both generational substance abuse and generational poverty.

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

EFH serves a subpopulation of the typical homeless in the Tri-Cities. According to the *2015-2019 Tri Cities Consortium Consolidated Plan,* 12% of those homeless cited the reason for their homelessness as drug and alcohol use. A recent report from the *National Coalition for the Homeless* stated that the Substance Abuse and Mental Health Services Administration estimates that the numbers are closer to 26% (drug abuse) - 38% (alcohol abuse). Transitional housing, for parents with children who are putting their lives together after transitioning off drugs and alcohol, is extremely limited. According to *The Tri-Cities Analysis of Impediments to Fair Housing 2011-2015,* "...vacancy rates hovering around 1% provide limited choice and increased barriers to attaining housing stability."

According to the 2019 HUD FMR (Fair Market Rent) the average cost of a three-bedroom rental in Benton County is currently $1,307 per month plus utilities, which would require an annual income of over $53,000 per year to afford. Most families EFH serves have extremely low incomes of $21,100 per year or less. The few clients that do earn more than minimum wage may be paying court fines, child support, and other outstanding bills which keep them struggling financially to afford appropriate housing.

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

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

Elijah Family Homes serves and houses 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". These houses continually need brick and mortar type projects just to maintain them in decent condition. 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.

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

Goal #	Strategy #	Objective #	Outcome #
1,2,4	III	2	2

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

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

☐ b. Your project/activity serves only a low-income area which is proven by the FY 2015 American Community Survey (ACS) 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. Your project will create jobs that employ low to moderate income employees.

7. **Attach a map, providing the location of the project or service area.**

8. **Provide program benchmarks you hope to achieve in 2020. 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
1st Quarter	16	People	$386.41	$6,182.50
2nd Quarter	16	People	$386.41	$6,187.50
3rd Quarter	16	People	$376.41	$6,187.50
4th Quarter	16	People	$376.41	$6,187.50
TOTAL	64	People	$24,730.00	$24,730.00

9. **Of the total "number served" listed in Question 8 above (table), please categorize your clientele by the following criteria, using the 2019 income table below:**

Number of clients below 30% median income	0
Number of clients below 50% median income	0
Number of clients below 80% median income	64
Number of elderly clients	0
Number of minority clients	7
Number of disabled clients	1
Total Richland residents served	64

The following are the area median income (AMI) limits, per household size, for 2019 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.

2019 AMI for Kennewick – Pasco – Richland (effective June 28, 2019)								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	$16,400	$18,750	$21,100	$21,750	$25,300	$27,150	$29,050	$30,900
50%	$27,300	$31,200	$32,650	$35,100	$42,150	$45,250	$48,400	$51,500
60%	$32,760	$37,440	$39,180	$42,120	$50,580	$54,300	$58,080	$61,800
80%	**$43,700**	**$49,950**	**$52,200**	**$56,200**	**$67,400**	**$72,400**	**$77,400**	**$82,400**

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

	2019	2018	2017	2016
Kennewick				
Richland	28,857 awarded	20,984	23,228	19,792
Pasco				

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

A three-year transitional plan leads clients 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. Tenants 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. Available to clients will be the Triple P parenting and family support system that is measurable.

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.

D) FAMILIAL SEL-SUFFICIENTCY - Families will leave the EFH program with adults either earning a living wage through sustainable employment or participating in training to gain living wage employment.

E) LEGAL ACCOUNTABILITY - Clients are refraining from new criminal offenses. They follow a defined plan to eliminate their previous legal obligations.

F) SOCIAL DEVELOPMENT - Adults participate in functional personal and social relationships. Benchmarks may include completion of conflict resolution class, observation or participation in social groups, assessment of positive relationship skills by support professionals and/or EFH volunteer mentor. Exit questionnaires, statistical tracking, and personal follow up conversations are also helpful in measuring success in these areas.

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

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL: Salaries (No more than 10% for ED salary)	$ 23,230	$ 5,000	Privat Funds and fundraising	$ 28,230
CONSTRUCTION: Rent/Lease Supplies Indirect Cost	 $ $ $	 $ 1,944 $ 900 $ 5,830	Privat Funds and fundraising	 $ 1,944 $ 900 $ 5,830
PROPERTY: Purchase Price Closing Costs				
OTHER: Compliance & Drug Testing (Describe)	 $ 1,500	 $ 5,160 $ 2,100 $ 600	 Tri City Mobile UA Private Funds Fund Raising Private Funds Fund Raising	 $ 6,660 $ 2,100 $ 600
TOTAL	**$ 24,730**	**$ 21,534**		**$ 46,264**

13. **Are the above "other sources" of funds secured? Please describe:**

Projected 2020 income from grants, PCAP overhead income and corporate, service clubs and individual donations is projected at over $130,000+. We will receive a grant from Women Helping Women in 2020. This grant has typically been $10,000 Three Rivers Community Foundation typically provides consistent funding of $1,500 or more. The local Rotary and Kiwanis service clubs have occasionally approved small grants for very specific small housing repairs/projects on an as needed basis. We have a minimum of two fundraising events each year that historically provide between $65,000 and $70,000+ dollars. Our agency is contracted with the University of Washington/Washington State, Parent-Child Assistance Program (PCAP). The PCAP contract was renewed for the next 2 years through June of 2021. We will have approx. $30,000 of administrative and overhead income come in from PCAP program yearly. We are continually working on securing additional funding through various new grant opportunities. We continue to receive private donations from corporations and individuals, and we are growing in program notoriety in our community.

14. **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 from the City of Richland and is not able to obtain them from the sources listed in #13 above, we will reduce some supportive services, as well as the amount of time spent with tenants, to help them to succeed once they leave the program. We would not be able to keep our Program Director full time, nor be able to have an additional case manager to work with clients. Also, fewer tenants will be served in rent support units, or on a wait list, which means fewer families will be allowed into the program in general. EFH will still provide low-cost housing and minimal supportive services without CDBG funds.

We would do whatever possible to maintain our current housing, supportive services, parent/child education classes available. There is a large gap between gaining stable housing and reaching a higher level of self-sufficiency. Without sufficient funding for quality case management, coaching, and education about self-sufficient living, tenants are more likely to reenter the homeless system.

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

EFH holds an annual fundraising breakfast event each year and have started an annual fundraising summer event. The next fundraiser breakfast is planned for October 25, 2019, and a summer event June 19th, 2020. EFH also holds an endowment fund through the Three-Rivers Community Foundation, which will help with sustainability once fully funded. EFH continues to search and apply for additional grants that will sustain programming as well as help with maintenance of the properties. Our agency has a renewed 2-year contract with the University of Washington/Washington State Parent-Child Assistance Program (PCAP) through June 2021. This contract enables us to have more funds to support agency administration and overhead.

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

	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 construction/renovation?	☐	☒
	a. Do you own the property?	☐	☐
	b. Do you have experience with federal Davis-Bacon labor and wage requirements?	☐	☐

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 that 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

Byron J Talbott, Executive Director
Printed Name & Title

8-12-2019
Date

Attachment 1

Public Service
Community Development Block Grant Application 2020 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 2019, please quantify the increase in service that you will provide during 2020 and explain why there is a new demand or an unmet need in the community for this service:

   There is an opioid and substance abuse crisis in our homeless people seen here in Benton and Franklin Counties, coupled with a shortage of rental housing inventory and increase in cost for rental housing. These factors listed above have created an increased and continued need for a program such as Elijah Family Homes', Transition to Success/Case Management program. We have consistently averaged 3 to 4 families on our waiting list as well as serving 8 to 10 families in our current housing or supported housing. The need has gotten greater in the past couple of years, and we unfortunately must turn people away because our abilities to support more is limited.

   The CDBG funding along with other grant, business and corporate donations and personal donations will help us continue to meet the desperate need in our community especially within the City of Richland.

3. When was your agency organized/formed?

   Established as a Non-profit corporation in 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 in order to do business:

   Executive Director- recommended bachelor's degree or above, and or a minimum of 10 years administrative/management experience. Experience with drug and alcohol addiction, recovery, financial expertise, as well as public speaking, networking, marketing experience.

   Program Case Managers-Bachelor's degree, Masters preferred. Experience with social work/case management, addiction/recovery helpful, working with the homeless population and capable of handling multiple clients and documentation.

7. Please describe staff positions for this program and qualifications: (Attach Resumes of key staff)

   Executive Director: Byron Talbott
   Program Director: The Program Direct position is currently vacant but will be filled before our oral presentation.
   Administrative Assistant: Kirsten Hendry

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

   We will receive a grant from Women Helping Women in 2020. This grant has typically been around $10,000.00, Three Rivers Community Foundation typically provides consistent funding of $1,500 or more. Our agency is contracted with the University of Washington/Washington State Parent-Child Assistance Program (PCAP). The PCAP contract was renewed for the next 2 years through July of 2021. We will have approx. $30,000 of administrative and overhead income from our PCAP program

9. Will CDBG assist in leveraging or matching other funding? ☒ Yes ☐ No

10. Is this the first year of the project/activity/program? ☐ Yes, Year began: 2006 ☒ No

11. If you receive funding for 2020, how will your program be funded in the future?

   We typically will receive funding from local Rotary and Kiwanis service clubs who have occasionally approved small grants for very specific small housing repairs/projects on an as needed basis. We have a minimum of two fundraising events each year that historically provide between $65,000 and $70,000+ dollars. Our individual giving by donations can be up to $20,000.00, and we will continue to see out funding through other grants, corporate and individual donations.

Community Development Block Grant Application
2020 Program Year

RECEIVED
AUG 12 2019
BY: ....

Applicant: Elijah Family Homes

Address: 660 George Washington Way, Ste. G, Richland, WA 99352

Project Name: Youth Activities Program

Contact Person: Byron Talbott, Executive Director

Telephone: 509-943-6610 **Email:** btalbott@elijahfamilyhomes.org

Federal Tax ID #: 20-4058168 **Duns #:** 829282651

Requested CDBG Funding Amount: $ 3,200 **Leverage of other funds:** $ 6,950.00

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1. **What type of CDBG project/activity are you applying? (choose one)**
   - ☐ Public Facilities or Improvements
   - ☒ Public Service, complete - **Attachment 1**
   - ☐ Housing (acquisition, rehabilitation or homeownership assistance)
   - ☐ Economic Development, complete - **Attachment 2**

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.**

   Elijah Family Homes (EFH) is continuing our **Youth Activities Program** benefiting the school age children within our existing Transition to Success (TTS) program for school age children living in the city of Richland. EFH is requesting only 50% of the students estimated annual expense for after school activities of school age children currently in the TTS Program. The activity funds would be used specifically to offset the cost of in school and after school programs, activities, community-structured, targeted activities, such as; orchestra, choir programs, dance programs, school sports, after school programs, summer camps and summer sports leagues. This would also include educational opportunities such as special technology camps and learning camps.

   The funds **will not be used** for childcare services, equipment cost, instruments, uniforms, travel, meals, fuel, or any administrative costs incurred by Elijah Family Homes staff. Though EFH knows that there would be administrative costs that could include supplies and time that our Staff would take to administrate the Youth Activities Program, those costs listed above would be absorbed by other funding.

   EFH currently serves 6 families **in Richland** consisting of 12 children, of which11 are school age children in the Transition to Success (TTS) program. The students school age groups are as follows;

1 Infant, 9 grade school, and 2 high school. EFH has 11, Families in the Tri Cities region with 14 adults and 28 Children.

All EFH families are in the low income (below 50% AMI), are in substance abuse recovery, and do not qualify for public housing because of criminal activity during the time of active substance use. All EFH clients have been clean and sober for at least one year and have children under age 18 at the time of program entry. Most families EFH serves have extremely low incomes of $19,000.00 per year or less. The few clients that do earn more than the $12.00 minimum wage may be paying court fines, child support, and other outstanding bills which keep them financially struggling to afford appropriate housing, let alone any positive fee-based activities for their children. Because of these circumstances, many of our clients with school age children lack the funds that would allow them to participate in extra-curricular youth programs, after school activities, sports programs and summer camps.

There is a substantial cost to after school activities and summer camp programs. According to this year's Backpack Index — an annual look at the cost of school supplies and other expenses compiled by The Huntington National Bank and nonprofit Communities in Schools — the increase is a little over 7%, across all grade levels. The average cost is nearly $739 per student in 2020. Parents of elementary school age children are paying about $463 on average, per child, in extracurricular activities this year, while middle-school parents will pay just over $629. For parents with a child in high school, they'll be paying an average of around $1,124. Even a slight increase in the budget of our extremely low-income clients makes the likelihood of affording the cost of these activities unlikely.

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

EFH serves a subpopulation of the typical homeless in the Tri-Cities. According to the *2015-2019 Tri Cities Consortium Consolidated Plan,* 12% of those homeless cited the reason for their homelessness as drug and alcohol use. A recent report from the *National Coalition for the Homeless* stated that the Substance Abuse and Mental Health Services Administration estimates that the numbers are closer to 26% (drug abuse) - 38% (alcohol abuse). Our clients are typically all in the lower socioeconomic status. Studies have found that working class parents often face financial and time obstacles that prevent them from involving their children in many activities. Conversely, parents from higher socioeconomic status backgrounds are more likely to involve their school age children in a variety of scheduled activities than lower socioeconomic status parents. This phenomenon is referred to as concerted cultivation. These same studies explain that exposure to a variety of activities provides students with skills which help them navigate the educational system to their advantage. In contrast, children from lower socioeconomic status backgrounds do not gain these educational advantages.

Exposure to music and dance lessons as well as other kinds of structured activities such as sports or Boy/Girl Scouts serve as a means of cultural capital, providing benefits to students as they negotiate their way to the educational system. According to the findings from Sociologist Susan Dumais of Louisiana State University, the number of extracurricular activities in which one participates has an effect for gains in reading test scores and for teacher's evaluations of student's math skills and that the returns for participation are, for the most part, greater for students from lower socioeconomical status backgrounds. Students who participate in multiple activities may develop cognitive and psychological skills that would help them to do well on achievement tests as well as in the classroom. The studies find that dance improves students creative thinking skills and that movement can reinforce cognitive skill development. Numerous researchers cite that participation in organized activities provides children and adolescents with diffuse but important cognitive and noncognitive skills that subsequently yield both educational and occupational payoffs (Bodovski and Farkas 2008). Others have asserted that participation positively affects psychosocial development (Linver, Roth, and Brooks-Gunn 2009). Participation in extracurricular activities may also provide children with skills and dispositions that will serve as a source of advantages later in life. Activities such as membership in a choir or on a sports team, music lessons, and scouts instill in young children the ability to perform in public, in front of adults, including strangers and to work smoothly with acquaintances (Adler and Adler 1994).

Other benefits of extracurricular activities include increased self-confidence and diligence. Additionally, parents who involve their children in activities may get to know other parents who would not otherwise be in their social circles. In talking with these other parents, they may learn about other classes in which to enroll their children, different parenting styles and strategies, or tips for navigating the educational system. Children who participate in activities are exposed to children from more privileged backgrounds as well. Through this exposure, children learn new communication styles and obtain cultural capital. Children may desire to be like their peers and do what they are doing, and in this way, they may learn skills they would not have learned otherwise.

The Child Development Institute states that afterschool activities and programs are basically designed to help develop a talent or skill, keep school age children active and interested. It can widen a student's areas of interest. He or she is introduced to new things, sometimes interesting, sometimes challenging. Mastering a new art form or a new skill increases the child's self-esteem. It also allows you to introduce your child to new career options. A child attending a music class may decide that she likes it so much that she wants to make a career out of it in the long run. Socialization is another great advantage of after school programs. Children get to meet others who share their interests and make new friendships. An acting class or a soccer class can be lots of fun. Many of these programs coach children for performances or matches. Performing on stage or playing a match can be a great experience for a young child. After school programs keep your teenager busy. They also offer some protection from destructive habits like drugs and alcohol. Surveys indicate that children who are kept busy through diverse, absorbing activities are less prone to abuse, depression and burnout. Significant increase in achievement and attendance and a reduction in dropout rates are other advantages of good after school programs. Most after school programs have children interacting with one or more adult. This allows them to benefit from positive relationships with adults. Children often find it difficult to confide in parents and teachers but may open up with other adults. Many children are put into recreational after school programs so that they reduce weight and remain healthy. A newly emerging trend shows that about 15% of children below the age of 16 are obese. Parents who cannot put their children on a strict diet resort to sports and games to burn fat. With cases of child diabetes on the increase, this has become a prime focus of many after school programs. A good after school program has many benefits. It keeps the child entertained as well as busy, and thus prevents children from becoming addicted to TVs, electronic devises, and video games or faced with constant boredom. By giving them ways to burn up their excess energy and explore their creativity, after school programs help to shape the overall personality of the child.

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

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

Elijah Family Homes serves and houses 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". Because EFH clients who are in this subpopulation and meet a lower socioeconomic status, and because of their prior substance abuse, mental illness and special needs most clients, if not all, cannot afford any after school, and summer time activities and sports for their children. This CDBG opportunity would work toward addressing those needs and opportunities for our disadvantaged youth and specifically the teen age clients we serve who are considered an at-risk population. With the help of the CDBG the **Youth Activities Program** would provide safe and targeted after school and summer activities for all the city of Richland EFH current client base, including those on our waiting list.

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

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

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

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

☐ b. Your project/activity serves only a low-income area which is proven by the FY 2015 American Community Survey (ACS) 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. Your project will create jobs that employ low to moderate income employees.

7. **Attach a map, providing the location of the project or service area.**

8. **Provide program benchmarks you hope to achieve in 2020. 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
1st Quarter	11	Students	$72.72	$800
2nd Quarter	11	Students	$72.72	$800
3rd Quarter	11	Students	$72.72	$800
4th Quarter	11	Students	$72.72	$800
TOTAL	44	Students	$3,200	$3,200

9. **Of the total "number served" listed in Question 8 above (table), please categorize your clientele by the following criteria, using the 2019 income table below:**

Number of clients below 30% median income	0
Number of clients below 50% median income	0
Number of clients below 80% median income	44
Number of elderly clients	0
Number of minority clients	5
Number of disabled clients	0
Total Richland residents served	44

The following are the area median income (AMI) limits, per household size, for 2019 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.

2019 AMI for Kennewick – Pasco – Richland (effective June 28, 2019)								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	$16,400	$18,750	$21,100	$21,750	$25,300	$27,150	$29,050	$30,900
50%	$27,300	$31,200	$32,650	$35,100	$42,150	$45,250	$48,400	$51,500
60%	$32,760	$37,440	$39,180	$42,120	$50,580	$54,300	$58,080	$61,800
80%	**$43,700**	**$49,950**	**$52,200**	**$56,200**	**$67,400**	**$72,400**	**$77,400**	**$82,400**

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

	2019	2018	2017	2016
Kennewick				
Richland	$6,400 Awarded	0	0	0
Pasco				

11. 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 (TTS) program that helps clients move from homelessness, or near homelessness, to family self-sufficiency. A **Youth Activities Programs** success is measured in the following areas:

A) how many hours a student is participating in productive activities versus time that was spent unattended, in front of a TV or in general inactivity. The amount of time can be measured and be compared to known or expressed history.

B) Parenting – Parents/Clients can express and quantify the changes in their child's behaviors, attentiveness, social skills, social connectivity, physical and mental achievements and attitudes.

C) Stability-Children who attend afterschool activities, sports, learning programs and summer sports and camps will show age-appropriate educational social progress as indicated in personal accounts and responses, school reports, grades, and other outside sources.

D) Social development – Social and interactive skill, motivation, dreams for the future, and overall emotional stability would be measured through the case management process.

E) Benchmarks - may include observation or participation in social groups, assessment of positive relationship skills by admin support, teachers, coaches, professional case workers and/or EFH volunteer mentors. EFH would require quarterly parent/student activity plan of actions including goal setting, exit questionnaires, statistical tracking, and personal follow up conversations are also helpful in measuring success in these areas.

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

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL: Salaries (No more than 10% for ED salary)		$ 3,000	Grants Other Funding	$ 3,000
Supplies		$ 250	Grants	$ 250
OTHER: After School Activities Indirect Cost (Describe)	$ 3,200	$ 3,200 $ 500	Parents Portion Grants	$ 6,400 $ 500
TOTAL	**$ 3,200**	**$ 6,950**		**$ 10,150**

13. Are the above "other sources" of funds secured? Please describe:

Three Rivers Community Foundation typically provides consistent unrestricted funding of $1,500. Bank of America has consistently funded our programs in the past, as have general private donations from corporations and individuals. We have a minimum of two fundraising events each year that historically provide between $70,000+ dollars. We are continually working on securing additional funding through various new grant opportunities.

14. 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 **Youth Activities Program** was a proposed project in 2019 and is an expansion of EFH TTS program services to its Richland, Kennewick, and Pasco clients. If EFH does not continue to receive the funds from the City of Richland for specifically our Richland clients and we are not able to obtain funding from other sources listed in #12 above, we will not be able to continue this program until funding is acquired. EFH strongly believes this would be an extremely productive and beneficial program for our client's disadvantaged and at-risk children.

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

Projected 2020 income from grants, PCAP overhead income and corporate, service clubs and individual donations is projected at over $130,000+. We will receive a grant from Women Helping Women in 2020. This grant has typically been $10,000, Three Rivers Community Foundation typically provides consistent funding of $1,500 or more. The local Rotary and Kiwanis service clubs have occasionally approved small grants for very specific small housing repairs/projects on an as needed basis. We have a minimum of two fundraising events each year that historically provide between $65,000 and $70,000+ dollars. Our agency is contracted with the University of Washington/Washington State, Parent-Child Assistance Program (PCAP). The PCAP contract was renewed for the next 2 years through June of 2021. We will have approx. $30,000 of administrative and overhead income come in from PCAP program yearly. We are continually working on securing additional funding through various new grant opportunities. We continue to receive private donations from corporations and individuals, and we are growing in program notoriety in our community.

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

	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 construction/renovation?	☐	☒
	a. Do you own the property?	☐	☐
	b. Do you have experience with federal Davis-Bacon labor and wage requirements?	☐	☐

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 that 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

Byron Talbott, Executive Director

Printed Name & Title

8-12-2019

Date

Attachment 1

Public Service
Community Development Block Grant Application 2020 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 2019, please quantify the increase in service that you will provide during 2020 and explain why there is a new demand or an unmet need in the community for this service:

   Since this project is in it's first year currently and we are only 8 months into this project as of this grant proposal we are still assessing and growing the project. We have had some use from about 3 clients so far and only one client that would be covered by the 2019 Richland CDBG Youth Activities grant that was awarded. The program is gaining ground and we continue to promote the opportunity and we know that the program will increase next year in 2020.

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 in order to do business:

   Executive Director- recommended bachelor's degree or above, experience with drug and alcohol addiction/recovery, financial expertise, as well as public speaking/ networking/marketing experience.

   Program Case Managers- bachelor's degree or higher required, experience with addiction/recovery helpful, capable of handling multiple clients and documentation.

7. Please describe staff positions for this program and qualifications: (Attach Resumes of key staff)

   The Program is co administered by the Executive Director, Byron Talbott and the Program Director who at this time that position is un filled and by our Administrative Assistant Kirsten Hendry

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

   We have applied for a women Helping Women Grant a Kiwanis grant for $1,500 and the Three Rivers Community grant for $1,500. We have received an acknowledgment of the Women Helping Women grant that we will be a grant recipient in 2020

9. Will CDBG assist in leveraging or matching other funding? ☒ Yes ☐ No

10. Is this the first year of the project/activity/program? ☐ Yes, Year began: 2019 ☒ No

11. If you receive funding for 2020, how will your program be funded in the future?

    EFH holds an annual fund-raising breakfast event each year and have started an annual fundraising summer event. The next fundraiser breakfast is planned for October 25, 2019 and a summer event June 19th, 2020. EFH also holds an endowment fund through the Three-Rivers Community Foundation, which will help with sustainability once fully funded. EFH continues to search and apply for additional grants that will sustain programming as well as help with maintenance of the properties.

Community Development Block Grant Application
2020 Program Year

Applicant: Senior Life Resources NW

Address: 1824 Fowler St, Richland, WA, 99352

RECEIVED
AUG 12 2019
BY: ....

Project Name: Meals on Wheels

Contact Person: Kristi Thien

Telephone: 509-735-1911

Email: kthien@seniorliferesources.org

Federal Tax ID #: 91-0909913

Duns #: 94258632

Requested CDBG Funding Amount: $9,400

Leverage of other funds: $2,149,000

---

1. What type of CDBG project/activity are you applying? (choose one)
   - ☐ Public Facilities or Improvements
   - ☒ Public Service, complete - **Attachment 1**
   - ☐ Housing (acquisition, rehabilitation or homeownership assistance)
   - ☐ Economic Development, complete - **Attachment 2**

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.

   Funds are used to purchase food that is served to seniors who need help in accessing nutritious meals. Our target population are seniors who are: over age 75, or are low-income, or are minority, or speak limited English. In 2020, we expect that we'll serve about 220,000 total meals. Well over 50,000 of those meals will be served to residents of Richland. We serve congregate meals from two Richland locations: the Richland Community Center and our Meals on Wheels Café in south Richland. We offer home delivery to clients who are age 60+, homebound, unable to cook, and have no one available to provide consistent daily nutrition. Our senior dining centers offer socialization opportunities. Both home delivered and congregate meal services are provided to help us fulfill our mission statement: "To preserve and enhance the quality of life at home, with dignity and care."

3. Describe the unmet need in the community using statistics, demographics or other factual information.
   A commonly-cited statistic in the world of senior services is that 10,000 Baby Boomers turn 65 every day in the United States. We can certainly testify to the ever-growing senior population. In 2018, Mid-Columbia Meals on Wheels experienced unprecedented growth; we served 16% more meals in 2018 than in 2017, and over 2,300 seniors enjoyed those meals. Although we don't expect to experience another year of 16% growth, we do foresee at least 5% growth, based on meals service levels year-to-date.

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

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:
We provide nutritious meals to senior clients age 60 and over. Meals are served both at our Senior Dining Centers or directly to the homes of homebound clients. Homebound clients typically suffer from serious disabilities, and most congregate diners are also limited in physical function.

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

Goal #	Strategy #	Objective #	Outcome #
III	2	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)

☐ 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 FY 2015 American Community Survey (ACS) 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. Your project will create jobs that employ low to moderate income employees.

7. Attach a map, providing the location of the project or service area.

8. Provide program benchmarks you hope to achieve in 2020. 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
1st Quarter	335 people, 12,500 meals	1 meal	$7.55/meal	$94,375
2nd Quarter	85 people, 12,500 meals	1 meal	$7.55/meal	$94,375
3rd Quarter	85 people, 12,500 meals	1 meal	$7.55/meal	$94,375
4th Quarter	85 people, 12,500 meals	1 meal	$7.55/meal	$94,375
TOTAL	**590 people, 50,000 meals**			**$377,500**

1. Of the total "number served" listed in Question 8 above (table), please categorize your clientele by the following criteria, using the 2019 income table below:

Number of clients below 30% median income	0
Number of clients below 50% median income	0
Number of clients below 80% median income	0
Number of elderly clients	590
Number of minority clients	35
Number of disabled clients	500
Total Richland residents served	**590**

The following are the area median income (AMI) limits, per household size, for 2019 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.

2019 AMI for Kennewick – Pasco – Richland (effective June 28, 2019)								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	$16,400	$18,750	$21,100	$21,750	$25,300	$27,150	$29,050	$30,900
50%	$27,300	$31,200	$32,650	$35,100	$42,150	$45,250	$48,400	$51,500
60%	$32,760	$37,440	$39,180	$42,120	$50,580	$54,300	$58,080	$61,800
80%	**$43,700**	**$49,950**	**$52,200**	**$56,200**	**$67,400**	**$72,400**	**$77,400**	**$82,400**

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

	2019	2018	2017	2016
Kennewick	$19,000	$18,500	$18,500	$18,500
Richland	$8,800	$8,500	$8,500	$8,500
Pasco	0	0	0	0

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

Meal service provides consistent daily nutrition and opportunities for socialization for our local senior population. Each year, we conduct a client survey of both our home delivery and congregate diners. Our 2018 home-delivered client survey indicated that:

92% of our clients believe our meals help them remain independent and in their own homes.
86% say that they feel more socially connected due to the driver's visit.
81% say that receiving meals has improved their quality of life.
93% say our meals help them eat healthier and more well-balanced meals.

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

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL: Salaries (No more than 10% for ED salary)		$1,336,000 Benefits: $106,000	ALTC, 3RCF, **In-Kind,** United Way of BF Counties, client meal contributions, fundraising.	$1,442,000
CONSTRUCTION: Engineering Materials Labor / Contracts			None anticipated	
PROPERTY: Purchase Price Closing Costs			None anticipated	
OTHER:	Food/meal trays $9,400			$9,400
Operations: Rent Utilities Supplies Transportation Support Services		$32,000 $21,000 $478,000 $31,000 $145,000	ALTC, 3RCF, United Way of BF Counties, client meal contributions, fundraising.	$707,000
TOTAL	**$9,400**	**$2,149,000**		**$2,158,400**

13. Are the above "other sources" of funds secured? Please describe:
    All of the funding sources are well established and have a long and consistent history. However, funding amounts vary by each source from year to year. For example, United Way of Benton and Franklin Counties had to slightly decrease our funding this year because they missed their fundraising target. However, they were also able to provide some additional funding in another area due to their successful Festival of Trees campaign. Our community is supportive of our work.

14. 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 work hard to secure funding from a variety of sources. If we aren't chosen to receive funds, our options are to find other funding sources or to start waiting lists for services. We view waiting lists as a final option that we never wish to exercise, and we know that creative fundraising has to be a vital part of our total revenue package.

15. If your request includes recurring costs such as staff time, supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation or salaries of a non-profit organization.)
    By Older Americans Act design, Federal and State Government funds provide less than one half of our annual budget. Government funds are meant to provide the seed money that encourages local communities to support their senior citizens who require assistance to remain in their own homes. We also rely on United Way, volunteer efforts, client donations, and fundraising to secure funds.

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

	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 construction/renovation? a. Do you own the property? b. Do you have experience with federal Davis-Bacon labor and wage requirements?	☐ ☐ ☐	☒ ☐ ☐

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).

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I understand that 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:

Kristi Thien

Signature of Authorized Agency Official

Kristi Thien, Nutrition Services Director

Printed Name & Title

8/12/19

Date

Attachment 1

Public Service
Community Development Block Grant Application 2020 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 2019, please quantify the increase in service that you will provide during 2020 and explain why there is a new demand or an unmet need in the community for this service:
   As our population ages, demand for senior services continues to grow. In 2018, we experienced unprecedented growth, as we served 16% more meals in 2018 than we did in 2019. Halfway through 2019, we see growth at a more manageable level; we anticipate 4-5% growth from 2018 to 2019. We certainly expect this trend to continue, and we strive to provide the highest level of service to every client who needs our services to assist their independence.

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 in order to do business:
   All staff and volunteers who handle food are required to obtain Food Handler's Cards and keep them current at all times. Every staff and volunteer is required to undergo a State and Federal background check prior to employment/volunteering, and checks are updated every two years.

7. Please describe staff positions for this program and qualifications: (Attach Resumes of key staff)
   Executive Director, Grant Baynes, oversees more than 1,000 Senior Life Resources (Mid-Columbia Meals on Wheels and Home Care Services) employees. He is a former Fire Chief for the City of Richland, WA.
   Kristi Thien has worked for Meals on Wheels since 2009 and has served as the Director since June 2018. Her background includes work in recreation and education.

8. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?
   Aging & Long Term Care of Southeast Washington
   United Way of Benton & Franklin Counties
   Prosser UGN
   Kennewick CDBG
   In addition, we always have multiple requests pending to various community entities as part of our ongoing fundraising efforts.

8. Will CDBG assist in leveraging or matching other funding? ☒ Yes ☐ No

9. Is this the first year of the project/activity/program? ☐ Yes, Year began: 1974 ☒ No

10. If you receive funding for 2020, how will your program be funded in the future?
We will rely on our traditional funding sources (Aging & Long Term Care, United Way, Three Rivers Community Foundation, Prosser United Good Neighbor, Kennewick CDBG) as well as fundraising efforts and grant applications to private foundations.

Community Development Block Grant Application
2020 Program Year

Applicant: Columbia Basin College Foundation

Address: 2600 N 20th Ave., Pasco, WA 99301

Project Name: Dental Hygiene Services for Disadvantaged Individuals

Contact Person: Anneke Rachinski

Telephone: 509-542-5527

Email: arachinski@columbiabasin.edu

Federal Tax ID #: 91-1307538

Duns #: 62-428-5818

Requested CDBG Funding Amount: $ 4,500

Leverage of other funds: $

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1. What type of CDBG project/activity are you applying? (choose one)
   - [ ] Public Facilities or Improvements
   - [X] Public Service, complete - **Attachment 1**
   - [ ] Housing (acquisition, rehabilitation or homeownership assistance)
   - [ ] Economic Development, complete - **Attachment 2**

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.

   Columbia Basin College serves students through two campuses. The original location is in Franklin County, Washington, a Hispanic-majority community in which approximately 18% of citizens live in poverty and 12% of the population lacks insurance. Columbia Basin College also operates a health sciences campus located in Richland, Washington. While Benton County has a slightly lower rate of individuals below the poverty line, the level of uninsured individuals is similar (11%). The Benton Franklin Health District has identified building organizational capacity and collaborating with partners to address health disparities as priorities for moving the community forward.

   In 2002, the college started a Dental Hygiene program to meet workforce demands throughout the region. The program works closely with community organizations to help fill the gaps in the healthcare system for the underserved members of our community. In an effort to reach uninsured, low-income individuals, CBC's student chapter of the American Dental Hygienists Association (ADHA) has developed a relationship with

Grace Clinic to help provide free oral health services. Grace Clinic is a local, non-profit organization that provides free healthcare services to uninsured patients living 200% below the poverty level. Unfortunately, with regard to oral health care, Grace Clinic usually only provides extractions and limited restorative services due to lack of funding, resources, equipment, and volunteer clinicians. CBC's dental hygiene students counteract this gap in services by volunteering to screen Grace Clinic patients and completing radiographic and comprehensive periodontal assessments. Patients have access to dental services and non-surgical periodontal therapy at the CBC student dental hygiene clinic located on the Richland campus.

Columbia Basin College is proposing to expand this service to reach patients from the Grace Clinic and the Union Gospel Mission. These patients are uninsured adults who fall 200% below the poverty level and cannot afford oral healthcare services. Approximately 90% of the patients served are minorities, and approximately 60% are women. Additionally, approximately 57% of the patients are limited-English speaking and 28% speak only Spanish .CBC dental hygiene students will partner with other CBC students from the medical interpreter program to provide language assistance.

CDBG funding will be used to provide dental diagnoses and services for low income, uninsured adults at the Columbia Basin College Campus in Richland, Washington. The proposed funding will allow CBC to increase the free services provided and see 30 additional adults during fall, winter, and spring quarter, reaching 90 additional individuals during the academic year. This will represent a 400% increase in services.

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

The Institute of Medicine has found that fewer than half of Americans see a dentist each year and millions are unable to access dental care because of lack of providers and cost of services. They indicate that oral health is a component of an individual's overall health with poor dental health being linked to health problems including heart disease, stroke diabetes, premature birth and osteoporosis. The Institute of Medicine has indicated that improved access to dental care should be both federal and state priorities.

CBC offers the only dental hygiene program in the area, and is only one of three programs in eastern Washington. In addition, the CBC clinic is the only place for patients to receive pro-bono services in our region through their partnership with Grace Clinic; the only free clinic in the area. Due to lack of funding and equipment, Grace Clinic primarily provides emergency dental services such as extractions. Discount Dental is the only low cost dental provider within the service area. On average CBC services are offered 30-40% lower than those at Discount Dental based on patient income and needs, with free services provided based on available funds.

According to the 2016 Community Health Needs Assessment for Benton and Franklin Counties, approximately 12.2% of residents are without health insurance. This academic year, none of CBC's patients have had dental insurance.

Beginning in 2020 the Dental Hygiene program will be located in the new Richland Campus facility where the clinic space and enrollment capacity will increase. This means that the number of patients being seen through the partnership with Grace Clinic will be able to be increased as well. As of right now, the waitlist can range from 3 -6 months because of lack of available funds

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

☐ High ☒ Average ☐ Low ☐ None

a. Explain how your project satisfies the priority checked:
The proposed project seeks to provide social health services to individuals who are disadvantaged without other access to dental care. Without the proposed services, this population would likely not access dental services. Poor dental health has been tied to serious health care concerns such as cardiovascular disease and infection.

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

Goal #	Strategy #	Objective #	Outcome #
3	2	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)

☒ 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 FY 2015 American Community Survey (ACS) 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. Your project will create jobs that employ low to moderate income employees.

7. Attach a map, providing the location of the project or service area.

8. Provide program benchmarks you hope to achieve in 2020. 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
1st Quarter	15	Patients	$100	$1,500
2nd Quarter	15	Patients	$100	$1,500
3rd Quarter	0	Patients	0	0
4th Quarter	15	Patients	$100	$1,500
TOTAL	45			$4,500

9. Of the total "number served" listed in Question 8 above (table), please categorize your clientele by the following criteria, using the 2019 income table below:

Number of clients below 30% median income	5
Number of clients below 50% median income	20
Number of clients below 80% median income	45
Number of elderly clients	
Number of minority clients	25
Number of disabled clients	
Total Richland residents served	45

The following are the area median income (AMI) limits, per household size, for 2019 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.

2019 AMI for Kennewick – Pasco – Richland (effective June 28, 2019)								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	$16,400	$18,750	$21,100	$21,750	$25,300	$27,150	$29,050	$30,900
50%	$27,300	$31,200	$32,650	$35,100	$42,150	$45,250	$48,400	$51,500
60%	$32,760	$37,440	$39,180	$42,120	$50,580	$54,300	$58,080	$61,800
80%	**$43,700**	**$49,950**	**$52,200**	**$56,200**	**$67,400**	**$72,400**	**$77,400**	**$82,400**

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

	2019	2018	2017	2016
Kennewick	0	0	0	0
Richland	0	0	0	0
Pasco	0	0	0	0

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

Within the area, there are few options for low-income and uninsured individuals resulting in many going without care. The project is specifically targeted to improve the oral health of the underserved members of the Richland community, specifically our low-income, uninsured, Hispanic, and non-/limited English speaking populations. Columbia Basin College has leveraged community support to establish a high quality Dental Hygiene facility in the Richland Medical Sciences Center and seeks to eliminate the disparities in dental care by serving those most in need and ultimately improving the overall health of the community.

The project will measure success by how many individuals are seen and services rendered. The school intends to collect demographic information on individuals who seek care along with the services sought. In addition, the students will keep track of services that are not able to be provided either because of lack of funding or because they are outside of the scope of the clinic. These statistics will be used to determine future partnerships and services.

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

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL: Salaries (No more than 10% for ED salary)	0	0	0	0
CONSTRUCTION: Engineering Materials Labor / Contracts	0	0	0	0
PROPERTY: Purchase Price Closing Costs	0	0	0	0
OTHER: (Describe)	$4,500	$3,000	Total raised by dental hygiene students to help cover costs.	$7,500
TOTAL	$4,500	$3,000		$7,500

13. Are the above "other sources" of funds secured? Please describe:

CBC's Student American Dental Hygienists Association (SADHA) chapter partners with Grace Clinic, a local non-profit organization that provides free healthcare services to uninsured patients living 200% below the poverty level. CBC students and faculty screen patients at Grace Clinic and complete radiographic and comprehensive periodontal assessments. Patients needing non-surgical periodontal therapy are referred to CBC's clinic. Since these patients cannot afford to pay for their services, the student chapter actively researches, plans, and implements fundraising events to cover patient costs.

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

    CBC's Dental Hygiene clinic is committed to serving the community and will work to provide free and reduced cost services regardless of funding from CDBG. Funding from CDBG ensures that a larger portion of the community can access free and reduced cost dental care.

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

CBC will seek additional funding from individual and corporate donors to continue to offer the service following the CDBG funding. Data collected through the CDBG funding cycle will allow CBC to show the need for dental services in future asks.

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

	Assessment Questions	Yes	No
	Is the subrecipient new to the CDBG program?	X☐	☐
	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?	☐ ☐ ☐	X☐ ☐ ☐
	Does the subrecipient have unresolved audit findings?	☐	☐
	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 construction/renovation? a. Do you own the property? b. Do you have experience with federal Davis-Bacon labor and wage requirements?	☐ ☐ ☐	X☐ ☐ ☐

Certifications and Assurances

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I understand that 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:

Anneke Rachunske

Signature of Authorized Agency Official

Anneke Rachunski, Director for Resource Development

Printed Name & Title

8/12/2019

Date

Attachment 1

Public Service
Community Development Block Grant Application 2020 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 2019, please quantify the increase in service that you will provide during 2020 and explain why there is a new demand or an unmet need in the community for this service:

3. When was your agency organized/formed? 1985

4. Is your agency a Washington State non-profit corporation and/or a faith-based organization?
☐ X Yes ☐ No

5. Does your agency have federal IRS non-profit status? ☒ Yes ☐ No

6. List any required accreditation your agency/staff must have in order to do business:

7. Please describe staff positions for this program and qualifications: (Attach Resumes of key staff)

Tammy Sanderson – Director of Dental Hygiene – Resume Attached.

8. To what other agencies have you applied for funding and what commitments have you obtained for this purpose? Students will continue their normal fundraising efforts in the community with a spring event. Nothing obtained yet.

9. Will CDBG assist in leveraging or matching other funding? ☐ Yes ☒ No

10. Is this the first year of the project/activity/program? ☐ Yes, Year began:__________ ☒ No

11. If you receive funding for 2020, how will your program be funded in the future? CBC will seek additional funding from individual and corporate donors to continue to offer the service following the CDBG funding. Data collected through the CDBG funding cycle will allow CBC to show the need for dental services in future asks.

Community Development Block Grant Application
2020 Program Year

Applicant: City of Richland, Economic Development

Address: 625 Swift Blvd, Richland, WA 99352

Project Name: Richland Economic Development Loan Program

Contact Person: Mandy Wallner, Marketing Specialist

Telephone: 509.942.7595 | Email: awallner@ci.richland.wa.us

Federal Tax ID #: 91-6015119 | Duns #: 071850283

Requested CDBG Funding Amount: $70,000 | Leverage of other funds: $55,000

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1. What type of CDBG project/activity are you applying? (choose one)
   - ☐ Public Facilities or Improvements
   - ☐ Public Service, complete - **Attachment 1**
   - ☐ Housing (acquisition, rehabilitation or homeownership assistance)
   - ☒ Economic Development, complete - **Attachment 2**

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.

The commercial façade loan program will focus on:

- Improving quality of life in downtown Richland
- Partner job creation and retention with economic development and prevention of blight within the city to meet key objectives
- Offer a program that stimulate private investment and partnership

The funds will be used to enhance construction projects, grow project values, encourage façade improvements to existing buildings and assist with improving blighted buildings. Thus creating a positive impact and stimulating private investment.

Cities in our area are also administering similar programs so this would also give Richland some advantage competitively in the market and a strong recruitment tool.

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

There are currently not enough grant funds available to assist small businesses with the rising cost of construction, especially re-construction of old buildings which has led to abandonment of old buildings for new. This program would offer a way to bridge the gap and encourage the use of old buildings, in turn sparking this interest for other businesses to follow suit.

In 2019, the unemployment rate in Benton County was 5.1%. The civilian labor force consists of 106,236 individuals in Benton County; of that, 100,845 people are employed, leaving 5,391 people without jobs. This number then leads to other issues that can spiral within a community.

If the City, in partnership with HUD takes an active role in recruiting businesses to renovate buildings or build on vacant land and create jobs, this would attempt to fix two rising issues.

Five of the LMI areas identified by HUD in the city surround the central business district and main street parts of Richland; this fund aims at redevelopment and repair of central business district buildings to make these projects have the most impact while also putting people to work.

Much of the city core was built in the 1940s and in some areas could use this type of funding to prevent buildings that are run down, blighted and going unused because of the opportunity for new development.

There is not currently another fund with sizeable distributions focused on job creation in the city.

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

☒ High ☐ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

This project will meet item 1A by providing for the preservation and revitalization of neighborhoods through the façade improvement portion of the program. It meets item 2.C by enhancing economic development projects in the city that result in the creation of jobs based on the funds awarded.

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

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

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

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

☐ b. Your project/activity serves only a low income area which is proven by the FY 2015 American Community Survey (ACS) data for Richland, WA:
Census Tract #: 102.02, 104.1, 105.1 and 106.1

Block Group #: included above

☐ 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. Your project will create jobs that employ low to moderate-income employees.

7. Attach a map, providing the location of the project or service area.

The service area for the program is the City of Richland with emphasis in the Central Business District, (specifically the Uptown and Parkway improvement areas) and Wellsian Way.

8. Provide program benchmarks you hope to achieve in 2020. 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
1st Quarter	1-2	FTE Jobs	$35,000	$35-$70,000
2nd Quarter	Same	FTE Jobs	n/a	n/a
3rd Quarter	Same	FTE Jobs	n/a	n/a
4th Quarter	Same	FTE Jobs	n/a	n/a
TOTAL	1-2			n/a

9. Of the total "number served" listed in Question 8 above (table), please categorize your clientele by the following criteria, using the 2019 income table below:

Number of clients below 30% median income	
Number of clients below 50% median income	
Number of clients below 80% median income	1-2 FTE
Number of elderly clients	
Number of minority clients	
Number of disabled clients	
Total Richland residents served	1-2 FTE

The following are the area median income (AMI) limits, per household size, for 2019 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.

2019 AMI for Kennewick – Pasco – Richland (effective June 28, 2019)								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People

30%	$16,400	$18,750	$21,100	$21,750	$25,300	$27,150	$29,050	$30,900
50%	$27,300	$31,200	$32,650	$35,100	$42,150	$45,250	$48,400	$51,500
60%	$32,760	$37,440	$39,180	$42,120	$50,580	$54,300	$58,080	$61,800
80%	**$43,700**	**$49,950**	**$52,200**	**$56,200**	**$67,400**	**$72,400**	**$77,400**	**$82,400**

10. What is the dollar amount of CDBG funds your agency has received in the past four years? Assuming specifically economic development:

	2019	2018	2017	2016
Kennewick	0	0	0	0
Richland	0	0	0	0
Pasco	0	0	0	0

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

Improving the economic vitality of Richland with emphasis on the blighted areas of the city will have a huge impact on the city. By doing this the marketability of the area as well as spaces within the buildings will become more desirable, draw residents, businesses, and foot traffic to the area. This type of improvement, over time will attract other investors and interest in the area through tourism.

In addition, these project investments will help give small businesses the extra jump they need to do additional improvements they could otherwise not afford, improving the value and vibrancy of our downtown businesses. With this type of program in place, we take an active role in creating value for building owners and business owners increasing the longevity of business and satisfaction in our community.

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

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL: Salaries (No more than 10% for ED salary)	0	$10,000 Annually	City of Richland Budget	$10,000
CONSTRUCTION: Engineering Materials Labor / Contracts	0	0	0	0
PROPERTY: Purchase Price Closing Costs	0	0	0	0

A

OTHER: (Describe)	$70,000	$55,000	Business License Reserve Fund	$125,000
TOTAL	**$70,000**	**$65,000**	**n/a**	**$135,000**

13. Are the above "other sources" of funds secured? Please describe:

The 'other sources' are secured funds. There is one FTE at the city who is handling economic development loan and grant programs and the administration of this fund would be incorporate into her duties.

Additionally, the Business License Reserve Fund sets aside funds each year for our Commercial Improvement program for small business façade improvements throughout the city. This is an annually funded program and is slated for growth over the next several years and the funds are secure. These funds are also limited to up to $10,000 for each project and must be matching funds only.

14. 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 we do not receive full funding, partial funds would be helpful, we would hope for a minimum of $35,000 to allow for up to one full award, if that is not possible we would be grateful for any amount.

Without CDBG funding, the program benefit of job growth and creation will not be met with the other programs currently offered.

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

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

	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 construction/renovation?	☒	☐
	a. Do you own the property?	☐	☒
	b. Do you have experience with federal Davis-Bacon labor and wage requirements?	☒	☐

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 that 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:

A Wallner

Signature of Authorized Agency Official

Amanda Wallner, Marketing Specialist, Economic Development

Printed Name & Title

7/31/19

Date

Attachment 2

Economic Development

Community Development Block Grant Application 2020 CDBG Program Year

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

1. We are a: ☐ non-profit ☐ for-profit ☐ faith-based ■ municipality

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

This project is the most effective use of CDBG funds because it leverages public/private partnership and also creates a significant opportunity for large scale renovation, job creation, retention and growth. This would be a much larger fund outlay than other programs currently offered and could be used in coordination with other sources as well. This fund would be used as a recruitment and retention tool for economic development.

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

This fund would be created and kept separate within the City budget with tracking and maintenance handled by economic development staff on a quarterly basis with reporting and tracking information provided to the CDBG Administrator.

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

Applications to the program will be accepted and evaluated on a first come first serve basis. The applications will be judged individually for merit and qualification to determine projects that best meet the goals of the program.

Once awarded, staff will monitor the status of the LMI person's employment and marketing for that position if it changes for a period of two years.

We have provisions in the program that require awardees advertise with LMI individuals in mind and find targeted resources such as WorkSource. Additionally they can qualify based on the level of pay (ie minimum wage etc.), or by the employees address being within a LMI area as identified by HUD.

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

If the program is awarded funds, and established, it would be used as a recruitment tool, however it is not currently being marketed. When recruiting the businesses can be located within other cities and states and are most often, not already in our region.

The jobs created from this program would be in addition to existing jobs if at a current business, and new jobs if the business is using the funds to start a new business in one of the areas of the city identified.

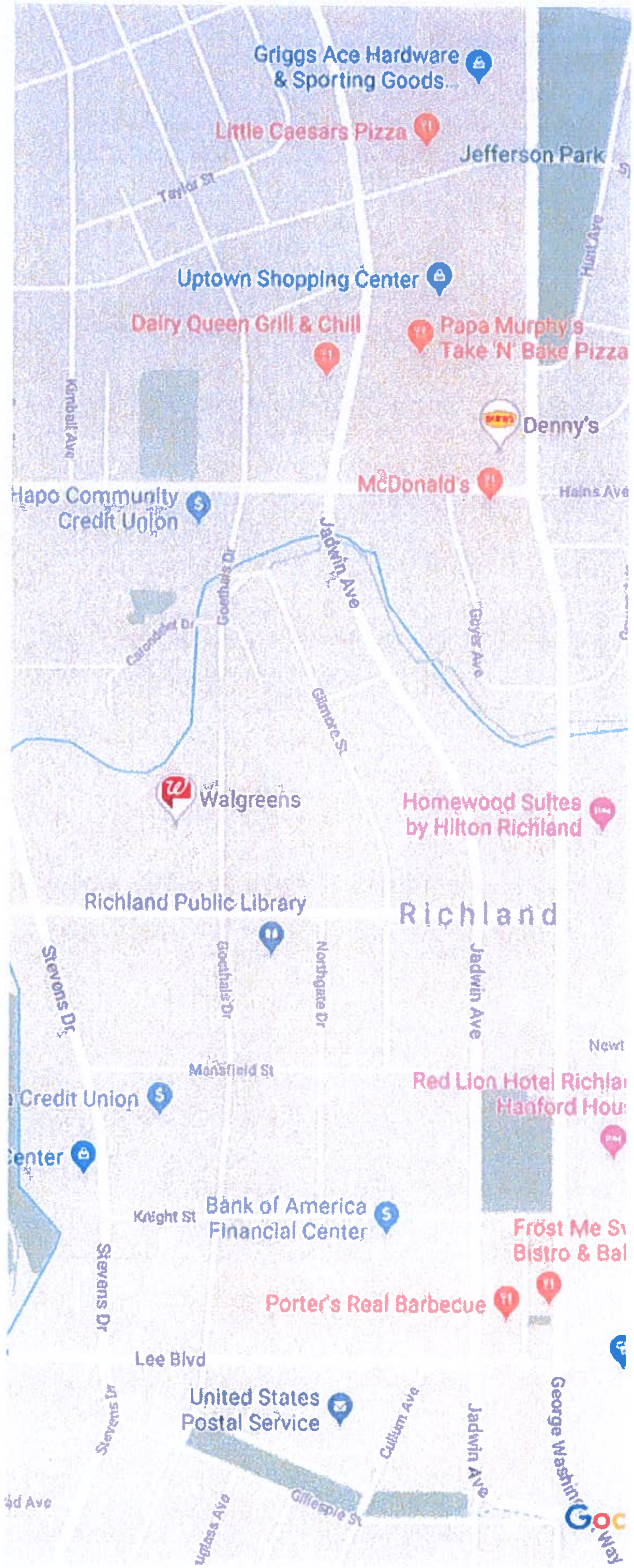
6. Show the number of new permanent jobs projected to be created (seasonal jobs do not count):

Job Title	# FTE Jobs Created	# Part Time Jobs Created	# FTE Jobs Filled by LMI	# Part Time Jobs Filled by LMI
	1-2			

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

<u>Benefit focus area 1:</u>

Central Business District of Richland



Community Development Block Grant Application
2020 Program Year

RECEIVED
AUG 1 2 2019
BY: ....

Applicant: City of Richland – Public Works

Address: 625 Swift Boulevard

Project Name:

Contact Person: John Deskins

Telephone: (509) 942-7514 Email: jdeskins@ci.richland.wa.us

Federal Tax ID #: 91-6015119 Duns #: 0718502830000

Requested CDBG Funding Amount: $ 162,240.00 Leverage of other funds: $

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1. What type of CDBG project/activity are you applying? (choose one)
   - X Public Facilities or Improvements
   - ☐ Public Service, complete - **Attachment 1**
   - ☐ Housing (acquisition, rehabilitation or homeownership assistance)
   - ☐ Economic Development, complete - **Attachment 2**

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.

Project A: This project will install 1,751 linear feet, 8 feet wide sidewalk along the East side of Wellsian Way between Lawless Drive and Stevens Drive where sidewalk is currently missing, including ADA ramps where needed. The project will also construct a Pedestrian Activated Crossing, otherwise known as Rectangular Rapid Flashing Beacon (RRFB). The RRFB will upgrade an existing flag crossing improving safety for users. The new RRFB installation will be located approximately 650 feet South of Stevens Drive on Wellsian Way providing a safe crossing for all pedestrians including disabled and elderly residents, allowing access to important services such as Richland Food Bank and Goodwill Industries. The crossing will also serve two transit stops that rank in the top 10% of ridership locations in the city (13 boardings per day). The crossing is on Wellsian Way, which is a 5-lane arterial that carries 13,600 ADT. This location would receive an overhead mounted supplemental beacon. This project is estimated at $112,240.00

Project B: This project will construct a Pedestrian Activated Crossing, otherwise known as Rectangular Rapid Flashing Beacon (RRFB). A new RRFB installation at the intersection of Van Giesen Street and Sanford Avenue, will provide a safe crossing for all pedestrians including the disabled, elderly, and students attending Jason Lee Elementary school, as well as Three Rivers Homelink school. The RRFB will replace a standard crosswalk crossing on the 2-lane minor arterial where traffic volumes reach 8,260 per day. This location serves 2 nearby transit stops, totaling 8 boardings per day, with growth potential. This project is estimated at $40,000.00

Project C: This project includes new ADA accessible ramps installed at the Northwest and Southwest corners of Fitch Street at Cullum Avenue adjacent to Lewis & Clark Elementary school, where ADA ramps are currently missing. The upgrades would improve the safety for all pedestrians including disabled, elderly, and students who use the route to get to school by providing them with ADA accessible ramps. This project is estimated at $10,000.00

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

The project will provide sidewalk, ADA accessible ramps and a pedestrian activated beacon (RRFB) enhancement to improve safety of pedestrians crossing roadways which act as barriers within the community, reducing the need for significant out of direction travel.

Project A: The addition of the sidewalk and ADA accessible ramps along Wellsian Way will help to aid the pedestrians in the neighborhood to important services and businesses. The Census Tract 106.00 Block 4 has a low to moderate income percentage of 64.00% as well as an estimated 547 disabled residents that would be greatly affected by the installation of these new facilities. A new RRFB installation on Wellsian Way 650 South of Stevens Drive will replace an existing flag crossing on the 5 lane arterial with an average of 13,600 vehicles per day (ADT), allowing all pedestrians including disabled and elderly residents to cross safely while gaining access to important services and businesses. The two transit stops rank in the top 10% of ridership with a total of 13 boardings per day.

Project B: A new RRFB installation with new ADA accessible ramps at the intersection of Van Giesen Street and Sanford Avenue will allow for pedestrians including disabled, elderly, and students to cross a two lane minor arterial with traffic volumes of 8,260 per day. The Census Tract 104.00 Block 1 and Census Tract 105.00 Block 3 has a low to moderate income median percentage of 43.94% that would be served by the installation of the new RRFB and ADA ramps. This location also serves 2 nearby transit stops, with a total of 8 boardings per day, with potential growth. This project will also provide a safe walking route for students attending both Jason Lee Elementary school and Three Rivers Homelink school. This project also consolidates 3 uncontrolled school crossings with crossing guards on Van Giesen (at Sanford, Perkins, and Thayer) into one crossing that would have the control of pushbutton RRFB flashing beacons. The majority of students who would be using these three crossings (now one) would be from Census Tract 104.00 Block 1 and Census Tract 105.00 Block 3. Improving access to the school is beneficial for all since schools often leave outdoor facilities open for community use and they are also centers for after-hours open houses and other events. The crosswalk also provides better and safer access for the eligible blocks to the nearby Jason Lee Park and the adjacent private swim center which offers inexpensive swim lessons to both members and non-members.

Project C: The installation of new ADA accessible ramps at the intersection of Fitch Street and Cullum Avenue will allow for pedestrians including disabled, elderly, and students to cross the roadway safely. The Census Tract 106.00 Block 1 has a low to moderate income percentage of 43.40% as well as an estimated 547 disabled residents that would be greatly affected by the installation of the new facilities. The project will also provide a safer walking route for students going to and from Lewis & Clark Elementary school. Improving access to the school is beneficial for all since schools often leave outdoor facilities open for community use and they are also centers for after-hours open houses and other events.

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

X High ☐ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

Project will reduce barriers for all pedestrians, disabled, elderly and students, providing safer street crossings and improved access to public facilities and transit system. An inventory of 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 those individuals, as well as providing a safer crossing and walk route for students of various elementary schools, as well as all other pedestrians.

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

Goal #	Strategy #	Objective #	Outcome #
2	7	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)

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

X b. Your project/activity serves only a low income area which is proven by the FY 2015 American Community Survey (ACS) data for Richland, WA:
Census Tract #: 104.00 Block Group #: 1
Census Tract #: 105.00 Block Group #: 3
Census Tract #: 106.00 Block Group #: 1 & 4

☐ 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. Your project will create jobs that employ low to moderate income employees.

7. Attach a map, providing the location of the project or service area.

8. **Provide program benchmarks you hope to achieve in 2020. 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
1st Quarter				
2nd Quarter	1440	2	$5,000.00	$10,000.00
3rd Quarter	3425	1	$40,000.00	$40,000.00
4th Quarter	375	1	$112,240.00	$112,240.00
TOTAL	**5240**			**$162,240.00**

9. **Of the total "number served" listed in Question 8 above (table), please categorize your clientele by the following criteria, using the 2019 income table below:**

Number of clients below 30% median income	2175
Number of clients below 50% median income	1955
Number of clients below 80% median income	1110
Number of elderly clients	
Number of minority clients	
Number of disabled clients	
Total Richland residents served	**5240**

The following are the area median income (AMI) limits, per household size, for 2019 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.

2019 AMI for Kennewick – Pasco – Richland (effective June 28, 2019)								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
30%	$16,400	$18,750	$21,100	$21,750	$25,300	$27,150	$29,050	$30,900
50%	$27,300	$31,200	$32,650	$35,100	$42,150	$45,250	$48,400	$51,500
60%	$32,760	$37,440	$39,180	$42,120	$50,580	$54,300	$58,080	$61,800
80%	**$43,700**	**$49,950**	**$52,200**	**$56,200**	**$67,400**	**$72,400**	**$77,400**	**$82,400**

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

	2019	2018	2017	2016
Kennewick				
Richland	$235,000	$191,250	$65,000	$269,760
Pasco				

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

Provide accessibility and safe crossings for all residents including disabled, elderly and student residents in Census Tracts 104.00 Block 1, 104.00 Block 3, and 106.00 Block 1&4 in various locations with the installation of sidewalks, ADA accessible ramps, and a RRFB. Success will be measured by the amount of 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 lower income individuals as well who utilize the public facilities and transit for shopping, access to work, and other basic needs. Hopefully, success can be measured by sustained or improved utilization of new facilities.

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

Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL: Salaries (No more than 10% for ED salary)				
CONSTRUCTION: Engineering Materials Labor / Contracts	$162,240.00			$162,240.00
PROPERTY: Purchase Price Closing Costs				
OTHER: (Describe)				
TOTAL				

13. Are the above "other sources" of funds secured? Please describe:

N/A

14. **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 three projects total and so we would consider removing Project B and/or C depending on the available funding. If necessary, we may also chose to modify Project A by modifying the length of the sidewalk or removing the RRFB installation.

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

Work will be performed with existing regular full time employees, whose priorities will be aligned with completing the work.

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

	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 construction/renovation?	X	☐
	a. Do you own the property?	X	☐
	b. Do you have experience with federal Davis-Bacon labor and wage requirements?	X	☐

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 that 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:

Jerrie West

Signature of Authorized Agency Official

For: Pete Rogalsky, Public Works Director

Printed Name & Title

8-12-19

Date

Ray, Heather

From: Melendrez, Sabrina
Sent: Thursday, August 8, 2019 9:14 AM
To: *PW MANAGEMENT; *PW ENGINEERING
Subject: Delegation of Authority - PRogalsky - 8.8.19 - 8.19.19

Good morning,

Our Public Works Director Pete Rogalsky will be out of the office beginning today, August 8, and returning Tuesday, August 20, 2019. For the remainder of this week and through Monday, August 12, Jay Marlow will serve as acting Public Works Director. Please contact Jay at ext. 7540 or at (509) 539-9830 with any matters needing immediate attention.

Beginning Tuesday, August 13, through Monday, August 19, Julie West will serve as acting Public Works Director. During that time, please contact Julie at ext. 7461 or at (509) 539-0171 with any matters needing immediate attention.

Thank you,

Sabrina Melendrez
Administrative Assistant II
City of Richland Public Works

Project A: Sidewalk and RRFB Installation
Project Area: Wellsian Way between Stevens Drive and Lawless Drive

New Sidewalk Installation

New RRFB with Overhead Arm Installation

2020 Project B: RRFB and ADA Ramp Insatallation

Project Area - Van Giesen Street and Sanford Avenue

New RRFB Installation

New ADA Ramps

School Zone Beacon

Project C: New ADA Ramp Installation
Project Area : Fitch Street and Cullum Avenue

◎ **New ADA Ramp**

Project C: ADA Ramp Installation
Project Area: Fitch Street and Cullum Avenue

2020 CDBG PRIORITY RANKING CHECKSHEET

(PLEASE PRINT YOUR NAME) ____

Planning Commission Member

Name of Applicant & Proposed Project	Amount Requested	*Priority Score (#5 EQUALS TOP PRIORITY)*
Public Services		
Arc of Tri-Cities Therapeutic Recreation/Partners N Pals	$12,880	
Elijah Family Homes Transition to Success Program	$24,730	
Elijah Family Homes Youth Scholarship Program	$3,200	
Senior Life Resources Meals on Wheels Program	$9,400	
CBC Foundation Dental Hygiene Services Program	$4,500	
TOTAL 2020 CDBG REQUESTS	**$54,710**	
TOTAL 2020 CDBG AVAILABLE FOR FUNDING	**$51,637**	
Shortfall	**-$3,073**	

PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 8/28/2019 | Agenda Category: Unfinished Business - Public Hearing

Prepared By: Mike Stevens, Planning Manager

Subject:
Draft Title 23 Update (Continued from June 26 Meeting)

Request:
Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Recommended Motion:
Staff recommends that the Planning Commission review the proposed code amendment and recommend Council approval of the proposed code amendment.

Summary:
Text Amendments to RMC Title 23, Subsection 23.38.020 - Accessory Buildings in Residential Zoning Districts and Subsection 23.06.222 - Definitions.

The proposed code amendments will prohibit the permanent placement of storage containers (conex boxes) upon residential properties throughout the city. The City developed a policy in 2010 prohibiting the placement of storage containers on residential lots; however, the policy needs to be implemented via code in order to be enforceable. The proposed code amendments will also provide a definition for storage containers.

This item was continued from the May 22, 2019, June 26, 2019 meeting meeting and July 24, 2019 meeting.

Attachments:
1. Full Staff Report 2 CA2019-101

STAFF REPORT

TO: PLANNING COMMISSION | PREPARED BY: MIKE STEVENS
FILE NO.: CA2019-101 | MEETING DATE: AUGUST 28, 2019

GENERAL INFORMATION:

APPLICANT: CITY OF RICHLAND CA2019-101

REQUEST: TEXT AMENDMENTS TO RMC Title 23, Subsection 23.38.020 – Accessory Buildings in Residential Zoning Districts and Subsection 23.06.222 - Definitions

LOCATION: CITYWIDE

REASON FOR REQUEST

In response to increasing code enforcement cases the City needs to clarify whether or not storage containers (conex boxes) can be used as storage buildings on residential lots.

BACKGROUND

In 2010 the City developed a policy that prohibited the placement of storage containers (conex boxes) on residential lots for use as storage buildings. An exception is provided to allow use of a storage container during a construction or remodel project. While the policy has worked to prevent the installation of many storage containers as storage buildings, the policy needs to be replaced by code which is enforceable, rather than policy which is not enforceable.

Planning Commission conducted a public hearing on the topic on May 22, 2019. During the Planning Commission's deliberation it was requested that staff develop minimal design standards so that those individuals wanting to use conex boxes would still be able to provided they remodeled the outside of the structure to look like a stick-built storage shed.

The item has been continued to August 28, 2019 in order to provide staff adequate time to develop design standards.

ANALYSIS

Staff has completed its review of the requested code modifications and submits language as provided in Exhibit 1 (attached).

PUBLIC NOTICE/ COMMENTS

Notice of the proposed amendment was provided to local and state agencies. Notice was also published in the Tri-Cities Herald, posted at official posting places and on the city's official website. Notice was provided to the Washington State Dept. of Commerce and other state agencies as required by RCW 36.70A.

SEPA

The City of Richland has utilized the Optional DNS Process as outlined in WAC 197-11-355. The end of the public comment period was Friday, May 10, 2019. Any comments received as of the close of business May 10, 2019 have been provided as an attachment to this report. The City of Richland issued a Determination of Non-Significance (DNS) for the proposal on May 14, 2019.

FINDINGS OF FACT

1. The City of Richland is proposing to amend Title 23, Subsection 23.06.222, Definitions and Title 23, Subsection 23.38.020, Accessory Buildings in Residential Zoning District, of the Richland Municipal Code (RMC). Subsection 23.38.020 regulates the installation of accessory storage buildings within residential zones.
2. The purpose of the amendments to Title 23 is to clarify whether or not storage containers (conex boxes) can be used as storage buildings on residential lots.
3. The City's existing code does not contain adequate provisions to prevent the placement of storage containers as accessory storage buildings upon residential properties.
4. In 2010 The City developed a policy that prohibited the placement of storage containers (conex boxes) on residential lots for use as storage buildings.
5. Notice of the proposed amendment was provided to local and state agencies. Notice was also published in the Tri-Cities Herald, posted at the official posting places and on the city's official website. Notice was provided to the Washington State Dept. of Commerce and other state agencies as required by RCW 36.70A.
6. One (1) substantive comment regarding the proposed code amendment was received.
7. The Washington State Department of Commerce granted Expedited Review for the proposed amendments on May 1, 2019.
8. The City issued a SEPA Threshold Determination of Non-Significance on May 14, 2019.
9. The City of West Richland utilized the Optional DNS Process as outlined in WAC 197-11-355. The end of the public comment period was Friday, May 10, 2019.
10. The Planning Commission conducted a public hearing for the proposed code amendment on May 22, 2019. No members of the public provided comment during the public hearing.
11. The Planning Commission continued the item until August 28, 2019 in order to provide staff adequate time to address the code changes requested by the Planning Commission during the May 22, 2019 public hearing.

CONCLUSIONS OF LAW

1. The Planning Commission has jurisdiction to hold an open record public hearing and issue a recommendation on the proposed ordinance amendment to the City Council.
2. The proposed code amendment is consistent with the goals and policies of the City's Comprehensive Plan.

RECOMMENDATION

Staff recommends the Planning Commission concur with the findings and conclusions set forth in the August 28, 2019 Staff Report (CA2019-101) and recommend to the City Council adoption of the proposed code amendments to RMC Title 23, Subsection 23.38.020 - Accessory Buildings in Residential Zoning Districts and Title 23, Subsection 23.06.222 - Definitions.

ALTERNATIVES

1. Recommend approval of the amendments as proposed;
2. Recommend approval of the amendments, as modified by the Planning Commission.
3. Recommend denial of the amendments;

RECOMMENDED MOTION

I move that the Planning Commission recommend approval of the proposed amendments to Title 23, Subsection 23.38.020 and Subsection 23.06.222 of the Richland Municipal Code, as contained in the attached Draft Code Amendments (Exhibit 1) and based upon the above listed Findings of Fact and Conclusions of Law.

EXHIBITS

1. Draft Code Amendment #2.

EXHIBIT 2

Add New Definition:

RMC 23.06.222 Container storage

"Container storage" means a unit originally or specifically used or designed to store goods or other merchandise during shipping or hauling by a vehicle, including but not limited to rail cars of any kind, truck trailers, or multi-modal shipping containers.

23.38.020 Accessory buildings in residential zoning districts.

A. Attached accessory buildings and detached accessory buildings meeting the main building setbacks shall comply with all the site requirements for the main building including maximum building height, minimum setbacks and maximum lot coverage as set forth in RMC 23.18.040.

B. Detached accessory buildings not meeting the main building setbacks are subject to the following requirements:

1. Detached accessory buildings shall be erected or altered so as not to be nearer to any street lot line than the minimum depth required for a front yard in the district.

2. Detached accessory buildings built adjacent to the front half of an adjoining lot shall comply with applicable side yard requirements of the underlying zoning district.

3. Detached accessory buildings under 200 feet may be located adjacent to the primary structure provided all building and fire codes are met. Those sheds less than 200 feet located in the side yard shall maintain a minimum five-foot clearance to the property line or primary structure from the leading edge of the shed; see diagram below.

4. When a detached accessory building is built adjacent to the back half of the adjoining lot or is 75 feet or more from any right-of-way line bounding the lot, the following setbacks shall apply:

a. If the accessory building is 120 square feet or less in floor area and 10 feet or less in height, a one-and-one-half-foot setback is required from the side and rear property lines.

b. Accessory buildings over 10 feet in height and those between 120 square feet and 600 square feet in floor area shall be set back a minimum of three feet from the rear and side property lines.

c. Any accessory building exceeding 600 square feet in floor area shall be set back a minimum of five feet from the rear and side property lines.

C. In addition to maintaining compliance with the maximum overall lot coverage set forth in RMC 23.18.040, total area of detached accessory buildings located in a rear yard shall not exceed 25 percent of the area of said rear yard.

D. In no case shall a detached accessory building exceed 900 square feet in floor area or 50 percent of the gross floor area of the main building (including the floor area of attached garages but excluding any floor area of a basement), whichever is greater, to a maximum of 1,200 square feet.

E. To help ensure ~~larger~~ detached accessory buildings are similar in design and appearance to the main building, detached accessory buildings ~~over 900 square feet in floor area or which exceed the height of the main building on the lot~~ shall be subject to the following minimum design standards:

1. In no case shall a detached accessory structure exceed a height of 16 feet.

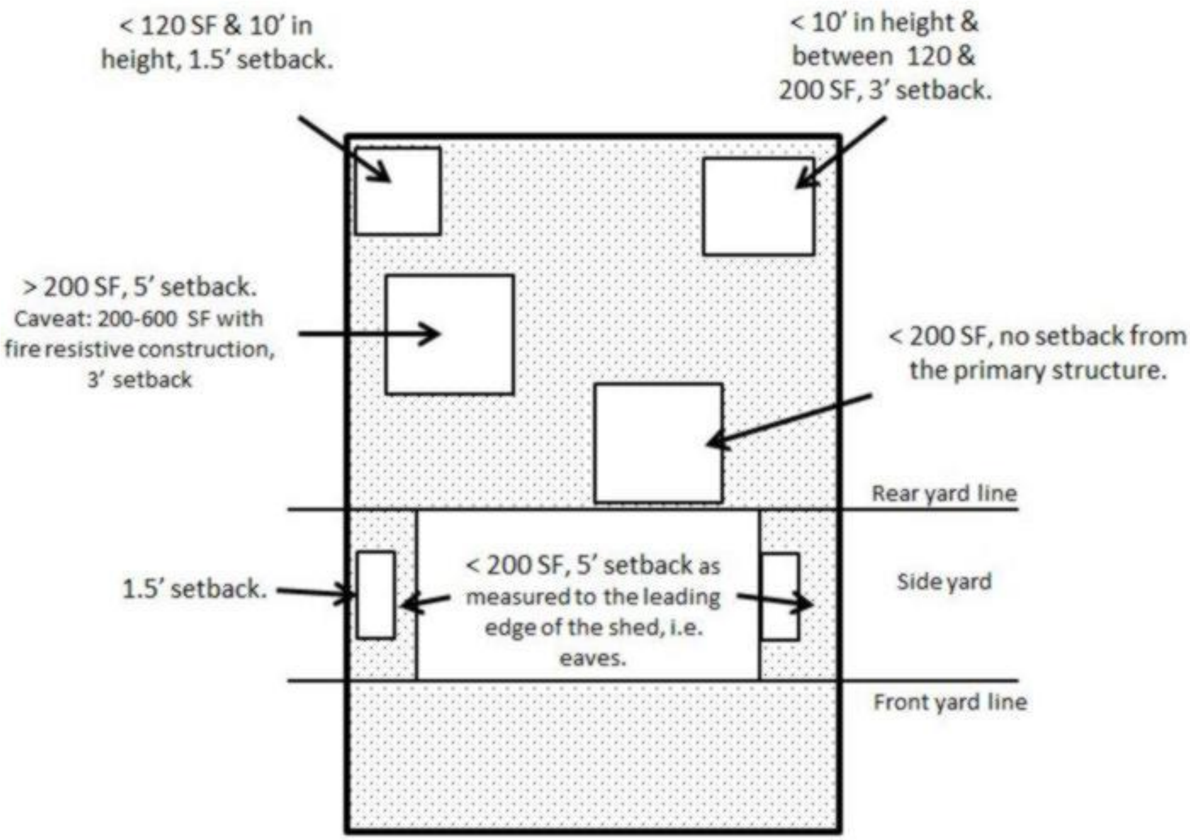
2. The detached accessory structure shall have a minimum roof pitch of 4:12 or a roof pitch equal to or greater than the roof pitch of the main building on the lot if the roof pitch of the main building is less than 4:12.

3. Exterior siding shall consist of wood, hardboard, stucco, aluminum, vinyl or steel siding commonly used in standard residential construction. Corrugated metal siding or similar industrial type siding is not permitted.

The final administrative decision as to a proposed accessory building's conformance with the design standards set forth in this subsection shall be appealable to the ~~board of adjustment~~ Hearings Examiner in accordance with the procedures set forth in RMC 23.70.070, Administrative review – Procedures.

F. Detached residential accessory buildings built pursuant to this section shall not be more than one story.

G. Container storage, as defined in RMC 23.06.222, is not permitted as a permanent storage building (unless it can be shown to be in compliance with RMC 23.38.020.E). or as temporary storage for longer than 180 consecutive days.



[Ord. 28-05 § 1.02; Ord. 04-09; Ord. 20-10 § 1.02; Ord. 20-14 § 1.02].