



Agenda
Planning Commission Meeting
Wednesday, September 23, 2020
Via Zoom (253) 215-8782 or (206) 377-9723
Meeting ID 996 9310 4633

Pursuant to Resolution No. 100-20, this meeting will be conducted remotely via Zoom. The public may attend remotely by calling one of the numbers listed above.

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

Liaisons: Council Liaison Alvarez
Staff Liaison: Planning Manager Stevens

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

Welcome and Roll Call

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

August 26, 2020 Meeting Minutes

New Business :

1. 2021 CDBG Project Recommendations
2. Public Participation and Work Plan for 2021 Shoreline Master Program Update

Communications:

Adjournment

The next Planning Commission Workshop is October 14, 2020

The next Planning Commission Meeting is October 28, 2020

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

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PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/23/2020

Agenda Category: Approval of Minutes

Prepared By: Mike Stevens, Planning Manager

Subject:

August 26, 2020 Meeting Minutes

Request:

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Approve the minutes of the Planning Commission meeting held on August 26, 2020.

Summary:

Attachments:

1. 2020-08-26 Planning Commission Meeting Minutes DRAFT



**MINUTES
PLANNING COMMISSION SPECIAL MEETING
WEDNESDAY, AUGUST 26, 2020
VIA ZOOM MEETINGS**

Call to Order:

Chairman Palmer called the meeting to order at 6:00 p.m. and welcomed attendees.

Attendance:

Present: Chairman Palmer, Vice-Chair Maier, Commissioners Townsend, Boring, Smith and Eadie. Council Liaison Alvarez, Planning Manager Stevens, Block Grant Coordinator Burden, Transportation & Development Manager West and Administrative Assistant II Follett were also present.

Approval of Agenda:

Chair Palmer presented the meeting agenda for approval.

COMMISSIONER MAIER MOVED AND COMMISSIONER BORING SECONDED THE MOTION TO APPROVE THE AUGUST 26, 2020 MEETING AGENDA AS WRITTEN. MOTION CARRIED 6-0.

Approval of Minutes:

Chairman Palmer presented the minutes for approval.

VICE CHAIR MAIER MOTIONED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO APPROVE THE MINUTES OF THE JULY 29, 2020 MEETING AND AUGUST 12, 2020 WORKSHOP AS WRITTEN. THE MOTION PASSED 6-0.

Items of Business:

Street Light Standards Update and Retrofit Plan

Chairman Palmer recognized Transportation & Development Manager West to present the staff report.

Ms. West introduced Adam Miles, Senior Traffic Engineer with Dowl, the project consultant. She also provided Commissioners with the reason for seeking the Commission's recommendation on the update. She further outlined the current status of street lighting throughout the city and plans for upgrading lights.

Mr. Miles took the commission through a PowerPoint presentation that illustrated the changes proposed to the City's current policies and standards. His presentation detailed types of lights based on road classification, land use and light temperature. His presentation also provided details of public outreach and comments and changes made based on Planning Commission feedback at the last workshop.

At the conclusion of his presentation, the Commission discussed the information provided and asked questions of Mr. Miles. Several commissioners voiced concern over the option in the plan to allow either continuous or non-continuous based on past experience that contractors historically build to the least expensive option and felt the best language would be to default to the continuous standard with the option to petition for non-continuous if needed. Commissioners also discussed light spacing and color/temperature standards. In response to questions regarding existing neighborhoods, Ms. West clarified that the retrofit plan does not include adding or removing existing poles, only changing the light head to LED.

COMMISSIONER BORING MOVED AND COMMISSIONER MAIER SECONDED THE MOTION TO RECOMMEND TO COUCIL ADOPT THE DRAFT STREET LIGHTING POLICY WITH THE CHANGE THAT RESIDENTIAL IS REQUIRED FOR CONTINUOUS LIGHTING. MOTION PASSED 6-0.

New Business: (Public Hearing)

Public Haring to Accept Public Input on the Use of 2021 Community Development Block Grant (CDBG) HOME Federal Funding.

Chairman Palmer asked staff if proper notice had been given. Ms. Burden confirmed that notice was given. Chairman Palmer opened the public hearing at 6:28 p.m. Having no public comments except the one received via email, the public hearing was closed at 6:27 p.m.

Communications:

Councilman Alvarez commented on his positive experience with the new LED street lights.

Vice-Chair Maier expressed her thanks to Ms. Burden for her work on CDBG projects and recognized the difficulty in her work.

Commissioner Boring echoed her thanks and expressed how much she looks forward to this process each year because of the lives it impacts in the community.

Chairman Palmer also commented on the good programs provided by CDBG funding.

Adjournment:

Chairman Palmer adjourned the meeting at 6:34 p.m.

PREPARED BY: Lynne Follett, Administrative Assistant II

REVIEWED BY: Mike Stevens, Planning Manager

DRAFT



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/23/2020

Agenda Category: New Business

Prepared By: Michelle Burden, Block Grant Coordinator

Subject:

2021 CDBG Project Recommendations

Request:

Key 7 - Neighborhood and Community Safety.

Recommended Motion:

Provide project and funding recommendations for Council Approval

Summary:

Each year the City of Richland receives Community Development Block Grant funds to provide economic opportunities for low and moderate-income persons in our community.

As part of the City's Action Plan applications for programs that benefit low and moderate-income persons are solicited each year in August. The Planning Commission is responsible for reviewing and providing funding recommendations to the Council. Due to COVID-19 restrictions there will not be any applicant presentations this year. Instead the Commission is asked to review and deliberate on the five 2021 CDBG applications and make project funding recommendations for Council approval for the 2021 Annual Action Plan.

Attachments:

1. CDBG Application Packet

Community Development Block Grant Application 2021 Program Year

Applicant:

First Name: Elijah Family Homes Last Name: _____

Telephone: 509-946-6610 Email: Admin@elijahfamilyhomes.org

Address: 660 George Washington Way, Suite G

City: Richland State: WA Zip: 99352

Contact Person Name: Matthew West

Telephone: 509-713-4364 Email: Mwest@elijahfamilyhomes.org

Project Name: Transition to Success – Case Management

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

Requested CDBG Funding Amount: \$18,000 Leverage of other funds: \$23,534

* * * * *

1. What type of CDBG project/activity are you applying? (choose one)
☐ Public Facilities or Improvements
☒ Public Service
☐ Housing (acquisition, rehabilitation or homeownership assistance)
☐ Economic Development, complete - **Attachment 1**
2. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed.

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, 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 2021, 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.

This program is needed in our community because the cycle of intergenerational poverty is so complex it cannot be diverted by any single program. The Transition to Success (TTS) program is wholly unique, engaging with vulnerable populations via case management in conjunction with housing; it is the only program within Benton and Franklin counties that helps people past the early stages of recovery and the ascent out of poverty, to rise into true self-sufficiency for the long-run. Currently, there is a gap in services for people who have felonies and evictions. Because our program engages this population exclusively and frees up 70% of their income while guiding them in best practices of financial management, we allow the entire family to look beyond the next paycheck, which in turn frees up cognitive capacity of every family member. There is a wide body of quality research that shows a low socioeconomic status (SES) has a direct adverse effect on: childhood development, parenting approaches, IQ levels, cognitive flexibility (shifting between tasks or mental operations, applying existing knowledge to new situations), executive functioning (the ability to resist impulses, delay gratification, and to engage in planning and goal-setting activities), memory, language deficiencies, willpower depletion (negative stereotypes and beliefs about themselves), and risk-aversion. All of these added together result in a "vicious cycle" in which poverty promotes behaviors that sustain future poverty. On the surface our program may seem like any other housing program, but it is so much more than that. We directly engage with everyone that lives in our homes and work to enable our families to discover a new way to live, that makes sense to them. The TTS program offers a network of experts, caring support, quality housing, community integration, motivational encouragement to dream bigger, and embolden self-efficacy of the entire family.

In Benton county, 97% of all available rental units are occupied creating intense competition. The clients we serve are not considered acceptable candidates to most landlords. Simply put, without our program these families must rely on the goodwill of individual landlords and hope a major financial emergency does not come along. No other program/organization can offer a family in these situations the support our Transition to Success program can.

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

☐ High
☒ Average
☐ Low
☐ None

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

Elijah Family Homes (EFH) 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". 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. This CDBG opportunity would work toward addressing the needs and opportunities of the clients we serve.

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

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

6. How does your application meet the National Objective of benefiting low and moderate-income persons? (Check only one – 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 2015 American Community Survey (ACS) FY 20 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/retain jobs that employ low to moderate-income employees.

7. Provide program benchmarks you hope to achieve in 2021. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.*

**Public Service / Housing – Unit of measure is people; *Homebuyer – Unit of measure is households*

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

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter	20	People	\$692.30	\$13,846
2 nd Quarter	0	People	\$692.30	\$0
3 rd Quarter	2	People	\$692.30	\$1,384.60
4 th Quarter	4	People	\$692.30	\$2,769.20
TOTAL	26	People	\$18,000	\$18,000

8. Of the total "number served" listed in Question 7 above (table); please categorize your clientele by the following criteria, using the 2020 income table below:

Number of clients below 30% median income	16
Number of clients below 50% median income	10
Number of clients below 80% median income	0
Number of elderly clients	0
Number of minority clients	8
Number of disabled clients	0
Total Richland residents served	26

The following are the area median income (AMI) limits, per household size, for 2020, 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.

Kennewick, Pasco and Richland, WA								
Area Median Income Limits (AMI)								
Effective July 1, 2020								
Income Limit	Number of Individuals Residing in the household							
	1	2	3	4	5	6	7	8
30%	\$ 16,300.00	\$ 18,600.00	\$ 20,950.00	\$ 23,250.00	\$ 25,150.00	\$ 27,000.00	\$ 28,850.00	\$ 30,700.00
50%	\$ 27,150.00	\$ 31,000.00	\$ 34,900.00	\$ 38,750.00	\$ 41,850.00	\$ 44,950.00	\$ 48,050.00	\$ 51,150.00
60%	\$ 32,580.00	\$ 37,200.00	\$ 41,880.00	\$ 46,500.00	\$ 50,220.00	\$ 53,940.00	\$ 57,660.00	\$ 61,380.00
80%	\$ 43,400.00	\$ 49,600.00	\$ 55,800.00	\$ 62,000.00	\$ 67,000.00	\$ 71,950.00	\$ 76,900.00	\$ 81,850.00

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

	2020	2019	2018	2017
Kennewick				
Richland	\$24,730.00 Awarded	\$28,857 Awarded	\$20,984 Awarded	\$23,228 Awarded
Pasco				

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

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

- A) **RECOVERY/SOBRIETY** - clients remain focused on and committed to recovery. Clients refrain from all alcohol and drug use. 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.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities/Housing. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Direct Client Service				
Wages (of personnel providing direct client services)	\$16,500	\$5,000	Grants, contracts, and donations	\$23,000
Material/Supplies		\$900	Grants, contracts, and donations	\$900
Other (providing a direct benefit to client) - Compliance & Drug Testing	\$1,500	\$5,160	Tri City Mobile UA	\$6,660
Marketing/Outreach		\$2,000	Grants, contracts, and donations	\$2,000
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client	CDBG Funds are not available for program administration	\$10,474	Grants, contracts, and donations	\$10,474
TOTAL PROJECT COST	\$18,000	\$23,534		\$41,534
Number of low to moderate income individuals to be served directly (by the grant)				26
Cost Benefit Ratio (Total amount requested divided by number of persons served)				692.30

OR

B. Public Facilities/Housing				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION				
Engineering				
Materials				
Labor / Contracts				
PROPERTY				
Purchase Price				
Closing Costs				
OTHER (describe)				
TOTAL PROJECT COST				

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

Yes, the “other sources” shown above include administrative, service delivery, and case management costs associated in providing Transition to Success program for Richland clients. These funds are secured indefinitely via AmeriGroup contract and for the 2021 fiscal year via various local granting agencies (United Way, Three Rivers Community Foundation, Woman Helping Woman). We regularly hold two annual fundraisers that garner \$30,000 revenue after expenses. Last, Tri-City Mobile UA has offered us basic drug testing monthly at no cost and has committed to continuing that service indefinitely.

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

If EFH does not receive the funds from the City of Richland and is not able to obtain them from the sources listed in #12 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. 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.

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

As Elijah Family Homes continues to move towards contract-based work, we will be able stop requesting CDBG funds. Currently, we have established two reliable income streams generating near \$100,000 per year through AmeriGroup Foundational Community Supports (contract began in March of 2020) and our University of Washington/Washington State, Parent-Child Assistance Program (PCAP) will be entering its fourth year in 2021. These contracts are appealing in that they are not dependent on variable grants or donations which enable us to better budget re-occurring costs. This is in addition to contracts is our regular fundraising activities; two annual fundraisers, grants from United Way, Women Helping Women, Three Rivers Community Foundation, local Rotary and Kiwanis service clubs, and our regular donors from the community including corporate donations.

15. Description of Organization and Overall Capacity:

A. Briefly describe the organization’s background and mission, including when founded.

Elijah Family Homes (EFH) was created and founded through grass roots efforts in 2005 to increase Benton and Franklin community resiliency by giving a hand up to the most vulnerable women and families in our region. Social Justice is at the heart of EFH; as a small group of charitable people learned of the difficulties our society imposes on woman who have committed crimes in the past and are unable to gain stable footing once they have committed to rehabilitation. They learned these women were unable to access affordable and quality housing due to past felonies, which kept them in a cycle of poverty and imposed traumas of generational poverty on their children. With the purchase of a Richland duplex the beginnings of the Transition to Success (TTS) program was born and the

successes started to mount. We now own three duplexes, share a quad-plex with Domestic Violence Services, partner with privately owned rentals, and house 11 families; with aspirations of expansion.

Elijah Family Homes is a 501(c)(3) organization that works to create an inclusive environment for staff, volunteers, and clients of all of race, color, national or ethnic origin, age, religion or creed, disability, sex, sexual orientation, gender identity or expression, and veteran or active duty status. Elijah Family Homes believes all individuals are worthy, valuable, and deserving of respect and services. Our vision is that all families with children in Benton and Franklin Counties, regardless of substance abuse history, are given the opportunity to make unique and valuable contributions to the community while being self-sufficient and stably housed. Our Mission is to fosters hope, dignity and self-sufficiency through stable housing and supportive services for families seeking recovery.

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

Our TTS program has provided housing and case management services to 85 families; 89 adults and 163 children. With only four relapses in the recovery of clients while actively enrolled in TTS is an incredible achievement. TTS is currently providing housing and individualized case management to 11 families and has four client families on our waitlist receiving case management services, striving to get them housed before 2021. Since March of 2020; we have doubled our case management meetings with clients, covered 100% of client's rental costs, implemented a COVID-19 emergency assistance program to clients, created a trust account to match up to \$500 for each client in order to increase savings for program exit, and has enrolled 10 TTS school aged children in tutoring to facilitate this unprecedented year.

Our PCAP program has served 97 women and 221 children since 2017. In 2019: they helped 22 clients access alcohol or drug treatment; they had an 80% success rate at reducing risk of exposed birth when clients exit the program. PCAP was able to provide 180 hygiene and household gift bags since March of 2020.

Elijah Family Homes was able to raise over \$50,000 in our first online donation drive in June of 2020 leading to housing of a new family and the ability to pay rent for all TTS clients for 6 months. This also enabled us to bring our case manager to full time increasing our capacity to meet the new demands from COVID, additionally we increased the hours of our maintenance and administrative personnel further adding to our capacity. So far in 2020 we have received five grants including a new funder; Kadlec awarded us \$7,000 specifically for case management services further supporting our capacity. We also received a Payroll Protection Program loan/grant securing our payroll and overhead costs.

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

Matthew West – Executive Director, Masters in Governmental and Nonprofit Public Administration, 2 years of federal administrative experience, 4 years of state administrative and program management experience, 2 years non-profit service delivery and administrative experience, 5 years as US Navy Active Duty, 10 years active community volunteer, attended the 2020 Community Anti-Drug Coalitions of America and member, member of the Pasco Discovery Coalition, member of the Benton Franklin Recovery Coalition, trainings include: Washington Nonprofits QuickBooks for non-profits, trained in National Environmental Policy Act (NEPA) writing, Suicidal Intervention Strategies, Veterans Cultural Competencies trainer, Substance Abuse Therapies, Eco-Therapy Efficacy in Recovering from Trauma,

Military Sexual Trauma, Post-Traumatic Stress Disorder, and AmeriCorps Veterans Conservation Corps Annual Training Facilitator. 10% of the work involved in this project will be completed by Matthew.

Carissa Lieberman – TTS Case Manager, Bachelors of Science in Human Services with Concentration in Addictions, 2 years case management experience, 15 years management experience, personal experience in the lifestyles of our clients, Trainings in: Direct Client Care, SMART goals facilitator, Homeless Management Information System (HIMS), SAMHSA Homeless and Housing Resource Network (HHRN) trainings including Diagnosis and Documentation of SMI, Work Readiness for People Experiencing Homelessness, SMI and SUDs, and motivational interviewing techniques. 60% of the work involved in this project will be completed by Carissa.

Roger Condie – TTS Program Director, Master of Social Work, Bachelors of Arts in Social Work, 20 years of experience in social work (service delivery, program management, director, and general administration) working with individuals in recovery and dealing with homelessness, trainings include: Homeless Management Information System (HIMS), Trust Based Relational Intervention, Bridges out of Poverty, Crucial Conversations, Motivational Interviewing, and Trauma Informed Care and a Love and Logic trainer. 20% of the work involved in this project will be completed by Roger.

Kirsten Hendry – EFH Administrative Assistant, Bachelor of Science in Human Development and Family Sciences, 18 years administrative and office management experience in non-profit and for-profit organizations. Bloomerang Donor Management training, GiftWork Donor Management, and Washington Nonprofits QuickBooks for non-profits. 10% of the work involved in this project will be completed by Kirsten.

D. List or attach current board members including occupation and role on the board.

Attached.

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

- **Organizational Structure:** Elijah Family Homes (EFH) has a traditional organizational hierarchy with the Board of Directors being responsible and overseeing all aspects of EFH including the Executive Director. They do this using several committees including Executive Committee, Finance Committee, Development Committee, Marketing and Branding Committee, Fund Raising Committee, Governance Committee, and the Ad Hoc Diversity, Equity, and Inclusion Committee. Each of these committee works closely with the Executive Director and select volunteers to develop various aspects of the EFH programing and administration. The Executive Director oversees administration of our Property Management, Volunteer Coordination, PCAP, and TTS Program of which the Program Director maintains the Tenant Compliance Team and as needed an Ad Hoc Tenant Selection Team.
- **Record Keeping (Financial):** Our record keeping polices strive to always align with 2 CFR § 200 standards; even if the program is not federal as these standards prove to be extremely exhaustive as well as ensuring compliance of general accounting practices. We ensure current practices through random inspections by the Executive Director, EFH Treasurer, and an annual Financial Audit. We keep electronic files permanently and paper versions are generally kept for 4-10 years, depending on the content of the files. We have created a Document Control list which explicitly outlines the time length required to be kept.

- **Auditing (Financial):** We conduct an independent 3rd party audit (included in supporting documents) annually in order to review our practices, record keeping, general practices, and analysis of financial practices. Excerpt of audit "An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances... An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements". Additionally, fiscal responsibility is of the up most importance to EFH which is why we have monthly Financial Committee meetings constantly analyzing all aspects of EFH finances.
- **Policies and Procedures (Financial):** Our fiscal policies and procedures are produced through annual analysis by our Finance Committee after our audit returns, is needed. Furthermore, we contract with Insight Accounting Solutions to review our audit and create suggestions if changes are needed, all of which becomes a new standard implemented immediately. In addition to our Finance Committee, the Governance Committee frequently overlaps in this aspect on the board level to provide further oversight.
- **Program Evaluation (Financial):** This is done monthly in our Finance Committee meetings as well as held to account by various program specific audits to determine appropriateness of our programmatic fiscal actions. These include: PCAP Annual Audit, AmeriGroup Annual Audit, Richland CDBG Annual Audit, and reporting requirements to all grantors. Additionally, our annual fiscal audit and the creation of our 990 forms provides an overarching analysis of our program's fiscal effectiveness and evaluation.
- **Record Keeping (Programmatic):** Currently we keep all programmatic files in both paper and electronic forms permanently. Electronically, our in-house servers are backed up to a separate storage device daily to ensure file security and longevity. Our paper files are stored in a large locked cabinet. This includes all granting reports and forms that contain PII, such as the Richland CDBG. Additionally, our PCAP program is also apart of an active research project and thus has even higher standards of file security and retention of which are kept in check by state auditors.
- **Auditing (Programmatic):** Programmatic procedures are ensured to be in compliance by random internal audits conducted by the Executive Director and Board President. We ensure all policy and procedures were followed and appropriate documentation was compiled and filed. Our PCAP program has an in-depth audit completed each year by Washington State Auditors. Furthermore, program evaluations are done quarterly because of the nature of the research aspect of this program.
- **Policies and Procedures (Programmatic):** We have an extensive program policy manual for the TTS program which includes Youth Activities Program (YAP) procedures. This manual is updated bi-annually with board approval. The Program Director, Executive Director are currently working on updates to ensure we are staying relevant new studies and trends in the behavioral health field and listening to our clients about how the program has worked for them.
- **Program Evaluation (Programmatic):** TTS and YAP: We are constantly reviewing our progress through the creation of multiple grant reporting forms however, as we gather data throughout the year, we conduct an annual review in November of each year in order to determine our effectiveness to our stated goals. Our TTS program also conducts a Tenant Program Review which is intended to ensure tenants are not only complying with the participant agreement but are also on track to achieve self-

sufficiency while in the program. Program Review meetings also provide a venue for tenants to voice any concerns they have, additional support they may need from EFH, or suggestions as to what EFH can do to better serve our clients. The Client Services Team will hold Program Review meetings with one tenant per meeting in the EFH office twice a month. This allows tenants to be reviewed on a 5-6-month rotation, depending on the number of tenants EFH is assisting at any given time. Last, we have recently purchased a case management system which will enable us to gather real time cumulative data for TTS Clients in order to follow our goal metrics, such as: Credit Score, Savings of clients, Number of clean UA's, ACE's, Acquisition of various health care indicators (primary care, insurance, therapies, etc.), AML, Income, Debit to Income Ratio, IEP's of school aged kids, extracurricular activities for school aged kids, educational levels, and more.

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

Nothing to report.

16. Site Control---Development/Facility Plans: If the project involves the development of a public facility, organizational offices or housing, attach plans and documentation of site control. If you have an existing facility, provide documentation that the facility is in compliance with building and zoning codes for the services provided.

N/A

- A. Does your organization have experience with federal Davis-Bacon labor and wage requirements?

N/A

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

Currently our intended audience is mainly to directed towards donors, volunteers, partner organizations, and potential clients. We market through electronic and print only. Electronically, we use our website, Facebook, and Donation Management System (Bloomerang) to keep our intended audience informed of program successes and service delivery opportunities (openings). We do this through periodic (once - four times per month) Facebook posts tagging applicable people and organizations. Quarterly we produce a newsletter to share with the general public. Our printed materials are mainly directed towards potential clients and partner organizations with eligibility requirements and how to begin applications. We are currently working with a local partner to develop our printed materials in Spanish, our goal is to produce all marketing materials in both Spanish and English by 2022.

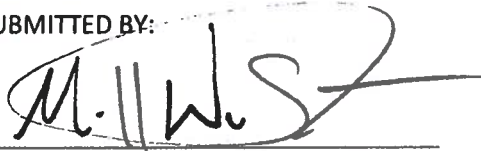
Certifications and Assurances

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



Printed Name & Title



Date

Community Development Block Grant Application 2021 Program Year

Applicant:

First Name: Elijah Family Homes Last Name: _____

Telephone: 509-946-6610 Email: Admin@elijahfamilyhomes.org

Address: 660 George Washington Way, Suite G

City: Richland State: WA Zip: 99352

Contact Person Name: Matthew West

Telephone: 509-713-4364 Email: Mwest@elijahfamilyhomes.org

Project Name: Youth Activities Program

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

Requested CDBG Funding Amount: \$10,000 Leverage of other funds: \$13,500

* * * * *

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

☐ Public Facilities or Improvements
☒ Public Service
☐ Housing (acquisition, rehabilitation or homeownership assistance)
☐ Economic Development, complete - **Attachment 1**

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

Elijah Family Homes (EFH) is continuing our Youth Activities Program benefiting school-age children within our existing Transition to Success (TTS) program, living in the city of Richland. EFH is requesting 95% (as done in 2020) of the students estimated annual expense for after school / out of school activities. The activity funds will be used specifically to offset the cost of in school and after school programs, activities, community-structured, and targeted activities. Due to the COVID-19 epidemic we are including acceptable socially distancing activities such as: online tutoring, horseback riding, golf lessons, computer programing courses, individual or online music lessons, online art classes, online meditation courses (and other mental health promoting activities), online dance programs, summer camps and summer sports leagues (if able).

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 13 children, of which; 12 are school-age children in the TTS program. EFH serves 11 families in the Tri Cities region with 13 adults and 29 children.

All EFH families are: low income ($\leq 50\%$ AMI), in substance abuse recovery (head of household), have a history of homelessness, 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 prior to program entry and have children under age 18. Most families EFH serves have extremely low incomes of \$19,000.00 per year or less. The few clients that do earn more than minimum wage are generally paying court fines and other outstanding bills which keep them financially burdened; struggling to afford appropriate housing, let alone any capacity to afford 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 the 13th annual 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.

The TTS program began addressing issues that were brought to light by a study by the Centers for Disease Control and Prevention and the Kaiser Permanente's Health Appraisal Clinic, which identified Adverse Childhood Experiences (ACEs). Our program incorporated the data from Washington State's Behavioral Risk Factor Surveillance System (BRFSS) to refine how we approach the children in the program. It was determined that individualized services with a case manager meeting biweekly with each family would be necessary to effectively empower the families. This involves working with our families to teach and coach life skills that include helping our families navigate through the judicial system, child and family services, the children's school, referring them to medical and mental health professionals. In addition, we set them up with volunteers to mentor them in financial, physical and emotional wellbeing.

Elijah Family Homes serves and houses families in recovery from Substance Abuse Disorder, which the National Institute of Health defines as a mental illness which is a special needs population. The children in these families are considered "disadvantaged youth and/or at-risk". 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 submitted by Benton and Franklin Counties DSHS, "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." Providing for the basic need of shelter prevents physical exposure to the elements while also reducing exposure to Adverse Childhood Experiences (ACEs). There are long-term impacts of homelessness in childhood. Lack of stable housing can have some chronic health outcomes for children. In fact, children who are homeless are sick 4 times more often than other children. The children in our program are more likely to stay healthy and out of the emergency room. Washington State included ACE questions on their Behavioral Risk Factor

Surveillance System (BRFSS), and they concluded that “Parents who have 3 or more ACEs in their own lives are 400 times more likely to pass down 2 or more ACEs to their children”. It takes concentrated intervention and case management to break the cycle. The stability that having long term housing provides to our youth clients furthers feelings that they have control over their lives and contributes to making sound judgements furthering their confidence. We also believe that we can enrich the lives of our at-risk youth by giving them the chance to be involved in extracurricular activities.

This program is needed because the cycle of inter-generational poverty is complex and becoming more prevalent in our community. 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 considered to be in a low socioeconomic status. According to vast amounts of research [Blair, C., et. Al (2011). DeNeuborg, et. Al (2017). Farah, M.J., et. Al (2006), Hall, C.C., Zhao, J. and Shafir, E. (2014). Haushofer, J. and Fehr., E. (2014). Johnson, et. Al (2016). Lam, G. (2010). Lawson, M., et. Al (2017). Noble, K., et. Al (2015)] families who are of low socioeconomic status experience direct adverse effects on: childhood development, parenting approaches, IQ levels, cognitive flexibility (shifting between tasks or mental operations, applying existing knowledge to new situations), executive functioning (the ability to resist impulses, delay gratification, and to engage in planning and goal-setting activities.), memory, language deficiencies, willpower depletion (negative stereotypes and beliefs about themselves), and risk-aversion. This cumulates into a vicious cycle in which poverty promotes behaviors that sustain future poverty. 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 socioeconomic 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 devices, 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 2 - Allocation Policy**, what is your projects priority?

- ☐ High
- ☒ Average
- ☐ Low
- ☐ None

a. 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 summertime 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 3** - 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 – 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 2015 American Community Survey (ACS) FY 20 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/retain jobs that employ low to moderate-income employees.

7. Provide program benchmarks you hope to achieve in 2021. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.*

**Public Service / Housing – Unit of measure is people; *Homebuyer – Unit of measure is households*

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

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter	4	Students	\$769.23	\$3,076.92
2 nd Quarter	3	Students	\$769.23	\$2,307.69
3 rd Quarter	3	Students	\$769.23	\$2,307.69
4 th Quarter	3	Students	\$769.23	\$2,307.69
TOTAL	13	Students	\$10,000	\$10,000

8. Of the total "number served" listed in Question 7 above (table); please categorize your clientele by the following criteria, using the 2020 income table below:

Number of clients below 30% median income	8
Number of clients below 50% median income	5
Number of clients below 80% median income	0
Number of elderly clients	0

Number of minority clients	3
Number of disabled clients	0
Total Richland residents served	13

The following are the area median income (AMI) limits, per household size, for 2020, 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.

Kennewick, Pasco and Richland, WA								
Area Median Income Limits (AMI)								
Effective July 1, 2020								
Income Limit	Number of Individuals Residing in the household							
	1	2	3	4	5	6	7	8
30%	\$ 16,300.00	\$ 18,600.00	\$ 20,950.00	\$ 23,250.00	\$ 25,150.00	\$ 27,000.00	\$ 28,850.00	\$ 30,700.00
50%	\$ 27,150.00	\$ 31,000.00	\$ 34,900.00	\$ 38,750.00	\$ 41,850.00	\$ 44,950.00	\$ 48,050.00	\$ 51,150.00
60%	\$ 32,580.00	\$ 37,200.00	\$ 41,880.00	\$ 46,500.00	\$ 50,220.00	\$ 53,940.00	\$ 57,660.00	\$ 61,380.00
80%	\$ 43,400.00	\$ 49,600.00	\$ 55,800.00	\$ 62,000.00	\$ 67,000.00	\$ 71,950.00	\$ 76,900.00	\$ 81,850.00

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

	2020	2019	2018	2017
Kennewick				
Richland	3,200	6,400 Awarded	0	0
Pasco				

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

EFH leads its clients through a three-year Transition to Success (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.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities/Housing. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Direct Client Service				
Wages (of personnel providing direct client services)	\$0	\$2,000	Grants, contracts, and donations	\$2,000
Material/Supplies		\$500	Grants, contracts, and donations	\$500
Other (providing a direct benefit to client)	\$10,000			\$10,000
Marketing/Outreach		\$1,000	Grants, contracts, and donations	\$1,000
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client	CDBG Funds are not available for program administration	\$10,000	Grants, contracts, and donations	\$10,000
TOTAL PROJECT COST	\$10,000	\$13,500		\$23,500
Number of low to moderate income individuals to be served directly (by the grant)				13
Cost Benefit Ratio (Total amount requested divided by number of persons served)				769.23

OR

B. Public Facilities/Housing				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION				
Engineering				
Materials				
Labor / Contracts				
PROPERTY				
Purchase Price				

Closing Costs				
OTHER (describe) Youth Activities Program				
TOTAL PROJECT COST				

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

Yes, the “other sources” shown above include administrative and case management costs associated in providing Youth Activities Program for Richland client. These funds are secured indefinitely via AmeriGroup contract and for the 2021 fiscal year via various local granting agencies (United Way, Three Rivers Community Foundation, Woman Helping Woman). Additionally, we regularly hold two annual fundraisers that garner \$30,000 revenue after expenses.

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

This is the third year of our Youth Activities Program and through out the past two years we have developed our clients to better engage with these kinds of activities for their children. Our clients are reporting they find this program benefit crucial for engaging their kids in new forms of recreation and they have reported they have seen positive behavioral changes in their kids as a result. Meaning this program has shown its effectiveness and if we are not funded through Richland CDBG, we will do everything we can to find a way to provide these services. Because of the timing of your decision, being finalized on November 5th and that our fiscal year ends on December 31st we will have time to allocate these costs into our budget if we are not awarded or not awarded the full amount and aim to recover those costs through out the year. We will work tirelessly to secure other funding streams for this critical program. However, we may consider lowering the amount each school aged child / client family can be reimbursed in order to make our budget work without confirmed funding from CDBG.

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

This proposal doesn’t request supplies, staff time or a regular required reoccurring cost, however, due to its initial success our aim is to eventually offer this program regularly to all TTS Clients (in all of the Tri-Cities) without continual requests to Richland CDBG. As Elijah Family Homes continues to move towards contract-based work, we will be able stop requesting CDBG funds. Currently, we have established two reliable income streams generating near \$100,000 per year through AmeriGroup Foundational Community Supports (contract began in March of 2020) and our University of Washington/Washington State, Parent-Child Assistance Program (PCAP) will be entering its fourth year in 2021. These contracts are appealing in that they are not dependent on variable grants or donations which enable us to better budget re-occurring costs. This is in addition to contracts is our regular fundraising activities; two annual fundraisers, grants from United Way, Women Helping Women, Three Rivers Community Foundation, local Rotary and Kiwanis service clubs, and our regular donors from the community including corporate donations.

15. Description of Organization and Overall Capacity:

A. Briefly describe the organization's background and mission, including when founded.

Elijah Family Homes (EFH) was created and founded through grass roots efforts in 2005 to increase Benton and Franklin community resiliency by giving a hand up to the most vulnerable women and families in our region. Social Justice is at the heart of EFH; as a small group of charitable people learned of the difficulties our society imposes on woman who have committed crimes in the past and are unable to gain stable footing once they have committed to rehabilitation. They learned these women were unable to access affordable and quality housing due to past felonies, which kept them in a cycle of poverty and imposed traumas of generational poverty on their children. With the purchase of a Richland duplex the beginnings of the Transition to Success (TTS) program was born and the successes started to mount. We now own three duplexes, share a quad-plex with Domestic Violence Services, partner with privately owned rentals, and house 11 families; with aspirations of expansion.

Elijah Family Homes is a 501(c)(3) organization that works to create an inclusive environment for staff, volunteers, and clients of all of race, color, national or ethnic origin, age, religion or creed, disability, sex, sexual orientation, gender identity or expression, and veteran or active duty status. Elijah Family Homes believes all individuals are worthy, valuable, and deserving of respect and services. Our vision is that all families with children in Benton and Franklin Counties, regardless of substance abuse history, are given the opportunity to make unique and valuable contributions to the community while being self-sufficient and stably housed. Our Mission is to fosters hope, dignity and self-sufficiency through stable housing and supportive services for families seeking recovery.

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

Our TTS program has provided housing and case management services to 85 families; 89 adults and 163 children. With only four relapses in the recovery of clients while actively enrolled in TTS is an incredible achievement. TTS is currently providing housing and individualized case management to 11 families and has four client families on our waitlist receiving case management services, striving to get them housed before 2021. Since March of 2020; we have doubled our case management meetings with clients, covered 100% of client's rental costs, implemented a COVID-19 emergency assistance program to clients, created a trust account to match up to \$500 for each client in order to increase savings for program exit, and has enrolled 10 TTS school aged children in tutoring to facilitate this unprecedented year.

Our PCAP program has served 97 women and 221 children since 2017. In 2019: they helped 22 clients access alcohol or drug treatment; they had an 80% success rate at reducing risk of exposed birth when clients exit the program. PCAP was able to provide 180 hygiene and household gift bags since March of 2020.

Elijah Family Homes was able to raise over \$50,000 in our first online donation drive in June of 2020 leading to housing of a new family and the ability to pay rent for all TTS clients for 6 months. This also enabled us to bring our case manager to full time increasing our capacity to meet the new demands from COVID, additionally we increased the hours of our maintenance and administrative personnel further adding to our capacity. So far in 2020 we have received five grants including a new funder; Kadlec awarded us \$7,000 specifically for case management services further supporting our capacity. We also received a Payroll Protection Program loan/grant securing our payroll and overhead costs.

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

Matthew West – Executive Director, Masters in Governmental and Nonprofit Public Administration, 2 years of federal administrative experience, 4 years of state administrative and program management experience, 2 years non-profit service delivery and administrative experience, 5 years as US Navy Active Duty, 10 years active community volunteer, attended the 2020 Community Anti-Drug Coalitions of America and member, member of the Pasco Discovery Coalition, member of the Benton Franklin Recovery Coalition, trainings include: Washington Nonprofits QuickBooks for non-profits, trained in National Environmental Policy Act (NEPA) writing, Suicidal Intervention Strategies, Veterans Cultural Competencies trainer, Substance Abuse Therapies, Eco-Therapy Efficacy in Recovering from Trauma, Military Sexual Trauma, Post-Traumatic Stress Disorder, and AmeriCorps Veterans Conservation Corps Annual Training Facilitator. 30% of the work involved in this project will be completed by Matthew.

Carissa Lieberman – TTS Case Manager, Bachelors of Science in Human Services with Concentration in Addictions, 2 years case management experience, 15 years management experience, personal experience in the lifestyles of our clients, Trainings in: Direct Client Care, SMART goals facilitator, Homeless Management Information System (HIMS), SAMHSA Homeless and Housing Resource Network (HHRN) trainings including Diagnosis and Documentation of SMI, Work Readiness for People Experiencing Homelessness, SMI and SUDs, and motivational interviewing techniques. 30% of the work involved in this project will be completed by Carissa.

Roger Condie – TTS Program Director, Master of Social Work, Bachelors of Arts in Social Work, 20 years of experience in social work (service delivery, program management, director, and general administration) working with individuals in recovery and dealing with homelessness, trainings include: Homeless Management Information System (HIMS), Trust Based Relational Intervention, Bridges out of Poverty, Crucial Conversations, Motivational Interviewing, and Trauma Informed Care and a Love and Logic trainer. 30% of the work involved in this project will be completed by Roger.

Kirsten Hendry – EFH Administrative Assistant, Bachelor of Science in Human Development and Family Sciences, 18 years administrative and office management experience in non-profit and for-profit organizations. Bloomerang Donor Management training, GiftWork Donor Management, and Washington Nonprofits QuickBooks for non-profits. 10% of the work involved in this project will be completed by Kirsten.

- D. List or attach current board members including occupation and role on the board.

Attached.

- E. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.
- **Organizational Structure: Elijah Family Homes (EFH) has a traditional organizational hierarchy with the Board of Directors being responsible and overseeing all aspects of EFH including the Executive Director. They do this using several committees including Executive Committee, Finance Committee, Development Committee, Marketing and Branding Committee, Fund Raising Committee, Governance Committee, and the Ad Hoc Diversity, Equity, and Inclusion Committee. Each of these committee works**

closely with the Executive Director and select volunteers to develop various aspects of the EFH programing and administration. The Executive Director oversees administration of our Property Management, Volunteer Coordination, PCAP, and TTS Program of which the Program Director maintains the Tenant Compliance Team and as needed an Ad Hoc Tenant Selection Team.

- **Record Keeping (Financial):** Our record keeping polices strive to always align with 2 CFR § 200 standards; even if the program is not federal as these standards prove to be extremely exhaustive as well as ensuring compliance of general accounting practices. We ensure current practices through random inspections by the Executive Director, EFH Treasurer, and an annual Financial Audit. We keep electronic files permanently and paper versions are generally kept for 4-10 years, depending on the content of the files. We have created a Document Control list which explicitly outlines the time length required to be kept.
- **Auditing (Financial):** We conduct an independent 3rd party audit (included in supporting documents) annually in order to review our practices, record keeping, general practices, and analysis of financial practices. Excerpt of audit "An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances... An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements". Additionally, fiscal responsibility is of the up most importance to EFH which is why we have monthly Financial Committee meetings constantly analyzing all aspects of EFH finances.
- **Policies and Procedures (Financial):** Our fiscal policies and procedures are produced through annual analysis by our Finance Committee after our audit returns, is needed. Furthermore, we contract with Insight Accounting Solutions to review our audit and create suggestions if changes are needed, all of which becomes a new standard implemented immediately. In addition to our Finance Committee, the Governance Committee frequently overlaps in this aspect on the board level to provide further oversight.
- **Program Evaluation (Financial):** This is done monthly in our Finance Committee meetings as well as held to account by various program specific audits to determine appropriateness of our programmatic fascial actions. These include: PCAP Annual Audit, AmeriGroup Annual Audit, Richland CDBG Annual Audit, and reporting requirements to all grantors. Additionally, our annual fiscal audit and the creation of our 990 forms provides an overarching analysis of our program's fiscal effectiveness and evaluation.
- **Record Keeping (Programmatic):** Currently we keep all programmatic files in both paper and electronic forms permanently. Electronically, our in-house servers are backed up to a separate storage device daily to ensure file security and longevity. Our paper files are stored in a large locked cabinet. This includes all granting reports and forms that contain PII, such as the Richland CDBG. Additionally, our PCAP program is also apart of an active research project and thus has even higher standards of file security and retention of which are kept in check by state auditors.
- **Auditing (Programmatic):** Programmatic procedures are ensured to be in compliance by random internal audits conducted by the Executive Director and Board President. We ensure all policy and procedures were followed and appropriate documentation was compiled and filed. Our PCAP program

has an in-depth audit completed each year by Washington State Auditors. Furthermore, program evaluations are done quarterly because of the nature of the research aspect of this program.

- **Policies and Procedures (Programmatic):** We have an extensive program policy manual for the TTS program which includes YAP procedures. This manual is updated bi-annually with board approval. The Program Director, Executive Director are currently working on updates to ensure we are staying relevant new studies and trends in the behavioral health field and listening to our clients about how the program has worked for them.
- **Program Evaluation (Programmatic):** TTS and YAP: We are constantly reviewing our progress through the creation of multiple grant reporting forms however, as we gather data throughout the year, we conduct an annual review in November of each year in order to determine our effectiveness to our stated goals. Our TTS program also conducts a Tenant Program Review which is intended to ensure tenants are not only complying with the participant agreement but are also on track to achieve self-sufficiency while in the program. Program Review meetings also provide a venue for tenants to voice any concerns they have, additional support they may need from EFH, or suggestions as to what EFH can do to better serve our clients. The Client Services Team will hold Program Review meetings with one tenant per meeting in the EFH office twice a month. This allows tenants to be reviewed on a 5-6-month rotation, depending on the number of tenants EFH is assisting at any given time. Last, we have recently purchased a case management system which will enable us to gather real time cumulative data for TTS Clients in order to follow our goal metrics, such as: Credit Score, Savings of clients, Number of clean UA's, ACE's, Acquisition of various health care indicators (primary care, insurance, therapies, etc.), AMI, Income, Debit to Income Ratio, IEP's of school aged kids, extracurricular activities for school aged kids, educational levels, and more.

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

Nothing to report.

16. Site Control---Development/Facility Plans: If the project involves the development of a public facility, organizational offices or housing, attach plans and documentation of site control. If you have an existing facility, provide documentation that the facility is in compliance with building and zoning codes for the services provided.

N/A

- A. Does your organization have experience with federal Davis-Bacon labor and wage requirements?

N/A

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

Currently our intended audience is mainly to directed towards donors, volunteers, partner organizations, and potential clients. We market through electronic and print only. Electronically, we use our website, Facebook, and Donation Management System (Bloomerang) to keep our intended audience informed of program successes and service delivery opportunities (openings). We do this through periodic (once - four times per month) Facebook posts tagging applicable people and organizations. Quarterly we produce a newsletter to share with the general public. Our printed materials are mainly directed towards potential clients and partner organizations with eligibility requirements and how to begin applications. We are currently working with a local partner to develop our printed materials in Spanish, our goal is to produce all marketing materials in both Spanish and English by 2022.

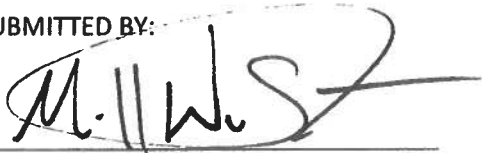
Certifications and Assurances

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.

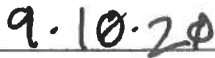
SUBMITTED BY:



Signature of Authorized Agency Official



Printed Name & Title



Date

Community Development Block Grant Application 2021 Program Year

Applicant:

First Name: Senior Life Resources NW

Telephone: 509-735-1911

Email: kthien@seniorliferesources.org

Address: 1824 Fowler Street

City: Richland

State: WA

Zip: 99352

Contact Person Name: Kristi Thien

Telephone: 509-735-1911

Email: kthien@seniorliferesources.org

Project Name: Mid-Columbia Meals on Wheels

Federal Tax ID #: 91-0909913

Duns #: 942598632

Requested CDBG Funding Amount: \$10,000

Leverage of other funds: \$2,014,212

* * * * *

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

☐ Public Facilities or Improvements

☒ Public Service

☐ Housing (acquisition, rehabilitation or homeownership assistance)

☐ Economic Development, complete - **Attachment 1**

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

Mid-Columbia Meals on Wheels serves food to vulnerable seniors who need help accessing nutritious meals. CDBG funds will be used to purchase raw food and serving trays. We cook, serve, & deliver individual, complete meals for seniors who live in Richland, as well as throughout Benton & Franklin Counties. Our target population is seniors who are over age 75, or are low-income, or are minority, or speak limited English. Through August, we have served nearly 40,000 meals to Richland residents in 2020, and we expect to provide nearly 60,000 meals to Richland residents by the end of 2020.

We typically serve meals at two Richland dining centers, the Richland Community Center and our Meals on Wheels Café on Fowler St. Since COVID-19 closures in March, we've been offering take-out frozen meals at both those locations. We've continued to offer home-delivered meals on a weekly basis. We've always prided ourselves on daily hot meal delivery, but we've had to decrease our service to weekly delivery of frozen meals in order to limit exposure for clients, volunteers, and staff.

Take-out meals (formerly in-house dining) is available to all seniors age 60+. Home delivery is typically offered to clients who are 60+, homebound, and without access to consistent nutrition. ALL meals are provided on a donation-only basis, and no senior is denied services due to inability to contribute toward the cost of meals.

Meals on Wheels program funding begins with Older American Act money, which typically provides around 40% of the annual budget. Remaining funds are meant to be provided through community support, such as CDBG, client contributions, fundraising, and private grants & donors.

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

With 10,000 Baby Boomers turning 65 each day in the United States, the need for senior services continues to grow. Locally, Mid-Columbia Meals on Wheels has seen steady growth each year, with total 21% growth since 2017. We are currently on pace to serve 15% more meals in 2020 than last year, despite not being able to offer service at our senior dining centers since March.

As we project our revenue and budget for 2021, we foresee a funding gap of close to \$600,000 between anticipated income and required funding to continue to serve seniors in Benton and Franklin Counties without creating a waiting list. Richland seniors account for 25% of the meals we serve, or \$150,000 of that gap.

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

☐ High
☒ Average
☐ Low
☐ None

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

We provide nutritious meals to seniors age 60 and over. Meals are served either as home-delivered or at our senior dining centers (take-out only, currently, due to COVID-19 restrictions.) Home-bound home delivery clients typically suffer from multiple serious disabilities. Most diners at our dining centers are also limited in physical function. COVID-19 has greatly increased the number of home-delivery clients, as many seniors are fearful about leaving their homes. Our mission statement is, "To preserve and enhance the quality of life at home, with dignity and care." We work to help these vulnerable seniors remain independent and living at home.

5. Refer to **Attachment 3 - 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 – 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 2015 American Community Survey (ACS) FY 20 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/retain jobs that employ low to moderate-income employees.

7. Provide program benchmarks you hope to achieve in 2021. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.* *Public Service / Housing – Unit of measure is people; *Homebuyer – Unit of measure is households
*Rehabilitation – Unit of measure is houses; *Economic Development – Unit of measure is FTE jobs and / or businesses

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter	340 seniors, 15,000 meals	1 meal	\$7.65/meal	\$114,750
2 nd Quarter	55 new seniors, 15,000 meals	1 meal	\$7.65/meal	\$114,750
3 rd Quarter	55 new seniors, 15,000 meals	1 meal	\$7.65/meal	\$114,750
4 th Quarter	55 new seniors, 15,000 meals	1 meal	\$7.65/meal	\$114,750
TOTAL	505 seniors, 60,000 meals	1 meal	\$7.65/meal	\$459,000

8. Of the total "number served" listed in Question 7 above (table); please categorize your clientele by the following criteria, using the 2020 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	505
Number of minority clients	28
Number of disabled clients	430
Total Richland residents served	505

The following are the area median income (AMI) limits, per household size, for 2020, 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.

Kennewick, Pasco and Richland, WA Area Median Income Limits (AMI) Effective July 1, 2020								
Income Limit	Number of Individuals Residing in the household							
	1	2	3	4	5	6	7	8
30%	\$ 16,300.00	\$ 18,600.00	\$ 20,950.00	\$ 23,250.00	\$ 25,150.00	\$ 27,000.00	\$ 28,850.00	\$ 30,700.00
50%	\$ 27,150.00	\$ 31,000.00	\$ 34,900.00	\$ 38,750.00	\$ 41,850.00	\$ 44,950.00	\$ 48,050.00	\$ 51,150.00
60%	\$ 32,580.00	\$ 37,200.00	\$ 41,880.00	\$ 46,500.00	\$ 50,220.00	\$ 53,940.00	\$ 57,660.00	\$ 61,380.00
80%	\$ 43,400.00	\$ 49,600.00	\$ 55,800.00	\$ 62,000.00	\$ 67,000.00	\$ 71,950.00	\$ 76,900.00	\$ 81,850.00

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

	2020	2019	2018	2017
Kennewick	\$23,000 + \$16,000 (CARES)	\$19,000	\$18,500	\$18,500
Richland	\$9,400 + \$15,000 (CARES)	\$8,800	\$8,500	\$8,500
Pasco	0	0	0	0

10. 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 senior dining center clients. 2019 results of our home delivery clients indicate:

- 97% of our clients feel that our meal service helps them eat healthier & more balanced meals.
- 93% of the clients say our meals help them remain independent and in their own homes.
- 89% of the clients feel more socially connected due to the driver's visit.
- 89% of the clients believe that Meals on Wheels has improved their quality of life.

In addition to survey results, we can look at data to review the number of clients and number of meals served.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities/Housing. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Direct Client Service				
Wages (of personnel providing direct client services)	0	Wages: \$990,360 (including in-kind labor) Benefits: \$115,000	ALTC, 3RCF, In-Kind, United Way of BF Counties, client contributions, fundraising	\$1,105,360
Material/Supplies (Raw food & meal trays)	\$10,000	\$618,000	Same as above	\$628,500
Other (providing a direct benefit to client)		Travel Reimbursement (Meal Delivery) \$20,000	Same as above	\$20,200
Marketing/Outreach		\$21,900	Same as above	\$21,900
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client	CDBG Funds are not available for program administration	\$224,050	Same as above	\$248,252
TOTAL PROJECT COST				\$2,024,212
Number of low to moderate income individuals to be served directly (by the grant)				505
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$19.80

OR

B. Public Facilities/Housing				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION				
Engineering				
Materials				
Labor / Contracts				
PROPERTY				
Purchase Price				
Closing Costs				
OTHER (describe)				
TOTAL PROJECT COST				

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

Each of the above sources is well-established and historically secure. We have signed our ALTC contract for 2021 but have not yet received confirmed funding from other sources. Our community is very supportive of our work and have generously helped fund our program. In addition, we have hired a Community Development Specialist to lead our fundraising efforts.

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

Any shortfall between what we receive from our traditional funding sources and our need must be met through fundraising. We consider waiting lists to receive meal services to be an absolute last option, and it is an option we hope to never exercise. We conduct direct mail campaigns, a Double-the-Dollars Challenge, an annual fundraising breakfast, and an OktoberFeast Fun Run as fundraising activities. Our Board of Directors and staff are very committed to continuing to serve every vulnerable senior.

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

By Older Americans Act design, Federal and State Government funds provide less than one half of our annual budget. Government funds are meant to provide seed money that encourages local communities to support their senior citizens who require assistance to remain in the own homes. We also rely on United Way funding, private donors, grants, volunteer efforts, client donations, and fundraising to secure funds.

15. Description of Organization and Overall Capacity:

A. Briefly describe the organization's background and mission, including when founded.

Senior Life Resources NW (SLR) was incorporated as the non-profit Benton-Franklin Council on Aging in 1974. The nutrition program now known as Mid-Columbian Meals on Wheels was then called the Bread 'n Butter Program. Home Care Services also falls under the SLR umbrella, providing transportation, light housekeeping, and other services to disabled adults. Locally, the Senior Life Resources is housed in south Richland in an administrative building and our Central Kitchen/Café, completed in 2016. Meals on Wheels serves all of Benton and Franklin Counties, and Home Care Services serves eight Washington counties. In 2019, over 500 Meals on Wheels volunteers drove nearly 100,000 miles to help serve more than 218,000 meals to 2,300 clients.

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

Meals on Wheels highlights of 2019 include the completion of a dedicated freezer building to house frozen meals for weekend consumption, the unprecedented growth of our low-sodium meal program, and the successful implementation of an automated meal packaging system. Historical accomplishments include purchase of land and construction of our Fowler Street campus, which will be improved by an additional office building to be completed in 2021. Although COVID-19 has created overwhelming challenges, our agency has readily and successfully adapted, providing uninterrupted service through the pandemic.

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

Name	Title	Experience	% of work time spent on project
Kristi Thien	Meals on Wheels Director	11 years	5%
Brian Kinner	Food Services Manager	5 years	5%
Sarah McDonald	Program Support Coordinator	2 years	5%
Penni Richter	Volunteer Coordinator	3 years	5%
Jill Berg	Registered Dietitian	12 years	5%
Amy Cole	Service Coordinator	2 years	10%
Ashton Preuninger	Service Coordinator	3 years	10%
Victoria Zavala	Café Site Manager	4 years	35%
Renee Hill	Richland Site Manager	5 years	90%
Donna McClure	Kitchen Manager	20 years	20%
Connie Stredwick	Cook	20 years	20%
Jessica Clift	Cook	2 years	20%
Carrie Myers	Cook	2 years	20%
Larry Nunn	Transporter	2 years	20%

D. List or attach current board members including occupation and role on the board.

Dave Sanford: President

Retired Human Resources Executive with Lamb Weston

Wendy Krause: Vice-President

Community Outreach Manager at Tri-Cities Cancer Center

Sharon Lute: Secretary/Treasurer

Retired Licensed Attorney

Nancy Aldrich: Past President

City of Richland Special Projects Coordinator, Public Works

Gail Middleton: Board Member

Professional Guardian for seniors

Horst Rogalsky: Board Member

Retired Senior Director from ConAgra/Lamb Weston, Professional Mechanical Engineer

Robert Garza: Board Member

Human Resources staff at Douglas Fruit

Vince Beasley: Board Member

Retired Fire Chief, City of Kennewick

Mike Saran: Board Member

Retired local business owner

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

Senior Life Resources NW is the parent/umbrella non-profit company led by Executive Director, Grant Baynes. Grant oversees two programs: Mid-Columbia Meals on Wheels and Home Care Services. Directors for these programs are Kristi Thien and Cherie Noble, respectively, and they are joined by Administrative Services Director, Mayra Serna, who oversees the Human Resources and Finance Teams.

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

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

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

No financial default or legal actions have taken place.

16. Site Control---Development/Facility Plans: If the project involves the development of a public facility, organizational offices or housing, attach plans and documentation of site control. If you have an existing facility, provide documentation that the facility is in compliance with building and zoning codes for the services provided.

A. Does your organization have experience with federal Davis-Bacon labor and wage requirements?

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

Although word of mouth and local reputation seem to be our most successful marketing tools, we try to communicate our program's mission through a variety of media to appeal to a variety of audiences in an attempt to reach our target seniors or their families:

- We attend many local senior fairs and expos.
- We have a good relationship with Cherry Creek Radio, who provides frequent public service announcements and other on-air time.
- We publish loads of Meals on Wheels flyers which we distribute through medical offices, libraries, transit offices, etc.
- We have an active Facebook page through which we publish lots of info.
- Our staff presents program info frequently at local service clubs.

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:

Kristi Thien
Signature of Authorized Agency Official

Kristi Thien, Nutrition Services Director
Printed Name & Title

September 10, 2020
Date

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

Applicant:

First Name: The Arc of Tri-Cities Last Name: _____

Telephone: 509-78-1131 ext. 105 or Cell 509-947-6090 Email: donnat@arcoftricity.com

Address: 1455 Fowler St.

City: Richland State: WA Zip: 99352

Contact Person Name: Donna Tracy

Telephone: 509-783-1131 X105 Email: donnat@arcoftricity.com

Project Name: Therapeutic Recreational Services

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

Requested CDBG Funding Amount: \$13,800 Leverage of other funds: \$29,000

* * * * *

1. What type of CDBG project/activity are you applying? (choose one)
- ☐ Public Facilities or Improvements
- ☒ Public Service
- ☐ Housing (acquisition, rehabilitation or homeownership assistance)
- ☐ Economic Development, complete - **Attachment 1**
2. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed.

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

The Arc of Tri-Cities Therapeutic Recreational Services is needed for the following reasons.

- It is increasing accessibility to the community for individuals with developmental disabilities and their families.
- Increase child care support options for families with a child or an adult with IDD
- Increase fitness opportunities (*Individuals with I/DD have lower levels of fitness and higher levels of obesity than their peers (Murphy & Carbone, 2008).*)
- Offer relief to their caregivers and families (*U.S Department of Health and Human Services identified that caregivers of individuals with I/DD show higher levels of depression, stress, frustration, and are at greater risks for health issues including heart*

disease and other ailments).

- Decrease social isolation (*A scientific review of 148 previous studies involving more than 300,000 people has revealed that social disconnection is a risk factor equivalent to smoking 15 cigarettes per day (Eply, Akalis, & Waytz, 2008).*
- Increase overall health and wellness (*Participation in recreational activities promotes inclusion, minimizes deconditioning, and enhances the overall quality of life (Murphy & Carbone, 2008). Research demonstrates that negative effects can be obviated at least partially by respite activities.*

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

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

Washington State Statics Include:

- Washington State 81% of individuals with developmental disabilities live with their families
- Over 1450 individuals in Benton County have registered with Developmental Disabilities Administration (DDA) services
- Only 129 adults with developmental disabilities receiving DDA services have a job- the average hours working per week is 10 hours. Most adults have no support other than their families.
- Current Parks and Recreational activities do not offer physical, cognitive, or care support. The Arc provides a bridge to community activities by recruiting volunteers and creating partnerships to support individuals with disabilities to participate in their community.

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

☐ High
☒ Average
☐ Low
☐ None

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

Serves severely disabled adults

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

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

6. How does your application meet the National Objective of benefiting low and moderate-income persons? (Check only one – 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 2015 American Community Survey (ACS) FY 20 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/retain jobs that employ low to moderate-income employees.

Provide program benchmarks you hope to achieve in 2021. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.*

**Public Service / Housing – Unit of measure is people; *Homebuyer – Unit of measure is households*

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

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter	10		460	4600
2 nd Quarter	10		460	4600
3 rd Quarter	10		460	4600
4 th Quarter				
TOTAL				13,800

8. Of the total "number served" listed in Question 7 above (table); please categorize your clientele by the following criteria, using the 2020 income table below:

Number of clients below 30% median income	30
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	30
Total Richland residents served	30

The following are the area median income (AMI) limits, per household size, for 2020, 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.

Kennewick, Pasco and Richland, WA Area Median Income Limits (AMI) Effective July 1, 2020								
Income Limit	Number of Individuals Residing in the household							
	1	2	3	4	5	6	7	8
30%	\$ 16,350.00	\$ 18,600.00	\$ 20,950.00	\$ 23,250.00	\$ 25,150.00	\$ 27,000.00	\$ 28,850.00	\$ 30,700.00
50%	\$ 27,250.00	\$ 31,000.00	\$ 34,900.00	\$ 38,750.00	\$ 41,850.00	\$ 44,950.00	\$ 48,050.00	\$ 51,150.00
60%	\$ 32,580.00	\$ 37,200.00	\$ 41,880.00	\$ 46,500.00	\$ 50,220.00	\$ 53,940.00	\$ 57,660.00	\$ 61,380.00
80%	\$ 43,400.00	\$ 49,600.00	\$ 55,800.00	\$ 62,000.00	\$ 67,000.00	\$ 71,950.00	\$ 76,900.00	\$ 81,850.00

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

	2020	2019	2018	2017
Kennewick	23000	22000	22000	22000
Richland	12880	11700	11700	9072
Pasco	9000	9000		

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

Families will be able to maintain stability through affordable and accessible daycare. Clients participating will increase their skills and independence. Success will be measured through a participant survey.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities/Housing. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Direct Client Service				
Wages (of personnel providing direct client services)		29000	Private Pay, DDA, Grants	29,000
Material/Supplies				
Other (providing a direct benefit to client)	13,800-Scholarship Funds			13800
Marketing/Outreach				
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client	CDBG Funds are not available for program administration			
TOTAL PROJECT COST				42,800
Number of low to moderate income individuals to be served directly (by the grant)				30
Cost Benefit Ratio (Total amount requested divided by number of persons served)				460:1

OR

B. Public Facilities/Housing				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION				
Engineering				
Materials				
Labor / Contracts				
PROPERTY				
Purchase Price				
Closing Costs				

OTHER (describe)				
TOTAL PROJECT COST				

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

Grant/Donation 3,000

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

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

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

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

15. Description of Organization and Overall Capacity:

A. Briefly describe the organization's background and mission, including when founded.

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

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

The Arc's Mission Statement: The Arc of Tri-Cities promotes the rights of all people with intellectual and developmental disabilities by actively supporting full inclusion and participation in all aspects of the community throughout their lives

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

- The Arc of Tri-Cities – moved into a fully paid for building in November 2010.
- The Arc of Tri-Cities supports numerous organizations, including the Mid- Columbia Down Syndrome Association, Better Together (for families who have a family member with autism)
- High School Friendship Club- "Buddy Club" has been operational in all Tri-City high schools for 19 years.
- Summer Camp for kids with Special Needs has been operating for almost 50 years, serving 200 kids a summer.
- Helped revive Special Olympics, and now they have a local office at The Arc
- The Arc has managed a contract with Ben Franklin Transit for over 28 years to support people with Intellectual Developmental Disabilities needing transportation to their day programs.
- The Arc of Tri-Cities has been running a Day Program for Adults with disabilities for over 42 years.

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

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

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

Day Program and Recreation Service manager is Megan Fort – She has her Masters in Therapeutic Recreation and has been with The Arc for 17 years.

Donna Tracy – Program Manager for Summer Camp and Community Recreational Services, has a Bachelor's in Sociology and 28 years' experience working for The Arc of Tri-Cities and is a parent of a special needs child.

D. List or attach current board members, including occupation and role on the board.

See attachment

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

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

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

The organization is overseen by its Governing Board, which meets no less than ten times per year, and currently has 18 voting members. The Executive Director participates as a non-voting member. The organization's Bylaws provide for no less than 11 members, and no more than 23 members. Of the 18 voting members, 9 are family members of an individual with an Intellectual or Developmental Disability, 3 are self-advocates, and 6 are interested community members. Meeting minutes are recorded at each meeting by the Board Secretary and maintained by The Arc in electronic form. The Bylaws are reviewed and updated as needed every three years by a board committee. The Bylaws implement term limits for board members.

The Arc has a plethora of policies in place that cover all areas of its business. An employment manual, which is updated annually, financial policies that implement separation of powers and dual controls, HIPAA, training, transportation, among many others. The Arc utilizes "Standards for Excellence, an Ethics and Accountability Code for the Non-Profit Sector."

(<https://standardsforexcellence.org/Home-2/code>). The Standards for Excellence addresses all areas of successful nonprofit managing.

Weekly management team meetings are scheduled, and minutes are taken and kept in both hard copy and electronic copy in the organization's computer network., which is monitored 24/7 by an outside source for security. Financial records are also maintained through the financial program "Sage50". An off-site back is continually maintained. The Sage50 program allows for detailed record-keeping to effectively track each of The Arc's 20+ individual programs, as well as accurate reporting for all grants on a continual basis.

The Arc enlists the professional services of an independent local CPA firm to complete an annual audit of its Financial Statements. The CPA firm is chosen by The Arc's Board of Directors. Following the completion of the audit, the auditing firm has a member present its result to The Arc Board of Directors at a scheduled meeting. The Arc has a record of successful financial audits, with no findings.

Programs of The Arc are reviewed each year, both by the distribution and feedback of client satisfaction surveys of its members, as well as monitoring by contract holders, which would include Benton and Franklin Counties and The State of Washington. Programs of The Arc evolve based on identified gaps in community services, as well as by requests and feedback gathered from its program participants. Surveys are distributed in both electronic and paper form to maximize the reach, and feedback is maintained in both forms as well. The Arc has a tab on its website, indicating "I need help" This is a straightforward form where families can request immediate assistance and connection to services. This has been a critical tool in many crises. It is available in both English and Spanish. The form is electronically submitted, eliminating the need for printing and mailing. (<https://www.arcoftrcities.com/help>). The Arc has both English and Spanish speaking staff to ensure all those who are seeking assistance are well served.

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

None

16. Site Control---Development/Facility Plans: If the project involves the development of a public facility, organizational offices or housing, attach plans and documentation of site control. If you have an existing facility, provide documentation that the facility is in compliance with building and zoning codes for the services provided.

- A. Does your organization have experience with federal Davis-Bacon labor and wage requirements?

N/A

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

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

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

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

- Richland, Kennewick, Pasco, Finley, and Benton City School Districts
- ESD 123
- Mid –Columbia Down Syndrome Association
- United Way
- Special Olympics of Washington and Tri-Cities
- Elks, Kiwanis, and Local Rotaries
- Tri-City Prep,
- Richland, Pasco and Kennewick Cities Parks and Recreations
- Boy Scouts of America

- **Just Serve**
- **Church of Jesus Christ of Latter-Day Saints**
- **Battelle**
- **WSU- Tri-Cities**
- **Key Clubs**
- **Hope Club**
- **Columbia Industries**
- **Goodwill Industries**
- **Tri-City Residential Services**
- **Tri-Cities Visitor and Convention**
- **Tri-Cities Community Health**
- **Parent to Parent**
- **PAVE**
- **World Relief**
- **Edith Bishel Center**

Certifications and Assurances

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

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

I understand 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

Cindy O'Neill Exec Director

Printed Name & Title

9/10/2020

Date

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

Applicant:

First Name: Pete

Last Name: Rogalsky

Telephone: (509) 942-7558

Email: progalsky@ci.richland.wa.us

Address: 625 Swift Blvd.

City: Richland

State: WA

Zip: 99352

Contact Person Name: Julie West

Telephone: (509) 942-7461

Email: jwest@ci.richland.wa.us

Project Name: Installation and Upgrades to ADA Accessible Ramps at various locations

Federal Tax ID #: 91-6015119

Duns #: 0718502830000

Requested CDBG Funding Amount: \$199,000.00

Leverage of other funds: _____

* * * * *

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

☒ Public Facilities or Improvements

☐ Public Service

☐ Housing (acquisition, rehabilitation or homeownership assistance)

☐ Economic Development, complete - Attachment 1

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

Project A: This project includes new and upgraded compliant ADA accessible ramps throughout the Lee Blvd. corridor from Sanford Ave. to Wright Ave. Twenty non-compliant ADA accessible ramps will be upgraded within the corridor. A new ADA accessible ramp will be installed on the SW corner of Winslow Ave, where the ADA ramp is currently missing. The streets along the corridor connect to Marcus Whitman Elementary school, Carmichael Middle school and Richland High school. Snow Ave. to Winslow Ave are adjacent to Marcus Whitman Elementary school. The upgrades would improve the safety for all pedestrians including disabled, elderly, and students who use the route to get to school and back home by providing them with ADA accessible ramps. This project is estimated at \$109,200.00

Project B: This project includes new and upgraded compliant ADA accessible ramps throughout the Wilson St. corridor from Jadwin Ave. to Stevens Dr. Ten non-compliant ADA accessible ramps will be upgraded within the corridor. A new ADA accessible ramp will be installed on the NE corner of Johnston Ave. and the SW corner of Goethals Dr., where the ADA ramps is currently missing. Approximately 70-lf of 5-ft sidewalk will be installed along the south side of Wilson St. at the SW corner of Goethals Dr. The installation of the sidewalk will close the connection on the South side of Wilson St. that is currently missing. The corridor is adjacent to Chief Joseph Middle school. The

upgrades would improve the safety for all pedestrians including disabled, elderly, and students who use the route to get to school and back home by providing them with ADA accessible ramps. This project is estimated at \$69,000.00

Project C: This project includes new ADA accessible ramps at the intersection of Long Ave. and Roberdeau St. and Long Ave. and Stevens Dr. Four new ADA accessible ramps will be installed, three ramps on the NW, SW and SE corners of Long Ave and Roberdeau St. and one ramp on the SW corner of Long Ave and Stevens Dr., where the ADA ramps are currently missing. The intersections connect to Richland High school and Christ The King private school. The upgrades would improve the safety for all pedestrians including disabled, elderly, and students who use the route to get to school and back home by providing them with ADA accessible ramps. This project is estimated at \$20,800.00

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

The project will provide compliant ADA accessible ramps to improve the safety of pedestrians crossing roadways which act as barriers within the community, reducing the need for significant out of direction travel.

Project A: The installation of new and upgraded compliant ADA accessible ramps throughout the Lee Blvd. corridor from Sanford Ave. to Wright Ave, will improve safe crossing for all pedestrians including disabled, elderly, and students. The service area which is comprised of a ¼ mile buffer includes Census Tract 103 Block 2, Census Tract 104 Block 2, Census Tract 104 Block 3, and Census Tract 106 Block 4 which has a weighted average of 45.21% low to moderate income, along with an estimated 1724 disabled residents that would be greatly affected by the installation of the new and upgraded facilities. The project will also provide a safer walking and biking route for students going to and from Marcus Whitman Elementary school, Carmichael Middle school and Richland High school. Many of the upgrades will greatly affect students safely crossing Lee Blvd. going to and from Marcus Whitman Elementary school, as many of the facilities lie adjacent to the school. Improving access to the schools 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, as well as having a safer route to many shopping areas, medical facilities and the transit stops.

Project B: The installation of new and upgraded compliant ADA accessible ramps throughout the Wilson St. corridor from Jadwin Ave. to Stevens Dr. and the installation of new sidewalk to close the connection along the south side of Wilson St., will improve safe crossing for all pedestrians including disabled, elderly, and students. The service area which is comprised of a ¼ mile buffer includes Census Tract 102.01 Block 3, Census Tract 102.02 Block 5, Census Tract 105 Block 1, and Census Tract 105 Block 3 which has a weighted average of 51.64% low to moderate income, along with an estimated 1471 disabled residents that would be greatly affected by the installation of the new and upgraded facilities. The project will also provide a safer walking and biking route for students going to and from Chief Joseph Middle school, as many of the facilities lie adjacent to the school. Improving access to the schools 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, as well as having a safer route to transit stops.

Project C: The installation of new and upgraded compliant ADA accessible ramps at the intersection of Long Ave. and Roberdeau St. and Long Ave. and Stevens Dr., will improve safe crossing for all pedestrians including disabled, elderly, and students. The service area which is comprised of a ¼ mile buffer includes Census Tract 104 Block 1, Census Tract 105 Block 1, and Census Tract 105 Block 3 which

has a weighted average of 48.79% low to moderate income, along with an estimated 820 disabled residents that would be greatly affected by the installation of the new and upgraded facilities. The project will also provide a safer walking and biking route for students going to and from Richland High school and Christ The King private school. Improving access to the schools 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, as well as having a safer route to many shopping areas, medical facilities, library and the transit stops.

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

- ☒ High
☐ Average
☐ Low
☐ None

a. Explain how your project satisfies the priority checked:

Project will reduce barriers for all pedestrians, disabled, elderly and students, providing safer street crossings and Improved access to public facilities and transit system. An inventory of the pedestrian facilities within the areas of the project indicates a large number of physical barriers to disabled and elderly resident's mobility. The improvements will provide ADA accessibility for those individuals, as well as providing a safer crossing and walk route for students of various schools within the project, as well as all other pedestrians.

5. Refer to Attachment 3 - 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 – 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 2015 American Community Survey (ACS) FY 20 data for Richland, WA:

Census Tract #: 102.01	Block Group #: 3
Census Tract #: 102.02	Block Group #: 5
Census Tract #: 103	Block Group #: 2
Census Tract #: 104	Block Group #: 1,2 & 3
Census Tract #: 105	Block Group #: 1 & 3
Census Tract #: 106	Block Group #: 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/retain jobs that employ low to moderate-income employees.

7. Provide program benchmarks you hope to achieve in 2021. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.*

**Public Service / Housing – Unit of measure is people; *Homebuyer – Unit of measure is households*

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

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter				
2 nd Quarter	3030	21	\$5200.00	\$109,200.00
3 rd Quarter	6100	12/40-SY	\$5200.00/\$165-SY	\$69,000.00
4 th Quarter	5175	4	\$5200.00	\$20,800.00
TOTAL	14,305			\$199,000.00

8. Of the total "number served" listed in Question 7 above (table); please categorize your clientele by the following criteria, using the 2020 income table below:

Number of clients below 30% median income	7865
Number of clients below 50% median income	4850
Number of clients below 80% median income	1590
Number of elderly clients	
Number of minority clients	
Number of disabled clients	
Total Richland residents served	14305

The following are the area median income (AMI) limits, per household size, for 2020, 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.

Kennewick, Pasco and Richland, WA Area Median Income Limits (AMI) Effective July 1, 2020								
Income Limit	Number of Individuals Residing in the household							
	1	2	3	4	5	6	7	8
30%	\$ 16,300.00	\$ 18,600.00	\$ 20,950.00	\$ 23,250.00	\$ 25,150.00	\$ 27,000.00	\$ 28,850.00	\$ 30,700.00
50%	\$ 27,150.00	\$ 31,000.00	\$ 34,900.00	\$ 38,750.00	\$ 41,850.00	\$ 44,950.00	\$ 48,050.00	\$ 51,150.00
60%	\$ 32,580.00	\$ 37,200.00	\$ 41,880.00	\$ 46,500.00	\$ 50,220.00	\$ 53,940.00	\$ 57,660.00	\$ 61,380.00
80%	\$ 43,400.00	\$ 49,600.00	\$ 55,800.00	\$ 62,000.00	\$ 67,000.00	\$ 71,950.00	\$ 76,900.00	\$ 81,850.00

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

	2020	2019	2018	2017
Kennewick				
Richland	\$194,743	\$235,000	\$191,250	\$65,000
Pasco				

10. 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 102.01 Block 3, 102.02 Block 5, 103 Block 2, 104 Block 1, 2 & 3, 105 Block 1 & 3 and 106 Block 4 in various locations with the installation and upgraded ADA accessible ramps and sidewalk. 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 who utilize 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 and upgraded facilities.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities/Housing. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

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

OR

B. Public Facilities/Housing				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION	\$199,000.00			\$199,000.00
Engineering	\$19,900.00			\$19,900.00
Materials	n/a			n/a
Labor / Contracts	\$179,100.00			\$179,100.00
PROPERTY				
Purchase Price				
Closing Costs				

OTHER (describe)				
TOTAL PROJECT COST	\$199,000.00			\$199,000.00

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

N/A

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

There are two projects total and so we might have to drop one of the two projects depending on available funding. We could also consider reductions in the scope if necessary in the form of reducing the number of ADA ramps that require upgrades.

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

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

15. Description of Organization and Overall Capacity:

A. Briefly describe the organization's background and mission, including when founded.

The City of Richland (City) is a rapidly growing City located in Benton County at the confluence of the Columbia and Yakima rivers in Southeastern Washington. Richland and its sister cities of Kennewick, Pasco and West Richland make up the Tri-Cities Metropolitan Statistical Area (MSA) (population 283,830). Richland is the third largest City with 56,850 residents. The City has a City Manager-Council form of government, was incorporated in 1958, and operates as a first class City under the Revised Code of Washington Title 35 (RCW 35).

The City of Richland is responsible for furnishing cost-effective services and well maintained facilities, safeguarding the public and property, enhancing the community's favorable quality of life, protecting Richland's natural environment, and sustaining a healthy, growing economy.

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

The City Public Works Department has implemented an ADA Compliance and Sidewalk program to address barriers to citizens utilizing the pedestrian access routes within our right of ways. We have completed numerous projects to identify systematic replacement of non-ADA compliant intersection pedestrian ramps and other accessibility deficiencies.

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

Sheldon Williamson, Civil Engineer II (5% of his time)

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

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

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

Loraine Daniel, Technician III (5% of her time)

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

D. List or attach current board members including occupation and role on the board.

Not Applicable

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

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

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

Not Applicable

16. Site Control---Development/Facility Plans: If the project involves the development of a public facility, organizational offices or housing, attach plans and documentation of site control. If you have an existing facility, provide documentation that the facility is in compliance with building and zoning codes for the services provided.

A. Does your organization have experience with federal Davis-Bacon labor and wage requirements?

Yes, the City administers projects with these wage rate and labor requirements. The City is authorized All CDBG (and federally funded projects) are advertised in the Spanish newspaper in addition to the local and state newspapers.

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

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

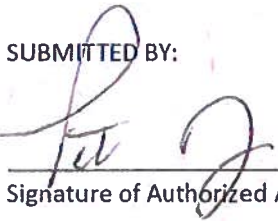
Certifications and Assurances

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

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

I understand 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

Pete Rogalsky, Public Works Director

Printed Name & Title

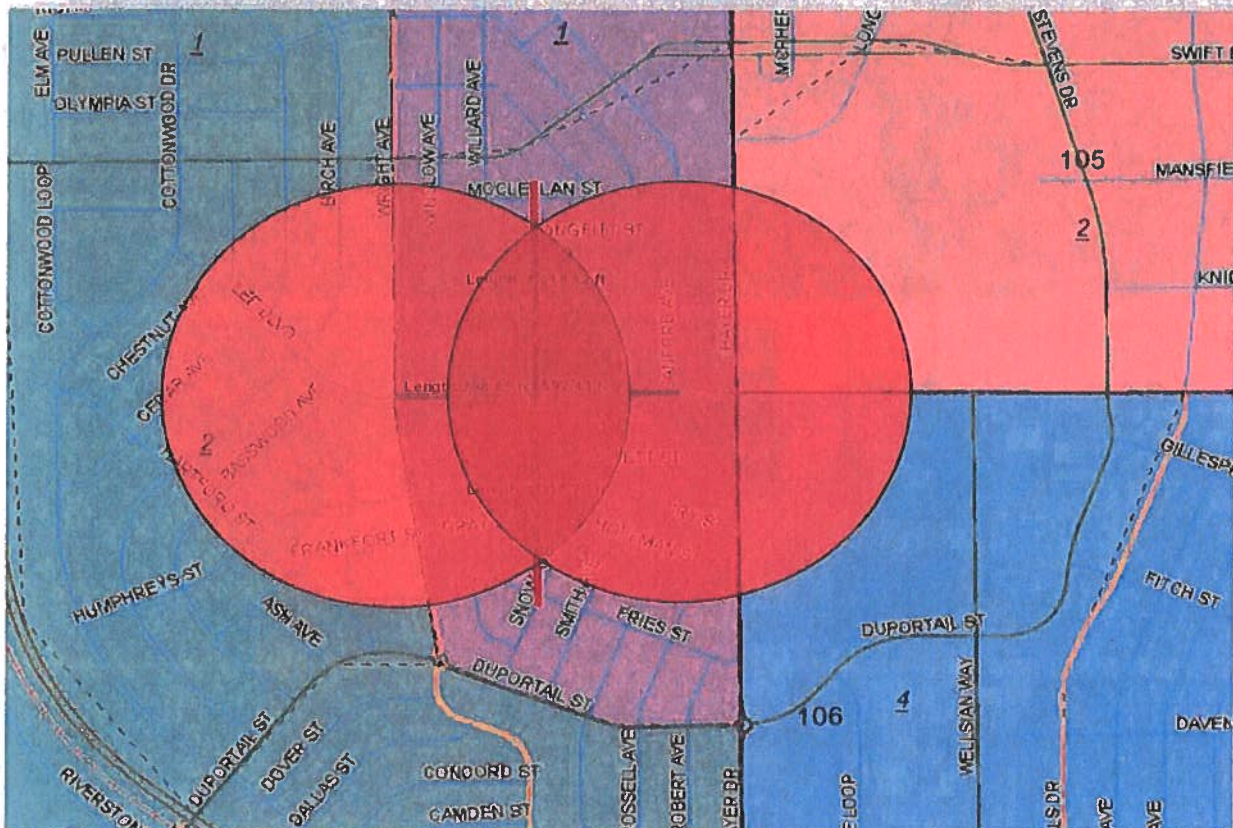
9/11/2020

Date

Lee Corridor ADA Ramps using 1/4 mile buffer as Service Area

CDBGNAME	TRACT	BLKGRP	LOWMOD	LOWMODUNIV	Lowmod_pct	MOE_LowmodPct
Richland	010300	2	425	1035	41.06%	+/-23.86
Richland	010400	2	330	785	42.04%	+/-13.89
Richland	010400	3	375	835	44.91%	+/-19.52
Richland	010600	4	240	375	64.00%	+/-30.93
Totals			1370	3030		

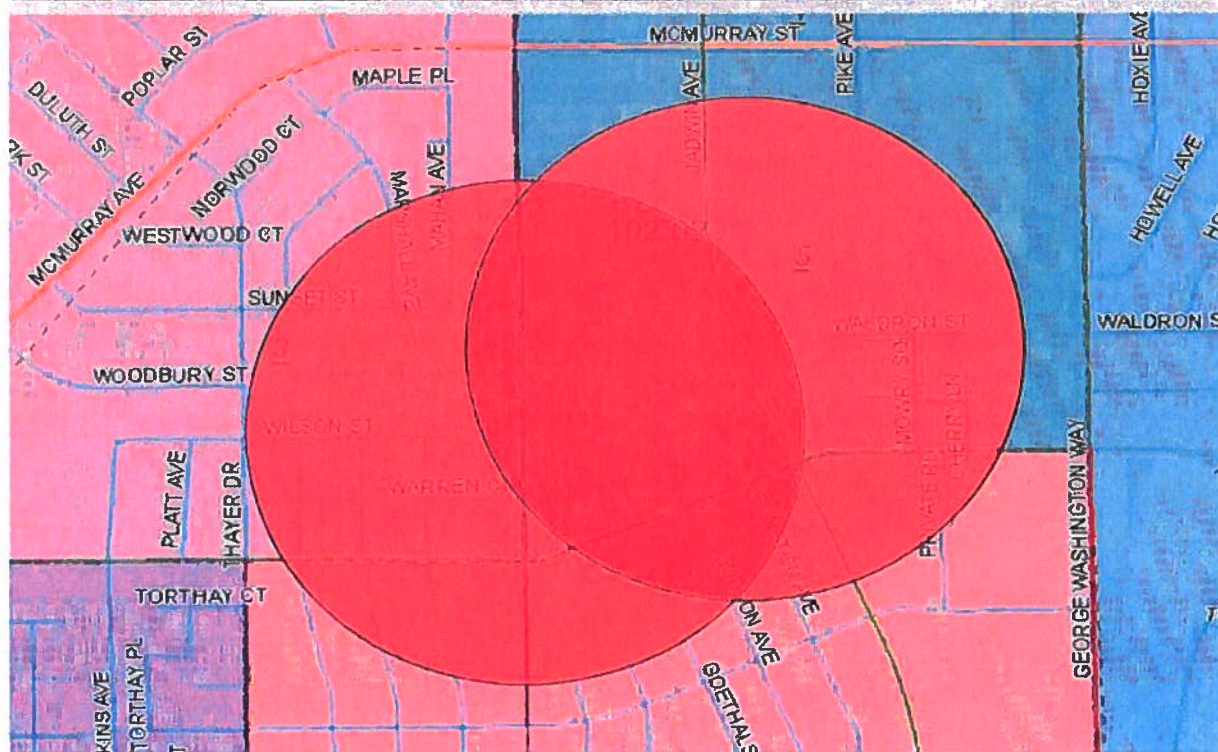
Weighted Average = 45.21% Meets threshold of 43.4%



Wilson Corridor ADA Ramps & Sidewalk using 1/4 mile buffer as Service Area

CDBGNAME	TRACT	BLKGRP	LOWMOD	LOWMODUNIV	Lowmod_pct	MOE_LowmodPct
Richland	010201	3	85	900	9.44%	+/-8.00
Richland	010202	5	1485	1860	79.84%	+/-26.94
Richland	010500	1	1020	1750	58.29%	+/-26.51
Richland	010500	3	560	1590	35.22%	+/-17.74
Totals			3150	6100		

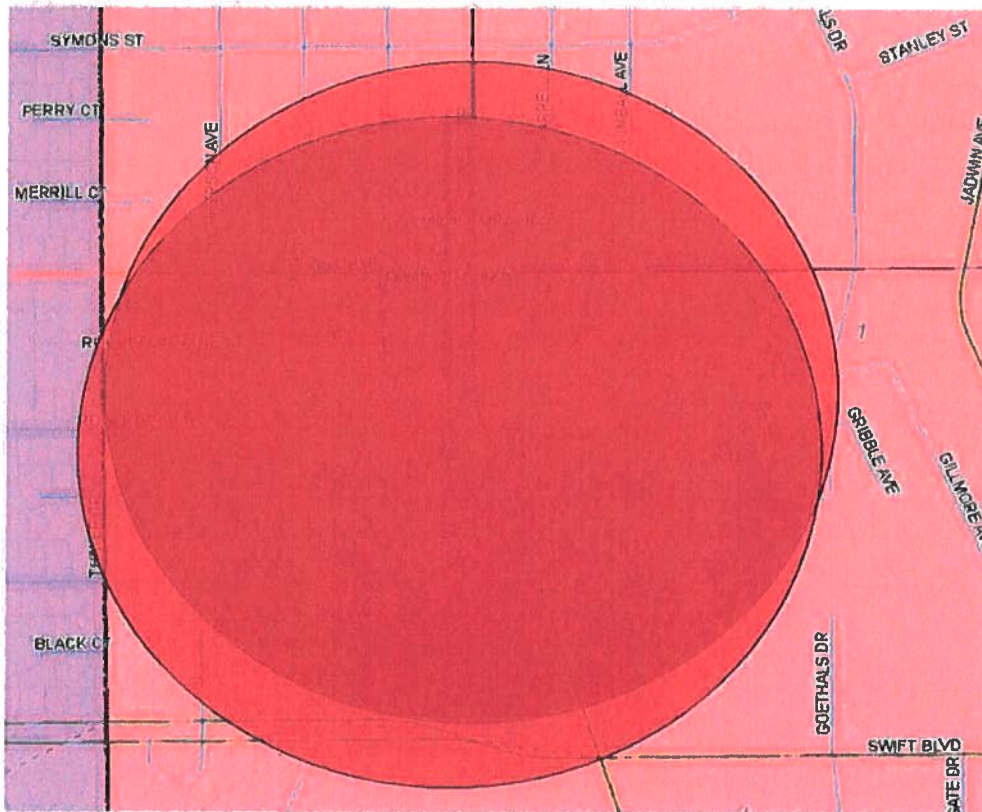
Weighted Average = 51.64% Meets threshold of 43.4%



Long & Roberdeau - ADA Ramps using 1/4 mile buffer as Service Area

CDBGNAME	TRACT	BLKGRP	LOWMOD	LOWMODUNIV	Lowmod_pct	MOE_LowmodPct
Richland	010400	1	945	1835	51.50%	+/-14.17
Richland	010500	1	1020	1750	58.29%	+/-26.51
Richland	010500	3	560	1590	35.22%	+/-17.74
Totals			2525	5175		

Weighted Average = 48.79% Meets Threshold





PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/23/2020

Agenda Category: New Business

Prepared By: Mike Stevens, Planning Manager

Subject:

Public Participation and Work Plan for 2021 Shoreline Master Program Update

Request:

Core Focus Area 4 - Manage our Natural Resources

Recommended Motion:

The Planning Commission recommends that the City Council adopt the Public Participation and Work Plan for the 2021 Shoreline Master Program Update.

Summary:

The Shoreline Management Act requires each city and county to review, and, if necessary, revise their SMP at least once every eight years. The legislature set a staggered schedule that alternates with similar reviews under the Growth Management Act. The Washington State Department of Ecology provides guidance along with a checklist of changes that need to be made.

The City hired AHBL consultants to review the city's current Shoreline Master Program (SMP) against the checklist and provide the city with a list of required and recommended changes. City staff has begun drafting the proposed changes and now needs to establish an approved Public Participation and Work Plan indicating how the public will be able to participate in the update process.

Staff has prepared the attached Public Participation and Work Plan which is to be reviewed by the Planning Commission and forwarded to the City Council for adoption.

Attachments:

1. Draft SMP Public Participation Plan

City of Richland Shoreline Master Program Periodic Review Public Participation and Work Plan

Introduction

The City of Richland is undertaking a periodic review of its Shoreline Master Program (SMP), as required by the Washington State Shoreline Management Act (SMA), RCW 90.58.080(4). The SMA requires each SMP be reviewed and revised, if needed, on an eight-year schedule established by the Legislature. The review ensures the SMP stays current with changes in laws and rules, remains consistent with other City of Richland plans and regulations, and is responsive to changed circumstances, new information and improved data.

A Public Participation Plan is required to describe how the City of Richland will encourage early and continuous public participation throughout the process of reviewing the SMP.

This Public Participation Plan describes the steps that the City of Richland will take to provide opportunities for public engagement and public comment, as well as City of Richland contact information and web addresses. This plan is in addition to any other minimum requirements for public participation required by Richland Municipal Code Sections 19 and 26. This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation.

Public Participation Goals

- Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on proposed amendments to the SMP.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions and priorities for the Periodic Review process.
- Encourage interested parties to informally review and comment on proposed changes to the SMP throughout the process and provide those comments to decision makers.
- Provide forums for formal public input at project milestones prior to decision-making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

Public Participation Opportunities

The City of Richland is committed to providing multiple opportunities for public participation throughout the process. The City of Richland will use a variety of communication tools to inform the public and encourage their participation, including the following:

Website

The City of Richland's website will include a Periodic Review webpage where interested parties can access status updates, draft documents, official notices, minutes and other project information. The webpage will be the primary repository of all information related to the Periodic Review process. The page will include who to contact for more information and an email link for questions and comments.

Open House (In-Person or Virtual)

The City of Richland will initiate the Periodic Review with a community open house. Public comments received during the Open House will be posted on the Periodic Review webpage.

Notice Mailing list

An email list of interested parties will be created, advertised and maintained by the City. The list will be used to notify interested parties regarding Periodic Review progress and participation opportunities. Interested parties will be added to the list by contacting the Planning Department.

Comment

Interested parties will be encouraged to provide comments to the City Planning Department by letter or email. All comments will be provided to the Planning Commission and City Council as part of their review process. The Periodic Review webpage will be the central repository for information under consideration. Documents will be available for review on the Period Review webpage and at the Richland Planning Department. Hard copies will be provided at the established copying cost.

Planning Commission

The Planning Commission will be the primary forum for detailed review and recommendations to the City Council. Interested parties are encouraged to attend and provide comments during the Planning Commission deliberation and/or City Council public hearings. Official notices will be published as established in City of Richland policy.

List of Stateholders

The City of Richland will engage the following stakeholders:

General public:

- City residents
- Local businesses and employees
- Park users
- Local boaters and recreationists

Property owners:

- Residential property owners
- Businesses
- Farmers
- Governmental agencies

Business organizations, environmental groups, and other non-governmental organizations:

- Home Builders Association of Tri-Cities
- Tri-City Regional Chamber of Commerce
- Futurewise
- Friends of Badger
- Tapteal Greenway Association

Tribes that own property and/or have rights to usual and accustomed places and natural resources:

- Confederated Tribes and Bands of the Yakama Nation
- Confederated Tribes of the Umatilla Indian Reservation

Government Agencies:

- Yakima Basin Clean Water Partnership
- US Bureau of Reclamation
- Washington State Department of Fish and Wildlife
- Washington State Department of Transportation
- Washington State Department of Natural Resources
- Washington State Department of Ecology

- Army Corps of Engineers
- Federal Emergency Management Agency
- United States Forest Service
- National Oceanic and Atmospheric Administration Fisheries Service
- Neighboring jurisdictions (e.g., City of West Richland, City of Kennewick and Benton County, especially their shoreline planners)
- City of Richland Parks and Recreation Department

Utilities and Transportation:

- City of Richland Public Works Department
- City of Richland Energy Services Department
- Columbia Irrigation District
- Kennewick Irrigation District
- Badger Mountain Irrigation District
- Bonneville Power Administration
- Cascade Natural Gas
- Port of Benton

Media:

- Tri-City Herald Newspaper (Kennewick)
- KFAE 89.1 FM, KONA 610 AM, and KFLD 870 AM
- KVEW ABC (Kennewick), KNDO NBC (Yakima), and KEPR CBS (Pasco)

Work Plan

The following is a general timeline including anticipated public participation opportunities. The City of Richland Planning Department will coordinate with the Department of Ecology throughout the process. A detailed timeline will be posted on the Periodic Review webpage. All future dates in the following timeline are tentative and subject to change.

TASK	TENTATIVE DATE
Public Outreach Events	October – November 2020
SMP Document Preparation	December - 2020
Formal Public Review and Circulation of the 2021 SMP Amendments	January – February 2020
Planning Commission Workshops & Public Hearings	March – April 2020
City Council Public Hearing(s) & Adoption	May – June 2020

Public Comment Periods and Hearings

The Planning Commission will conduct a public comment period and at least one public hearing to solicit input on the Periodic Review. The City Council will hold one public hearing before final adoption.

The Richland Planning Department will coordinate with the Department of Ecology on public notification of comment periods and hearings to take advantage of Ecology's optional SMP amendment process that allows for a combined state-local comment period (WAC 173-26-104).

Public notice of all hearings will state who is holding the comment period and/or hearing, the date and time, and the location of any public hearing. Notices will be published per official policy and comply with all other legal requirements such as the Americans with Disabilities Act. A notice will be sent to the email list (above) and the Department of Ecology.