

City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings. This meeting will be held remotely via Zoom. Members of the public may attend this meeting by selecting the Zoom link or by calling the phone numbers provided.



Agenda
Planning Commission Special Meeting
Wednesday, September 8, 2021
Join the Zoom meeting [here](#)
Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 932 5084 5057

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

Liaisons: Council Liaison Alvarez
Staff Liaison: Planning Manager Stevens

Special Meeting - 6:00 p.m.:

Welcome and Roll Call:

Approval of Agenda : (Approved by Motion)

Approval of Minutes: (Approved by Motion)

July 28, 2021 Meeting (Amended)

August 25, 2021 Meeting Minutes

Public Comments:

Presentations:

- I. 2022 CDBG/HOME Applicant Presentations

Adjournment:

The next Planning Commission Workshop is October 6, 2021

The next Planning Commission Meeting is September 22, 2021

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

Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 942-7389.



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/8/2021

Agenda Category: Approval of Minutes

Prepared By: Mike Stevens, Planning Manager

Subject:

July 28, 2021 Meeting (Amended)

Request:

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Motion to approve the amended July 28, 2021 meeting minutes.

Summary:

Attachments:

1. 2021-07-28 Planning Commission Meeting Minutes DRAFT



**MINUTES
PLANNING COMMISSION MEETING
WEDNESDAY, JULY 28, 2021
VIA ZOOM MEETINGS
6:00 p.m.**

Call to Order:

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

Attendance:

Present: Chairperson Maier, Vice-Chair Townsend, Commissioners Mealer, Smith, Palmer, and Ridley. Councilman Alvarez, Development Services Director Jensen, Planning Manager Stevens, and Permit Technician Ghbein were also present.

Approval of Agenda:

Chairperson Maier asked for a motion to approve the agenda.

VICE CHAIR TOWNSEND MOVED AND COMMISSIONER PALMER SECONDED THE MOTION TO APPROVE THE JULY 28, 2021 MEETING AGENDA AS WRITTEN. MOTION CARRIED 6-0.

Approval of Minutes:

Chairperson Maier presented the minutes from the May 26th meeting, the minutes from the June 9th special meeting, and the minutes from the July 14th workshop for approval.

COMMISSIONER RIDLEY MOTIONED AND COMMISSIONER MEALER SECONDED THE MOTION TO APPROVE THE MINUTES OF THE MAY 26, 2021 MEETING, THE MINUTES OF THE JUNE 9, 2021 SPECIAL MEETING, AND THE JULY 14, 2021 WORKSHOP AS WRITTEN. THE MOTION PASSED 6-0.

Public Comments:

Chairperson Maier opened the public comment period at 6:03 p.m. Having no one from the public present at the meeting, Chairperson Maier closed the public comment period at 6:04 p.m.

New Business – Pubic Hearing:

1. CA2021-107, Text Amendment to RMC Sections 23.06 and 23.54, Related to Minimum Parking Requirements for Specialized Athletic Facilities

Chairperson Maier introduced the item and asked Planning Manager Stevens if all notification requirements were met. Mr. Stevens confirmed they were. Chairperson Maier asked Mr. Stevens to give the staff report. Mr. Stevens presented his staff report on the proposed text amendment. He explained that he tried to compare this request to other local jurisdictions' similar regulations. He proposed that the Planning Commission recommend to City Council denial of the proposed amendment to RMC Section 23.06 and RMC Section 23.54.020 (F)(10) as proposed by the applicant, and instead, provide a recommendation of approval for a proposed amendment to RMC 23.54.020 (F)(8) modifying the parking standard therein to be one (1) space per 250 square feet of gross floor area. After presentation of the staff report, Chairperson Maier opened the public hearing at 6:14 p.m. Mike Corbin, Senior Architect at Wave Design Group, representing the applicant, spoke on behalf of their requested text amendment. Chairperson Maier closed the public hearing at 6:17 p.m. and opened the item for questions and discussion. Commissioners asked questions and discussed the merits of the proposal before making a motion. Commissioner Mealer asked for clarification on Mr. Stevens' recommended motion, specifically if he meant RMC Section 23.54.020 (F)(8) rather than RMC Section 23.54.020 (F)(9). Mr. Stevens confirmed that is what he meant.

VICE-CHAIR TOWNSEND MOVED AND COMMISSIONER PALMER SECONDED THE MOTION TO RECOMMEND TO COUNCIL THE DENIAL OF THE PROPOSED AMENDMENT TO RMC SECTION 23.06 AND RMC SECTION 23.54.020 (F)(10) AS PROPOSED BY THE APPLICANT, AND INSTEAD, PROVIDE A RECOMMENDATION OF APPROVAL FOR A PROPOSED AMENDMENT TO RMC SECTION 23.54.020 (F)(8) MODIFYING THE PARKING STANDARD THEREIN TO BE ONE (1) SPACE PER 250 SQUARE FEET OF GROSS FLOOR AREA.

Further discussion occurred, and an amended motion was presented.

CHAIRPERSON MAIER MOVED AND COMMISSIONER RIDLEY SECONDED THE MOTION TO AMEND THE MOTION TO CHANGE THE NUMBER FROM 250 TO 350. MOTION TO AMEND PASSED 5-1.

COMMISSIONER RIDLEY MOTIONED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO AMEND THE ORIGINAL MOTION TO ADD TO THE RECOMMENDATION TO COUNCIL TO DIRECT CITY STAFF TO WORK ON MODIFYING THE PARKING STANDARDS CONTAINED IN RMC SECTION 23.54 TO BETTER IMPEMENT THE COMPREHESIVE PLAN. MOTION FOR AMENDMENT PASSED 6-0

CHAIRPERSON MAIER RESTATED THE MOTION, AS AMENDED, FOR VOTE.

MOTION TO RECOMMEND TO CITY COUNCIL THE DENIAL OF THE PROPOSED AMENDMENT TO RMC SECTION 23.06 AND RMC SECTION 23.54.020 (F)(10) AS PROPOSED BY THE APPLICANT, AND INSTEAD, PROVIDE A RECOMMENDATION FOR APPROVAL OF A PROPOSED AMENDMENT TO RMC SECTION 23.54.020 (F)(8) MODIFYING THE PARKING STANDARD THEREIN TO BE ONE (1) SPACE PER 350 SQUARE FEET OF GROSS FLOOR AREA, WITH A FURTHER RECOMMENDATION TO COUNCIL TO DIRECT STAFF TO WORK ON MODIFYING THE PARKING STANDARDS CONTAINED WITHIN RMC SECTION 23.54 TO BETTER IMPLEMENT THE COMPREHENSIVE PLAN. MOTION PASSED 6-0.

Communications:

Councilman Alvarez stated that he appreciated Mr. Stevens' professional experience and the Commissioners questions.

Chairperson Maier will be out of the country for two weeks due to a family emergency.

Adjournment:

Chairperson Maier adjourned the meeting at 7:11 p.m.

PREPARED BY:

Briana Ghbein, Permit Technician

REVIEWED BY:

Mike Stevens, Planning Manager

APPROVED BY:

Francesca Maier, Chairperson



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/8/2021

Agenda Category: Approval of Minutes

Prepared By: Mike Stevens, Planning Manager

Subject:

August 25, 2021 Meeting Minutes

Request:

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Approve the minutes of the August 25, 2021 Planning Commission meeting as written.

Summary:

Attachments:

1. 2021-08-25 Planning Commission Meeting Minutes DRAFT



**MINUTES
PLANNING COMMISSION MEETING
WEDNESDAY, AUGUST 25, 2021
VIA ZOOM MEETINGS
6:00 p.m.**

Call to Order:

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

Attendance:

Present: Chairperson Maier, Vice-Chair Townsend, Commissioners Eadie, Mealer, Smith, and Palmer. Commissioner Ridley was excused. CDBG Administrator Burden and Administrative Assistant II Follett were also in attendance.

Approval of Agenda:

Chairperson Maier asked for a motion to approve the agenda.

VICE CHAIR TOWNSEND MOVED AND COMMISSIONER MEALER SECONDED THE MOTION TO APPROVE THE AUGUST 25, 2021 MEETING AGENDA AS WRITTEN. MOTION CARRIED 6-0.

Approval of Minutes:

Chairperson Maier presented the minutes from the July 28th meeting for approval.

COMMISSIONER TOWNSEND MOTIONED AND COMMISSIONER SMITH SECONDED THE MOTION TO APPROVE THE MINUTES OF THE JULY 28, 2021 MEETING. THE MOTION PASSED 6-0.

Public Comments:

Chairperson Maier opened the public comment period at 6:09 p.m. Brian Newberry stated he was in the meeting to speak during the public hearing. Chairperson Maier closed the public hearing at 6:10 p.m.

New Business – Pubic Hearing:

1. Public Hearing to Accept Comments on the 2022 Community Development Block Grant Community and Housing Needs

Chairperson Maier introduced the item and asked CDBG Administrator Burden to give the staff report. Ms. Burden provided an overview of the annual process and outlined the purpose of tonight's public hearing. Chairperson Maier thanked Ms. Burden and recognized Brian Newberry. Mr. Newberry, representing the Girl Scouts of Easter Washington and Northern Idaho (GSNEWI), offered comments in support of the good work done by the CDBG program and stated the GSNEWI would be applying for funding during the upcoming application period.

Having no other testimony, Chairperson Maier closed the public hearing at 6:14 p.m. and opened the floor for Commission discussion. Commissioners discussed the importance of the funding given the current conditions related to COVID-19.

Communications:

None

Adjournment:

Chairperson Maier adjourned the meeting at 6:21 p.m.

PREPARED BY:

Lynne Follett, Administrative Assistant II

REVIEWED BY:

Mike Stevens, Planning Manager

APPROVED BY:

Francesca Maier, Chairperson



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/8/2021

Agenda Category: Presentations

Prepared By: Michelle Burden, Block Grant Coordinator

Subject:

2022 CDBG/HOME Applicant Presentations

Request:

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Recommend Council approve 2022 CDBG project funding in the amounts and to the recipients as defined by the Commission's priority rankings.

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 City Council. At tonight's meeting, the Commission is asked to listen to applicant presentations, and rank each project using the Priority Checksheet provided in the packet.

Attachments:

1. Commissioner 2022 application packets
2. Priority Ranking Checksheet

Community Development Block Grant Application 2022 Program Year

Applicant: Elijah Family Homes

RECEIVED

August 31, 2021

Address: 660 George Washington Way, Suite G

Project Name: Transition to Success – Case Management

Contact Person: Matthew West

Telephone: 509-713-4364

Email: Mwest@elijahfamilyhomes.org

Federal Tax ID #: 20-4058168

DUNS #: 829282651

Requested CDBG Funding Amount: \$15,000

Leverage of other funds: \$33,034

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

- ☐ Public Facilities or Improvements
☒ Public Service – Complete **Attachment 1**

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

PROJECT 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, 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 2022, 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.

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

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 box – a, b, c, d) – The project must be limited to serving a predominantly low- and moderate-income clientele (choose one of a, b, c or d)

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

7. Provide program benchmarks you hope to achieve in 2022. 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	\$576.92	\$11,538.40
2 nd Quarter	0	People	\$576.92	\$0
3 rd Quarter	2	People	\$576.92	\$1,153.84
4 th Quarter	4	People	\$576.92	\$2,307.68
TOTAL	26	People	\$15,000	\$15,000

8. Of the total “number served” listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2021 income table below:

Number of clients to be served:	
Below 30% area median income	16
Below 50% area median income	10
Below 80% area median income	0
Total Richland residents served	26

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

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

Effective June 1, 2021

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

	2021	2020	2019	2018
Kennewick	\$3,000 Awarded			
Richland	\$17,583 Awarded	\$24,730.00 Awarded	\$28,857 Awarded	\$20,984 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. 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)	\$13,500	\$14,500	Grants, contracts, and donations	\$28,000
Material/Supplies		\$900	Grants, contracts, and donations	\$900
Other (providing a direct benefit to client)	\$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	\$15,000	\$33,034		\$48,034
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)				577

OR

B. Public Facilities				
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				
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)				

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 only, in general the total cost of TTS Case management is near \$60,000 annually. These funds are secured indefinitely via AmeriGroup contract and for the 2022 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 #13 above, we will reduce some supportive services, as well as the amount of time spent with tenants, to help them to succeed once they leave the program. 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. Describe the capacity and history of your organization in administering funds from HUD. **Currently Elijah Family Homes has more capacity than any other point in time to administer HUD funds. This is mainly due to the answers in question 14, we have more regular and re-occurring financial capacity to create systemic changes in our organization that provide stability and reproducibility in our organization. As such, we have been able to increase our contract with Insight Accounting Solutions which provides accounting oversight and some bookkeeping support at a prestigious level. This is in addition to our increased ability to attract and retain talented professionals, of which we have applied for a Supported Employment contract to provide employment services which would allow for us to hire a .5 FTE case manager, further increasing our programmatic capacity. We have been able to increase wages, benefits, and are working towards buying our own office space property to comfortably accommodate a functional and effective workspace. We now have three years of audited financial statements which continually ensure we are working to both serve our mission and able to properly account for our activities. All of this along with 10+ years of successful CDBG efforts (including the purchase of two homes via CDBG funds) shows a history of success and adaptation as regulations change.**

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 89 families: 93 adults and 173 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 10 families and has three client families on our waitlist receiving case management services.

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.

When COVID-19 first hit in March of 2020 we doubled our case management meetings with clients, meeting with them once a week. We have found this is something we can do for the long run and have continued this rate. We have seen our clients are more engaged and accomplishing their personal goals more effectively when meeting with their case manager once a week. This is evidenced by no relapses in our clients for the duration of the COVID pandemic, which is possibly our proudest achievements. Additionally, because of the adaptations required from the pandemic we have been able to make our program more flexible to meet clients where they at, such as allowing clients to pay rent via VENMO.

Recently we received an anonymous donation of \$280,000 for the purposes of acquiring more housing availability for TTS families. This was after an in-depth conversation with this donor about the status of EFH and they saw the clear need for more low-income supportive housing that only EFH can offer. We intended to leverage this funding to ensure we get the most use out of these funds as possible.

We have successfully completed our first in-person fundraising activity of a golf tournament where we grossed over \$25,000. We have another fundraising activity planned for November, a gala auction that we are hoping to bring in near \$40,000.

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 Program Director, Bachelors of Science in Human Services with Concentration in Addictions, 3 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.

Unnamed TTS Case Manager – Will complete 60% of the work involved in this project. Currently, Carissa is acting as Program Director and Case manager. As of 8/30/2021 we have made an employment offer to an experienced case manager.

D. 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 programming 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 2022 CDBG Application

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.), AMI, Income, Debit to Income Ratio, IEP's of school aged kids, extracurricular activities for school aged kids, educational levels, and more.

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

Nothing to report.

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

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

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

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

- 17.

Assessment Questions	Yes	No
Is the subrecipient new to the CDBG program?	☐	☒
Is this a new activity for the subrecipient?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
Does the subrecipient have unresolved audit findings?	☐	☒
Is staff responsible for the CDBG project new or inexperienced?	☐	☒
Does your project displace or relocate any individual or business?	☐	☒

Does your project involve capital improvements, construction/renovation?	☐	☒
a. Do you own the property?	☐	☐
b. Does your organization have experience with:		
Davis-Bacon federal labor and wage requirements?	☐	☐
Section 3 requirements?	☐	☐

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

Currently our intended audience is mainly 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 2023.

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

Matthew West, Executive Director
Printed Name & Title

8.30.21
Date

AUTHORIZATION TO REQUEST FUNDS-Nonprofit Organizations

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

Signature of Board President: Brenda Bamford Date: 8/30/2021

Printed Name of Board President Brenda Bamford Telephone Number (509) 386-5346

CONFLICT OF INTEREST STATEMENT

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

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

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

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

Name: _____ Title: _____
Signature: _____ Date: _____

B. I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Director's, nor officer of Elijah Family Homes (agency) is currently, or has been within one year of the date of this application, employed by the City of Richland, a member of the Planning Commission, nor a member of the Richland City Council.

I further attest that no staff member, member of the Board of Director's, or officer of the applicant agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

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

Name: Math West Title: Executive Director
Signature: [Signature] Date: 8.30.21

Public Service

Community Development Block Grant Application 2022 CDBG Program Year

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

1. Is your proposal for a new service/program? ☐ Yes ☒ No
2. If you answered No and you received CDBG funding in 2021, please quantify the increase in service that you will provide during 2022 and explain why there is a new demand or an unmet need in the community for this service:
 - a **Unfortunately, because of the COVID-19 pandemic our services have become more relevant to a great number of people. We are unsure exactly how COVID has caused so many more people to need our service, but we have been getting more and more referrals of qualified families. Additionally, there is a strong likelihood we will be adding another Richland duplex to our housing inventory which would mean even more Richland families being served. There are three scenarios where we would increase our Richland housing and thus case management activities. First, we are currently in negotiations with a homeowner in Richland that is considering subletting their property for us to manage and house a TTS family, we are expecting a final answer by October 31, 2021. Second, because we have three families on our wait list and all our properties are currently at capacity, we have made a connection with a city of Richland apartment owner that is willing to host a TTS family in a rent subsidy situation. Third, if we end getting another Richland duplex, we will be housing two more families in Richland, all of this equals increased case management needs. Overall, the rental subsidy is highly likely to happen which will mean at a minimum one more Richland family and at most we could see an increase of four Richland families. This is all in addition to the fact that our waitlist is consistently full and once a family is on our wait list, they receive case management services all means that the need for our case management services is great in the City of Richland.**
3. When was your agency organized/formed?
 - a **2008**
4. Is your agency a Washington State non-profit corporation and/or a faith-based organization?
☒ Yes ☐ No
5. Does your agency have federal IRS non-profit status? ☒ Yes ☐ No
6. List any required accreditation your agency/staff must have in order to do business:
 - a **Our PCAP contract requires the Executive Director to hold master's degree in business, accounting, or public administration, Clinical supervisors and case managers must hold a bachelor's degree.**
7. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?
 - a We receive funding from AmeriGroup Foundational Community Supports program, the Parent Child Assistance Program, and United Way to fund case management activities. We also have received funding from Numerica, Spectrum Reach, and Kadlec. All of the above have already been approved. We will also be applying for the Three Rivers Community Grant this year to further support TTS efforts.

8. Will CDBG assist in leveraging or matching other funding? ☒ Yes ☐ No
9. Is this the first year of the project/activity/program? ☐ Yes, Year began: 2005 ☒ No
10. If you receive funding for 2022, how will your program be funded in the future?
- a **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, Three Rivers Community Foundation, local Rotary and Kiwanis service clubs, Banks and credit unions, and our regular donors from the community including corporate donations.**
- Additionally, EFH holds an annual fund-raising event each year and have started an annual fundraising summer event. EFH also holds an endowment fund through the Three-Rivers Community Foundation, which will help with sustainability once fully funded. EFH continues to search and apply for additional grants that will sustain programming as well as help with maintenance of the properties. As we continue to perfect our processes and increase contract revenue, we hope to be able to stop applying for CDBG grants in the future.**

Community Development Block Grant Application 2022 Program Year

Applicant: Elijah Family Homes

RECEIVED
August 31, 2021

Address: 660 George Washington Way, Suite G

Project Name: Transition to Success – Youth Activities Program

Contact Person: Matthew West

Telephone: 509-713-4364

Email: Mwest@elijahfamilyhomes.org

Federal Tax ID #: 20-4058168

DUNS #: 829282651

Requested CDBG Funding Amount: \$ 4,000

Leverage of other funds: \$13,500

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

- ☐ Public Facilities or Improvements
☒ Public Service – Complete **Attachment 1**

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

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 programming courses, individual or online music lessons, online art classes, online meditation courses (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.

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 weekly 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

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 box – a, b, c, d) – The project must be limited to serving a predominantly low- and moderate-income clientele (choose one of a, b, c or d)

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

7. Provide program benchmarks you hope to achieve in 2022. 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	People	\$307.69	\$1,230.76
2 nd Quarter	3	People	\$307.69	\$923.07
3 rd Quarter	3	People	\$307.69	\$923.07
4 th Quarter	3	People	\$307.69	\$923.07
TOTAL	13	People	\$4000	\$4,000

8. Of the total “number served” listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2021 income table below:

Number of clients to be served:	
Below 30% area median income	8
Below 50% area median income	5
Below 80% area median income	0
Total Richland residents served	13

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

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

Effective June 1, 2021

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

	2021	2020	2019	2018
Kennewick	\$3,000 Awarded			
Richland	\$17,583 Awarded	\$24,730.00 Awarded	\$28,857 Awarded	\$20,984 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. 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. 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	\$900
Other (providing a direct benefit to client)	\$4,000			\$4,000
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	\$4,000	\$13,500		\$17,500
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)				307.69

OR

B. Public Facilities				
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				
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)				

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 only, in general the total cost of TTS Case management is near \$60,000 annually. These funds are secured indefinitely via AmeriGroup contract and for the 2022 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?

This is the fourth year of our Youth Activities Program and throughout 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 positive behavioral changes in their kids as a result. This program has shown its effectiveness and has become an important pillar of the TTS programs' ability to affect positive change for the entire family. Which means if we are not funded through Richland CDBG, we will attempt to find funding. Fortunately, your funding decisions are finalized on November 16th and our fiscal year ends on December 31st, we will have some time to work our budget to allocate these costs if we are not awarded or not awarded the full amount with the aim to recover those costs throughout 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 additional 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. Describe the capacity and history of your organization in administering funds from HUD. **Currently Elijah Family Homes has more capacity than any other point in time to administer HUD funds. This is mainly due to the answers in question 14, we have more regular and re-occurring financial capacity to create systemic changes in our organization that provide stability and reproducibility in our organization. As such, we have been able to increase our contract with Insight Accounting Solutions which provides accounting oversight and some bookkeeping support at a prestigious level. This is in addition to our increased ability to attract and retain talented professionals, of which we have applied for a Supported Employment contract to provide employment services which would allow for us to hire a .5 FTE case manager, further increasing our programmatic capacity. We have been able to increase wages, benefits, and are working towards buying our own office space property to comfortably accommodate a functional and effective workspace. We now have three years of audited financial statements which continually ensure we are working to both serve our mission and able to properly account for our activities. All of this along with 10+ years of successful CDBG efforts (including the purchase of two homes via CDBG funds) shows a history of success and adaptation as regulations change.**

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 89 families: 93 adults and 173 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 10 families and has three client families on our waitlist receiving case management services.

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.

When COVID-19 first hit in March of 2020 we doubled our case management meetings with clients, meeting with them once a week. We have found this is something we can do for the long run and have continued this rate. We have seen our clients are more engaged and accomplishing their personal goals more effectively when meeting with their case manager once a week. This is evidenced by no relapses in our clients for the duration of the COVID pandemic, which is possibly our proudest achievements.

Additionally, because of the adaptations required from the pandemic we have been able to make our program more flexible to meet clients where they at, such as allowing clients to pay rent via VENMO.

Recently we received an anonymous donation of \$280,000 for the purposes of acquiring more housing availability for TTS families. This was after an in-depth conversation with this donor about the status of EFH and they saw the clear need for more low-income supportive housing that only EFH can offer. We intended to leverage this funding to ensure we get the most use out of these funds as possible.

We have successfully completed our first in-person fundraising activity of a golf tournament where we grossed over \$25,000. We have another fundraising activity planned for November, a gala auction that we are hoping to bring in near \$40,000.

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 Program Director, Bachelors of Science in Human Services with Concentration in Addictions, 3 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.

Unnamed TTS Case Manager – Will complete 60% of the work involved in this project. Currently, Carissa is acting as Program Director and Case manager. As of 8/30/2021 we have made an employment offer to an experienced case manager.

D. 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.), AMI, Income, Debit to Income Ratio, IEP's of school aged kids, extracurricular activities for school aged kids, educational levels, and more.

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

Nothing to report.

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

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

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

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

17.

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

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

Currently our intended audience is mainly 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 2023.

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

Matthew West, Executive Director
Printed Name & Title

8.30.21
Date

AUTHORIZATION TO REQUEST FUNDS-Nonprofit Organizations

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

Signature of Board President: Brenda Bamford Date: 8/30/2021

Printed Name of Board President Brenda Bamford Telephone Number (509) 386-5346

CONFLICT OF INTEREST STATEMENT

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

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

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

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

Name: _____ Title: _____
Signature: _____ Date: _____

B. I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Director's, nor officer of Elijah Family Homes (agency) is currently, or has been within one year of the date of this application, employed by the City of Richland, a member of the Planning Commission, nor a member of the Richland City Council.

I further attest that no staff member, member of the Board of Director's, or officer of the applicant agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

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

Name: Math West Title: Executive Director
Signature: [Signature] Date: 8.30.21

Public Service

Community Development Block Grant Application 2022 CDBG Program Year

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

1. Is your proposal for a new service/program? ☐ Yes ☒ No

2. If you answered No and you received CDBG funding in 2021, please quantify the increase in service that you will provide during 2022 and explain why there is a new demand or an unmet need in the community for this service:
 - a **This is actually a decrease in services compared to previous years applications. Last year we planned for increased tutoring needs that turned out to stop as schools were consistently changing back and forth. This resulted in our client families becoming less interested in having their children do tutoring. As such we are no longer expecting to have many parents to utilize this grant for those purposes. Instead we will encourage parents to access these serveries as much as possible on a first come first serve basis until the grant is used up. As for the unmet need, these are low income families that would not be able to afford many of these activities with out this grant.**

3. When was your agency organized/formed?
 - a **2008**

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

☒ Yes ☐ No

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

6. List any required accreditation your agency/staff must have in order to do business:
 - a **Our PCAP contract requires the Executive Director to hold master's degree in business, accounting, or public administration, Clinical supervisors and case managers must hold a bachelor's degree.**

7. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?
 - a We receive funding from AmeriGroup Foundational Community Supports program, the Parent Child Assistance Program, and United Way to fund case management activities. We also have received funding from Numerica, Spectrum Reach, and Kadlec. All of the above have already been approved. We will also be applying for the Three Rivers Community Grant this year to further support TTS efforts.

8. Will CDBG assist in leveraging or matching other funding? ☒ Yes ☐ No
9. Is this the first year of the project/activity/program? ☐ Yes, Year began: 2005 ☒ No
10. If you receive funding for 2022, how will your program be funded in the future?
- a **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, Three Rivers Community Foundation, local Rotary and Kiwanis service clubs, Banks and credit unions, and our regular donors from the community including corporate donations.**
- Additionally, EFH holds an annual fund-raising event each year and have started an annual fundraising summer event. EFH also holds an endowment fund through the Three-Rivers Community Foundation, which will help with sustainability once fully funded. EFH continues to search and apply for additional grants that will sustain programming as well as help with maintenance of the properties. As we continue to perfect our processes and increase contract revenue, we hope to be able to stop applying for CDBG grants in the future.**

Community Development Block Grant Application 2022 Program Year

Applicant: Senior Life Resources

RECEIVED
August 31, 2021

Address: 1824 Fowler St, Richland, WA 99352

Project Name: Mid-Columbia Meals on Wheels

Contact Person: Kristi Thien

Telephone: 509.735.1911

Email: kthien@seniorliferesources.org

Federal Tax ID #: 91-0909913

DUNS #: 942598632

Requested CDBG Funding Amount: \$10,000

Leverage of other funds: \$1,794,118

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

- ☐ Public Facilities or Improvements
☒ Public Service – Complete **Attachment 1**

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

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 complete meals to seniors who live in Richland, as well as throughout Benton & Franklin Counties. Our target population is seniors who are over age 75, low-income, minority, or speak limited English.

Through July 2021, we served over 29,000 meals to 336 Richland residents. In addition, 177 low-income Richland seniors took advantage of our Senior Farmers Market voucher program that provides \$40 in vouchers to purchase food at local Farmers Markets.

Seniors served by our home delivery program are homebound, no longer able to cook, and have no support to provide a noon meal. Since the arrival of COVID-19, many seniors have self-limited their excursions to grocery stores and restaurants, so our deliveries are very important to that highly-vulnerable population.

Although our senior dining centers are closed due to the pandemic, we offer drive-thru meal service daily at our Richland Cafe, and twice weekly from the Richland Community Center.

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 US, the need for senior services continues to grow. COVID-19 brought real hardship to our seniors, as they were identified as the age group most vulnerable to complications from the virus. In 2020 our home delivery service increased by 16% over the previous year. We learned early in the pandemic that our seniors were in need of groceries, toilet paper, and other essentials--needs we were able to meet. We continue to hear from clients who are reluctant to increase exposure. To limit exposure for our clients and our volunteers (many of whom are seniors themselves), we offer just two days of home delivery each week as a combination of both hot, fresh food and frozen meals that we make, to provide up to one meal each day. We have also created a Phone Buddies program to help our seniors stay in social contact outside their households.

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

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

We provide nutritious meals to seniors age 60+. Meals are served either as home delivered or as drive-thru at our senior dining centers. Homebound clients served by our home delivery program typically live with multiple serious disabilities. Our mission statement is "To preserve and enhance the quality of life at home, with dignity and care." While we always hope to live up to our mission, at no time have we felt greater importance to the ideal of helping our seniors remain living at home with care extended to preserve both their physical and mental health.

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 box – a, b, c, d) – The project must be limited to serving a predominantly low- and moderate-income clientele (choose one of a, b, c or d)

- ☐ a. You receive income data verification from each participant in the program.
- ☐ b. Your project/activity serves only a low income area which is proven by the 2015 American Community Survey (ACS) FY 21 data for Richland, WA:
Census Tract #:
Block Group #:
- ☒ c. Your project serves only the following clientele: (check only one box)
- | | | |
|---|---|---|
| ☒ Elderly persons | ☐ Homeless persons | ☐ Severely disabled adults |
| ☐ Illiterate persons | ☐ Abused children | ☐ Persons living with AIDS/HIV |
| ☐ Battered spouses | ☐ Migrant farm workers | |

- ☐ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure in order to remove material or architectural barriers to the mobility of seniors or severely disabled adults.

7. Provide program benchmarks you hope to achieve in 2022. 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	250 seniors, 13,000 meals	1 meal	\$7.75/meal	\$100,750
2 nd Quarter	45 new seniors, 13,000 meals	1 meal	\$7.75/meal	\$100,750
3 rd Quarter	40 new seniors, 13,000 meals	1 meal	\$7.75/meal	\$100,750
4 th Quarter	35 new seniors, 13,000 meals	1 meal	\$7.75/meal	\$100,750
TOTAL	370 Seniors, 52,000 meals			\$403,000

8. Of the total “number served” listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2021 income table below:

Number of clients to be served:	
Below 30% area median income	
Below 50% area median income	
Below 80% area median income	
Total Richland residents served	370

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

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

Effective June 1, 2021

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

	2021	2020	2019	2018
Kennewick	\$24,000 + \$30,000 CARES	\$23,000 + \$16,000 CARES	\$19,000	\$18,500
Richland	\$9,184 + \$45,000 CARES	\$9,400 + \$24,000 CARES	\$8,800	\$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 as well as socialization opportunities for our local seniors. Our 2020 client survey indicated that:

90% of our clients believe that our meal service helps them eat healthier meals.

91% believe that the meals help them eat a better variety of food.

93% believe the meals help them remain living independent in their own homes.

In addition to our annual survey, we can also measure success as we review the number of clients and meals we serve.

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

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Direct Client Service				
Wages (of personnel providing direct client services)	0	Wages \$1,126,067 (including in-kind volunteer labor) Benefits: \$100,528	ALTC, 3RCF, United Way, client contributions, fundraising	1,226,595
Material/Supplies	\$10,000	\$503,776	Same as above	\$513,776
Other (providing a direct benefit to client)		Meal delivery reimbursement \$20,000	Same as above	\$20,000
Marketing/Outreach		\$24,000.	Same as above	\$24,000
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	\$19,747	Same as above	\$19,747
TOTAL PROJECT COST	\$10,000	\$1,794,118		\$1,804,118
Number of low to moderate income individuals to be served directly (by the grant)				370
Cost Benefit Ratio (Total amount requested divided by number of persons served)				27.02

OR

B. Public Facilities				
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				
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)				

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

Each of the above sources is well-established and historically secure. Although we haven't signed any contracts yet, we maintain close communication with each of the funding sources. In addition, our community is very supportive of our work and have generously helped fund our program.

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

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

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

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

15. Description of Organization and Overall Capacity:

- A. Describe the capacity and history of your organization in administering funds from HUD.
For many years, Mid-Columbia Meals on Wheels has successfully administered CDBG funds through both the Richland and Kennewick CDBG programs. We have served our clients according to our plans and have provided quarterly and annual reporting as required.
- B. Briefly highlight the organization’s significant achievements, including the capacity to complete current projects and development activities.
Meals on Wheels highlights for 2020 included complete self-reliance for frozen meal production. As part of our emergency planning related to the pandemic, we have produced a 4-week contingency inventory of frozen meals to use in the event of staff illness. All our frozen meals are low-sodium meals to provide the healthiest meals possible. Senior Life Resources is currently in the final building stages of a third building on

our Fowler Street Campus. We will also be installing an additional exterior freezer to allow more food choice for our seniors

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.

Kristi Thien, Nutrition Services Director, 12 years, 5%
Brian Kinner, Food Services Manager, 6 years, 5%
Sarah McDonald, Program Support Coordinator, 3 years, 5%
Natalie Huggins, Site Staff & Volunteer Manager, 1 year, 5%
Samantha Mason, Registered Dietitian, 6 months, 5 %
Amy Cole, Service Coordinator, 3 years, 10%
Ashton Preuninger, Service Coordinator, 4 years, 10%
Sue Hays, Richland Site Manager, 1 month! 90%
Victoria Zavala, Cafe Site Manager, 5 years, 35%
Donna McClure, Kitchen Manager, 21 years, 15%
Connie Stredwick, Cook, 21 years, 20%
Jessica Clift, Cook, 3 years, 20%
Carrie Myers, Cook, 3 years, 20%
Larry Nunn, Transporter, 3 years, 30%

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

Senior Life Resources NW is the parent/umbrella non-profit company led by Executive Director, 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 our processes adhere to standard accounting practices.

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

E. Description of any financial default or involvement in legal actions during the 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. Capital Improvement Projects are subject to the following contract requirements. Please consider these when planning your proposal.

DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon

wage rates. These regulations require that construction contractors paid with CDBG funds pay a wage which is typically higher than those paid for projects which are not federally assisted. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.

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

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

17.

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

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

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

Prior to COVID-19, we attended many senior fairs & expos.

We typically cater the annual Senior Picnic (also cancelled this year).

We partner with Cherry Creek radio for public service announcements.

We have an active Facebook page with over 1,500 followers.

We present regularly for various service clubs.

We publish about 1,500 monthly newsletters.

Pre-COVID we distributed many flyers through medical offices and other locations.

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 Digitally signed by Kristi Thien
Date: 2021.08.31 13:25:50 -07'00'

Signature of Authorized Agency Official

Kristi Thien, Nutrition Services Director

Printed Name & Title

08/31/2021

Date

AUTHORIZATION TO REQUEST FUNDS-Nonprofit Organizations

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

Signature of Board President: Dave Sanford Digitally signed by Dave Sanford
Date: 2021.08.31 14:48:52 -07'00' Date: 8/31/21

Printed Name of Board President Dave Sanford Telephone Number 509-735-1911

CONFLICT OF INTEREST STATEMENT

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

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

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

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

Name: Kristi Thien
Signature: Kristi Thien Digitally signed by Kristi Thien
Date: 2021.08.31 13:27:30 -07'00'

Title: Nutrition Services Director
Date: 08/31/2021

B. I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Director's, nor officer of Senior Life Resources (agency) is currently, or has been within one year of the date of this application, employed by the City of Richland, a member of the Planning Commission, nor a member of the Richland City Council.

I further attest that no staff member, member of the Board of Director's, or officer of the applicant agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

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

Name: Kristi Thien
Signature: Kristi Thien Digitally signed by Kristi Thien
Date: 2021.08.31 13:28:21 -07'00'

Title: Nutrition Services Director
Date: 08/31/2021

Public Service

Community Development Block Grant Application 2022 CDBG Program Year

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

1. Is your proposal for a new service/program? ☐ Yes ☒ No
2. If you answered No and you received CDBG funding in 2021, please quantify the increase in service that you will provide during 2022 and explain why there is a new demand or an unmet need in the community for this service:

We have been providing meals for Richland seniors since 1974. The need is not a new one but is an ongoing one. Many seniors in Richland have limited access and limited ability to prepare food due to physical and cognitive barriers. Other seniors are caregivers to spouses or other family members, and they are overwhelmed with caregiving duties. Our meal service helps these seniors remain living independently in their own homes longer than if they had to handle every meal on their own.

3. When was your agency organized/formed? 1974
4. Is your agency a Washington State non-profit corporation and/or a faith-based organization?
☒ Yes ☐ No
5. Does your agency have federal IRS non-profit status? ☒ Yes ☐ No
6. List any required accreditation your agency/staff must have in order to do business:
All employees must hold current Health Department Food Worker cards, and we are required to employ a Registered Dietitian.
7. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?
At this time, we have no other funding secured for 2022. However, we fully expect to receive annual funding provided by Aging and Long Term Care, as well as to receive other grants as applications are processed later this year.
8. Will CDBG assist in leveraging or matching other funding? ☒ Yes ☐ No
9. Is this the first year of the project/activity/program? ☐ Yes, Year began: 1974 ☒ No
10. If you receive funding for 2022, how will your program be funded in the future?
We continue to fund our services through a variety of sources. We receive money from Aging and Long Term Care. In addition, our seniors are invited to contribute toward the cost of their meals, and we host several fundraising opportunities, including an annual fundraising breakfast, a fun run, a double the dollars campaign, as well as direct mail campaigns. In addition, we have enjoyed rather good success in our grant writing efforts. Our plan is to continue this multi-pronged approach.

Community Development Block Grant Application 2022 Program Year

Applicant: The Arc of Tri-Cities

RECEIVED
August 31, 2021

Address: 1455 Fowler Street, Richland, WA 99352

Project Name: Therapeutic Recreational Services

Contact Person: Donna Tracy

Telephone: (509) 783-1131 ext 105

Email: donnat@arcoftricity.com

Federal Tax ID #: 91-6056360

DUNS #: 834925293

Requested CDBG Funding Amount: 11,960

Leverage of other funds: 27,000

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

- ☐ Public Facilities or Improvements
☒ Public Service – Complete **Attachment 1**

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

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 1543 individuals in Benton County have registered with Developmental Disabilities Administration (DDA) services
- Only 130 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 projects priority?

☐ High ☒ Average ☐ Low ☐ None

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 #
III	2	1	1

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

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

7. Provide program benchmarks you hope to achieve in 2022. 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	10	People	\$460	\$4,600
3 rd Quarter	16	People	\$460	\$7,360
4 th Quarter				
TOTAL	26			\$11,960

8. Of the total “number served” listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2021 income table below:

Number of clients to be served:	26
Below 30% area median income	
Below 50% area median income	26
Below 80% area median income	
Total Richland residents served	26

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

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

Effective June 1, 2021

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

	2021	2020	2019	2018
Kennewick	24000	23000	22000	22,000
Richland	11700	12880	11700	11,700
Pasco	5000	9000	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. 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)		26,000	United Way, DDA and Private Pay	26,000
Material/Supplies		1000		1000
Other (providing a direct benefit to client)	11,960 Scholarship Assist			11,960
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				38960.00
Number of low to moderate income individuals to be served directly (by the grant)				26
Cost Benefit Ratio (Total amount requested divided by number of persons served)				460:1

OR

B. Public Facilities				
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				
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)				

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

Not at this time. Will be applying for United Way in September

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

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

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

15. Description of Organization and Overall Capacity:

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

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

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

The Arc's Mission Statement: The Arc of Tri-Cities promotes the rights of all people with intellectual and developmental disabilities by actively supporting full inclusion and 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 43 years.
- The Arc was successful in winning a bid to bring Special Olympics Fall Games in 2019 bringing over 1000 athletes from all over the state of Washington to Tri-Cities and

bringing in 320,000 in tourism dollars. This will happen again when COVID-19 has less impact on our community.

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

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

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

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

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

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

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

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.

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

NONE

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

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

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

COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or

construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible.

N/A

17.

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

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

The Arc of Tri-Cities recently invested in a translation service for our website that gives accurate translation of our services into Spanish. Forms are also in Spanish

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

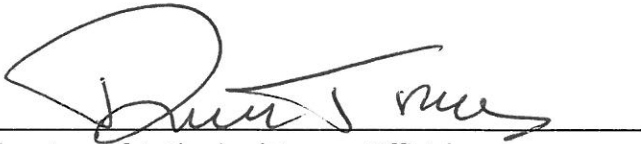
Certifications and Assurances

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:

A handwritten signature in black ink, appearing to read "Donna Tracy", is written over a horizontal line.

Signature of Authorized Agency Official

Donna Tracy – Program Manager

Printed Name & Title

August 30, 2021

Date

AUTHORIZATION TO REQUEST FUNDS-Nonprofit Organizations

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

Signature of Board President:



Date:

8/31/21

Printed Name of Board President

Johnathan Hicks

Telephone Number

509-851-1446

CONFLICT OF INTEREST STATEMENT

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

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

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

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

Name: Cindy O'Neill
Signature: Cindy O'Neill

Title: Exec Director
Date: 8/31/2021

B. I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Director's, nor officer of The Arc of the Tri-Cities (agency) is currently, or has been within one year of the date of this application, employed by the City of Richland, a member of the Planning Commission, nor a member of the Richland City Council.

I further attest that no staff member, member of the Board of Director's, or officer of the applicant agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

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

Name: Cindy O'Neill
Signature: Cindy O'Neill

Title: Exec Director
Date: 8/3/2021

Public Service

Community Development Block Grant Application 2022 CDBG Program Year

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

1. Is your proposal for a new service/program? ☐ Yes ☒ No
2. If you answered No and you received CDBG funding in 2021, please quantify the increase in service that you will provide during 2022 and explain why there is a new demand or an unmet need in the community for this service:

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

3. When was your agency organized/formed? 1962
4. Is your agency a Washington State non-profit corporation and/or a faith-based organization?
☒ Yes ☐ No
5. Does your agency have federal IRS non-profit status? ☒ Yes ☐ No
6. List any required accreditation your agency/staff must have in order to do business:
7. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?

None at this time- Waiting for processes to begin
8. Will CDBG assist in leveraging or matching other funding? ☒ Yes ☐ No
9. Is this the first year of the project/activity/program? ☐ Yes, Year began: 1965 ☒ No
10. If you receive funding for 2022, how will your program be funded in the future?

The Arc of Tri-Cities is constantly seeking funding sources and partnerships that will support individuals with developmental disabilities to participant in their communities. With inflation rising The Arc is vigorously seeking low cost services that can be accessible to those on a fixed income of 723.00 per month. Including a Lego Club and adding Tennis to Special Olympics sports here in our community.

Community Development Block Grant Application 2022 Program Year

Applicant: Girl Scouts of Eastern Washington and Northern Idaho

RECEIVED
August 31, 2021

Address: 1404 N. Ash St.

Project Name: Outreach Troops/Pathfinders

Contact Person: Julie Morin

Telephone: 509-710-8910

Email: jmorin@gsewni.org

Federal Tax ID #: 91-0570844

DUNS #: 180903684

Requested CDBG Funding Amount: \$12,000

Leverage of other funds: \$11,000

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

- ☐ Public Facilities or Improvements
☒ Public Service – Complete **Attachment 1**

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

We are wanting to expand our Outreach Girl Scout after school program to girls in the Richland area who are underserved and underrepresented in after school programs. Traditionally they have not been able to join due to circumstances related to income, family involvement, and access. Traditionally, Girl Scout troops rely heavily on parental support and volunteering. In many high-poverty communities there can be a lack of support, as parents and guardians have limited time and resources. Both lack of support and the financial burden on families are the most frequently cited obstacles preventing girls from participating in Girl Scouts. The Pathfinders Troop Program, unlike traditional Girl Scout troops, will be provided staff to run troop meetings and activities. Working with staff at the selected schools, we will recruit 30 girls in Title 1 schools to form these new troops.

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

Research has documented the positive impacts associated with participation in afterschool programs, including academics and social and emotional outcomes, and many news stories have raised awareness about the essential supports and services afterschool programs provide to

students and their families. Afterschool programs have come to be recognized as critical partners in helping to ensure that all children are afforded the opportunities that will help them thrive and meet their full potential. Looking at communities of concentrated poverty, where at least 30 percent of families are low-income, almost a quarter of those parents said their children were enrolled in after-school activities — compared with 18 percent of parents nationally. Yet, there is still significant unmet need. Among families with children not already in after-school programs, 56 percent said they would enroll in such programs if they were available. At Girl Scouts, we focus on community and sisterhood, on appreciating everyone's unique value, celebrating our differences, and on supporting one another through obstacles and conflict. We teach girls about how best to develop and maintain healthy relationships and trusting friendships. Our studies show that this whole child approach in Girl Scouts works. Alums report higher academic attainment and income, greater community service and civic engagement, and a stronger sense of self. In fact, 50% of female business leaders were Girl Scouts, 69% of female U.S. senators were Girl Scouts, and 100% of female U.S. secretaries of state were Girl Scouts!

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

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

Our program assists disadvantaged youth the opportunity to fully participate in the Girl Scout Leadership Experience. Our Pathfinder Program connects girls from underrepresented backgrounds in Title 1 schools with the powerful Girl Scout program through school-based troops and combats the barriers that often prevent girls from participating in Girl Scouts. Furthermore, our programming is designed in compliance with Common Core Standards, 21st Century Learning Skills standards, as well as includes curriculum for health and physical education, language arts, math, science, and civics. The girls in the Pathfinder program receive new uniforms, have their membership and program fees covered 100%, fully participate and receive patches for meeting goals in STEM, Outdoors, Life Skills, and Entrepreneurship, and have skilled trained Troop leaders who are hired and on staff with our Council.

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

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

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

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

7. Provide program benchmarks you hope to achieve in 2022. 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	30	Children	100	3,000
2 nd Quarter	30	Children	100	3,000
3 rd Quarter	30	Children	100	3,000
4 th Quarter	30	Children	100	3,000
TOTAL	120			

8. Of the total “number served” listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2021 income table below:

Number of clients to be served:	
Below 30% area median income	30
Below 50% area median income	60
Below 80% area median income	30
Total Richland residents served	120

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

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

Effective June 1, 2021

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

	2021	2020	2019	2018
Kennewick	\$0	\$0	\$0	\$0
Richland	\$0	\$0	\$0	\$0
Pasco	\$0	\$0	\$0	\$0

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

Through the Girl Scout Leadership Experience (GSLE), Girl Scouts have always learned the importance of persevering through adversity and drawing on the resilience and courage that are crucial to meeting challenges—skills that girls have drawn on as they’ve faced the challenges of this past year.

And as our members grow older, they use what they learn with us to champion better, healthier ways of living and working within their wider communities. Girls will carry the effects of the recent past with them for the rest of their lives and will use their experiences to change the face of business; bring a new perspective to daily life; and improve their own lives, our communities, and our world.

In Girl Scouts, girls develop the competencies, positive values, and strong sense of self to do big things, as well as the grit and strength that are essential to solving both every day and once-a-century challenges in their communities.

We measure success by girls engaging and completing the program. This is seen by patches earned, community projects engaged in, and interest in rejoining the Girl Scout program year after year.

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

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Direct Client Service				
Wages (of personnel providing direct client services)		\$11,000	GS Scholarships	\$11,000
Material/Supplies	\$8,500			\$8,500
Other (providing a direct benefit to client)	\$3,500			\$3,500
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				\$23,000
Number of low to moderate income individuals to be served directly (by the grant)				120
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$100

OR

B. Public Facilities				
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				
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)				

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

The funds above are already secured. We set aside a portion of the revenue from Girl Scout Cookie Sales for a scholarship fund to help girls interested in the Girl Scout program who are underprivileged. The demand this past year has grown and continuing to be an area of need for our Council. With funding from other sources we are able to provide the Girl Scout Leadership Experience to every girl who wants to participate.

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

We could cut the program in half.

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.)

Girl Scout Troops are self-sustaining within the first year. Cookie sales are the largest source of funding for our programs, and once Troops get established they are able to participate in cookie sales.

15. Description of Organization and Overall Capacity:

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

Girl Scouts of Eastern Washington and Northern Idaho serves an area comprised of 19 counties in central and eastern Washington, and 10 counties in northern Idaho for a total of 29 counties covering 67,000 square miles. The council is headquartered in Spokane, Washington and has regional field staff located in the Tri-Cities, Washington and Coeur d'Alene, Idaho. GSEWNI serves approximately 3,000 girls in kindergarten through 12th grade with the help of 2,000 dedicated adult volunteers. Girls are at the center of everything we do as a council. Girl Scouts is the preeminent leadership development organization for girls, the leading authority on girls' healthy development and we are working daily with girls and women to transform the leadership landscape for girls into the next century. This program "Pathfinders" is run by dedicated staff trained to work with girls and families from disadvantaged backgrounds to bring into the Girl Scout Leadership Experience. The program has been actively running in Spokane for 3 years, and we have received and met all grant funding requirements from the Grantors. This program has grown, and demand is more than ever.

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

Our Council has partnered and been supported by SOWA, WHW, United Way's, The Zone, Private Foundations, Spokane Public Schools, as well as corporate sponsors. We have been successful at fulfilling the required data, and documentation needed for these funders over many years. The initial Outreach program funding was provided to us through a 3 year grant. We are in to the 3rd year of the initial grant and have been very successful at growing the opportunities for girls in the low income schools. One success with this program which was not initially sought after has been providing 150 spots for our day camp this summer. This day camp offers experiences in STEM,

arts and crafts, cooking, drama, swimming, and other skill-building fun. Each day, girls lead the way by planning their own activities and trips with their camper group. Campers receive a healthy morning and afternoon snack each day and during the summer, lunches thanks to the Summer Meals Program.

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

- 1) Natalie Giles Outreach Program Director, 1/4 time
- 2) Jess Calander Community Outreach Specialist, 1/8 time
- 3) Karson Taylor Community Outreach Specialist 1/2 time (located in the Tri-Cities)
- 4) Renee Smock COO, she will oversee the project

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

We have a full time staff accountant who reports to our CFO. We have processes in place to keep accurate records of grants and programs. We have a finance committee on our Board of Directors who reviews the financial records quarterly. We also have an annual audit done of all our financial documents by an external auditor.

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

None

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

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

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

COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative

steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible.

17.

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

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

The Pathfinder leadership team works closely with the school principals and staff to identify girls in the low income schools that may benefit from the program and then assists in helping coordinate with the families. The staff we have working on this team is all bi-lingual and the registration forms and promotional material is also in both English and Spanish. We assist with registrations so that the parents or caregivers are not overwhelmed, and the process is as easy as possible. We have flyers and information posted at the school in English and Spanish, as well as sent home with the students to their homes. We do not turn any interested child away.

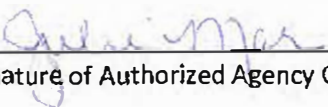
Certifications and Assurances

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

Julie Morin Director of Philanthropy

Printed Name & Title

8/25/2021

Date

AUTHORIZATION TO REQUEST FUNDS-Nonprofit Organizations

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

Signature of Board President: Nancy Fike Date: 8/30/2021
Printed Name of Board President Nancy Fike Telephone Number 509-710-8910

CONFLICT OF INTEREST STATEMENT

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

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

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

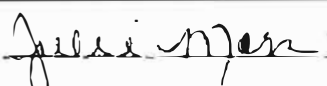
I hereby verify the agency understands that City of Richland must request in writing and HUD may grant an exception to the provisions under 24 CFR 570.611(d). The funds requested will not be guaranteed for the proposed project unless HUD grants an exception

Name: _____ Title: _____
Signature: _____ Date: _____

B. I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Director's, nor officer of GSEWNI (agency) is currently, or has been within one year of the date of this application, employed by the City of Richland, a member of the Planning Commission, nor a member of the Richland City Council.

I further attest that no staff member, member of the Board of Director's, or officer of the applicant agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

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

Name: Julie Morin Title: Director of Philanthropy
Signature:  Date: 8/31/2021

Public Service

Community Development Block Grant Application 2022 CDBG Program Year

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

1. Is your proposal for a new service/program? ☒ Yes ☐ No
2. If you answered No and you received CDBG funding in 2021, please quantify the increase in service that you will provide during 2022 and explain why there is a new demand or an unmet need in the community for this service:
3. When was your agency organized/formed? 1933
4. Is your agency a Washington State non-profit corporation and/or a faith-based organization?
☒ Yes ☐ No
5. Does your agency have federal IRS non-profit status? ☒ Yes ☐ No
6. List any required accreditation your agency/staff must have in order to do business:
7. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?

None
8. Will CDBG assist in leveraging or matching other funding? ☐ Yes ☒ No
9. Is this the first year of the project/activity/program? ☐ Yes, Year began: _____ ☒ No
10. If you receive funding for 2022, how will your program be funded in the future?

Girl Scouts is a self sustaining program when the girls participate in Cookie Sales which is part of the program.

**Community Development Block Grant Application
2022 Program Year**

Applicant: Domestic Violence Services

RECEIVED
August 31, 2021

Address: 3311 W Clearwater Ave., Ste C-140, Kennewick, WA 99336

Project Name: Emergency Shelter Improvement & Beautification

Contact Person: M. Angie Pacheco

Telephone: 509-735-1295

Email: angie.p@dvsbf.org

Federal Tax ID #: 87-0704852

DUNS #: 047603456

Requested CDBG Funding Amount: 13,000

Leverage of other funds: 0

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

- ☒ Public Facilities or Improvements
☐ Public Service – Complete **Attachment 1**

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

The DVSBF emergency shelter improvement includes repairs and beautification for a home that serves as a safe place for victims fleeing domestic and intimate partner abuse. The home is located at a confidential location in Richland. This is a former City of Richland property that was sold to DVSBF for a low and charitable price (\$1). The CDBG funds will be used for a portion of the roof repair, painting the exterior and landscaping such as adding gravel to areas thinning out on gravel, adding low-maintenance greenery and replacing broken edging around trees and the supporting wall along the sidewalk as needed. This project is needed in order to provide a comfortable and safe environment for the residents and to be a good neighbor on the block. Sometimes homes like these have a negative reception; by keeping the area maintained and improved we help keep the quality of life nice for the community and the vulnerable residents of the home.

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

DVSBF operates in Benton & Franklin Counties and operates the only intimate partner emergency shelter in the bi-county region. Franklin County has a population of 52% Hispanic, which is the highest concentration of Hispanic/Latino in Washington. 29% of the population has limited English proficiency, and approximately 7.2% of the population has a disability. DVSBF's internal statistics mirror the population of these two counties. The shelter can house up to 8 families. Although domestic violence crosses all socioeconomic lines, the people that seek assistance are historically marginalized populations due to race, culture, homelessness, or financial status. They are the ones lacking the support and financial ability to leave a violent situation. The crisis shelter provides safety, and housing stability while the client gets back on their feet.

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

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

The DVSBF emergency shelter improvement and beautification project expands on and preserves a safe, comfortable and inviting place for special needs and at risk population.

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	3

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

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

7. Provide program benchmarks you hope to achieve in 2022. 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	67	people	48.50	3,250
2 nd Quarter	67	people	48.50	3,250
3 rd Quarter	67	people	48.50	3,250
4 th Quarter	67	people	48.50	3,250
TOTAL	268	people		13,000

8. Of the total “number served” listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2021 income table below:

Number of clients to be served:	
Below 30% area median income	225
Below 50% area median income	43
Below 80% area median income	
Total Richland residents served	

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

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

Effective June 1, 2021

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

	2021	2020	2019	2018
Kennewick	0	0	0	0
Richland	0	0	0	0
Pasco	0	0	0	0

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

The impact of the DVSBF emergency shelter project will improve quality of life for the residents, improve the curb appeal for the neighborhood. This section might be for a program or service grant. However, we will measure success of our emergency shelter by the number of non-returning clients/families.

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

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Direct Client Service				

Wages (of personnel providing direct client services)				
Material/Supplies				

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

OR

B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION Engineering Materials Labor / Contracts	\$13,000	0	0	\$13,000
PROPERTY Purchase Price Closing Costs	0	0	0	0
OTHER (Describe)	0	0	0	0
TOTAL PROJECT COST	\$13,000			\$13,000
Number of low to moderate income individuals to be served directly (by the grant)				268
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$48.50

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?
DVSBF will continue to search for grants/funds.

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

n/a

15. Description of Organization and Overall Capacity:

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

DVSBF has administered “2160” grants from Franklin County for three years.

The shelter home was donated by the City of Richland.

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

DVSBF has applied for 57 new grants and received 47, mostly restricted for direct client services.

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.

Not a service project. However, the Executive Director, Mary A. Pacheco, has over 20 years of experience managing federal, HUD, rural development grants and affordable housing bonds, and 5.5 years of CBDG experience.

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

Our organization structure includes a Board of Directors, Executive Director, Financial Director and a Program Director for emergency shelter, as pertains to this grant. Records are kept as required by law, are audited as required by law and all grant requirements are met for each award. The Executive Director has over 20 years of experience managing federal, HUD, rural development grants and affordable housing bonds, and 5.5 years of CBDG experience.

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

None

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

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

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

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

17.17.

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

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

Our project is not a program.

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:

M. Angie Pacheco

Digitally signed by M. Angie Pacheco
Date: 2021.08.31 23:23:39 -07'00'

Signature of Authorized Agency Official

Mary A. Pacheco

Printed Name & Title

8/30/2021

Date

AUTHORIZATION TO REQUEST FUNDS-Nonprofit Organizations

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

Signature of Board President: Jeff Groce Digitally signed by Jeff Groce
Date: 2021.08.31 23:26:24
-07'00' Date: 8/30/2021

Printed Name of Board President Jeff Groce Telephone Number 509-735-1295

CONFLICT OF INTEREST STATEMENT

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

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

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

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

Name: _____ Title: _____
Signature: _____ Date: _____

B. I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Director's, nor officer of DVSBF (agency) is currently, or has been within one year of the date of this application, employed by the City of Richland, a member of the Planning Commission, nor a member of the Richland City Council.

I further attest that no staff member, member of the Board of Director's, or officer of the applicant agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

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

Name: M. Angie Pacheco Title: Executive Director
Signature: Mary A. Pacheco Digitally signed by Mary A. Pacheco
Date: 2021.08.31 23:35:57 -07'00' Date: 8/30/2021

**Community Development Block Grant Application
2022 Program Year**

Applicant: City of Richland – Public Works

RECEIVED
August 31, 2021

Address: 625 Swift Blvd., Richland, WA 99352

Project Name: Removal of Architectural Barriers in Various Locations

Contact Person: Carlo D'Alessandro

Telephone: (509) 942-7461

Email: cdalessandro@ci.richland.wa.us

Federal Tax ID #: 91-6015119

DUNS #: 0718502830000

Requested CDBG Funding Amount: \$199,176.00

Leverage of other funds:

-
1. What type of CDBG project/activity are you applying? (choose one)
☒ Public Facilities or Improvements
☐ Public Service – Complete **Attachment 1**
 2. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed. Include site plan with

Project A (Sanford Ave Corridor): This project includes the removal of architectural barriers with the installation of new and upgraded compliant ADA accessible ramps throughout the Sanford Ave. corridor from Williams Blvd. to Van Giesen St. Eleven non-compliant ADA accessible ramps will be upgraded within the corridor. Sixteen new ADA accessible ramps will be installed where the ADA ramp is currently missing. Approximately 55-lf of 5-ft sidewalk will be installed on Sanford Ave., approximately 132-ft north of the Sanford Ave. and Symons St. intersection. The installation of the sidewalk will complete the connection on the west side of Sanford Ave. The removal of architectural barriers would improve the mobility and safety for the disabled and elderly who use the route to travel to and from their homes by providing them with compliant ADA accessible ramps. Project A will serve Census Tract 102.01 and 104 with a total of 980 disabled adults living within the proposed project corridor.

Project B (Van Giesen St Corridor): This project includes the removal of architectural barriers with the installation of new and upgraded compliant ADA accessible ramps throughout the Van Giesen St. corridor from Stevens Blvd. to Jadwin Ave. Nineteen non-compliant ADA accessible ramps will be upgraded within the corridor. Two new ADA accessible ramps will be installed where the ADA ramp is currently missing. The removal of architectural barriers would improve the mobility and

safety for the disabled and elderly who use the route to travel to and from their homes by providing them with compliant ADA accessible ramps. Project B will serve Census Tract 102.01, 102.02 and 105 with a total of 1471 disabled adults living within the proposed project corridor.

Project C (Symons St Corridor): This project includes the removal of architectural barriers with the installation of new and upgraded compliant ADA accessible ramps throughout the Symons St. corridor from Farrell Ln. to Judson Ave. Ten non-compliant ADA accessible ramps will be upgraded within the corridor. Three new ADA accessible ramps will be installed where the ADA ramp is currently missing. The removal of architectural barriers would improve the mobility and safety for the disabled and elderly who use the route to travel to and from their homes by providing them with compliant ADA accessible ramps. Project C will serve Census Tract 105 with a total of 269 disabled adults living within the proposed project corridor.

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

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

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

☒ High ☐ Average ☐ Low ☐ None

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

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

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

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

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

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

7. Provide program benchmarks you hope to achieve in 2022. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.*

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

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

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

8. Of the total "number served" listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2021 income table below:

Number of clients to be served:	
Below 30% area median income	
Below 50% area median income	2720
Below 80% area median income	
Total Richland residents served	

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

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

Effective June 1, 2021

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

	2021	2020	2019	2018
Kennewick				
Richland	\$199,000	\$194,743	\$235,000	\$191,250
Pasco				

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

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

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

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

OR

B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION Engineering Materials Labor / Contracts	\$ 182,578.00	0	N/A	\$ 182,578.00
PROPERTY Purchase Price Closing Costs	0	0	N/A	0
OTHER Deign and Plan Preparation	\$ 16,598.00	0	N/A	\$ 16,598.00
TOTAL PROJECT COST	\$ 199,176.00	0	N/A	\$ 199,176.00
Number of low to moderate income individuals to be served directly (by the grant)				2720
Cost Benefit Ratio (Total amount requested divided by number of persons served)				73.23

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

Not Applicable

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

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

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

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

15. Description of Organization and Overall Capacity:

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

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

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

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

The City Public Works Department has implemented an ADA Compliance and Sidewalk program to address architectural barriers to citizens utilizing the pedestrian access routes within our rights of way. We have completed a self-evaluation to identify systematic replacement of non-ADA compliant intersection pedestrian ramps and other accessibility deficiencies. A similarly scoped and sized ADA projects utilizing CDBG funds have been successfully completed each year since 2015.

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

Sheldon Williamson, Civil Engineer II (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. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.

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

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

Not Applicable

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

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

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

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

17.

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

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

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

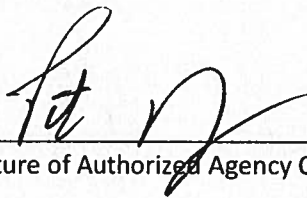
Certifications and Assurances

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, P.E.; Public Works Director

Printed Name & Title

8.31.2021

Date

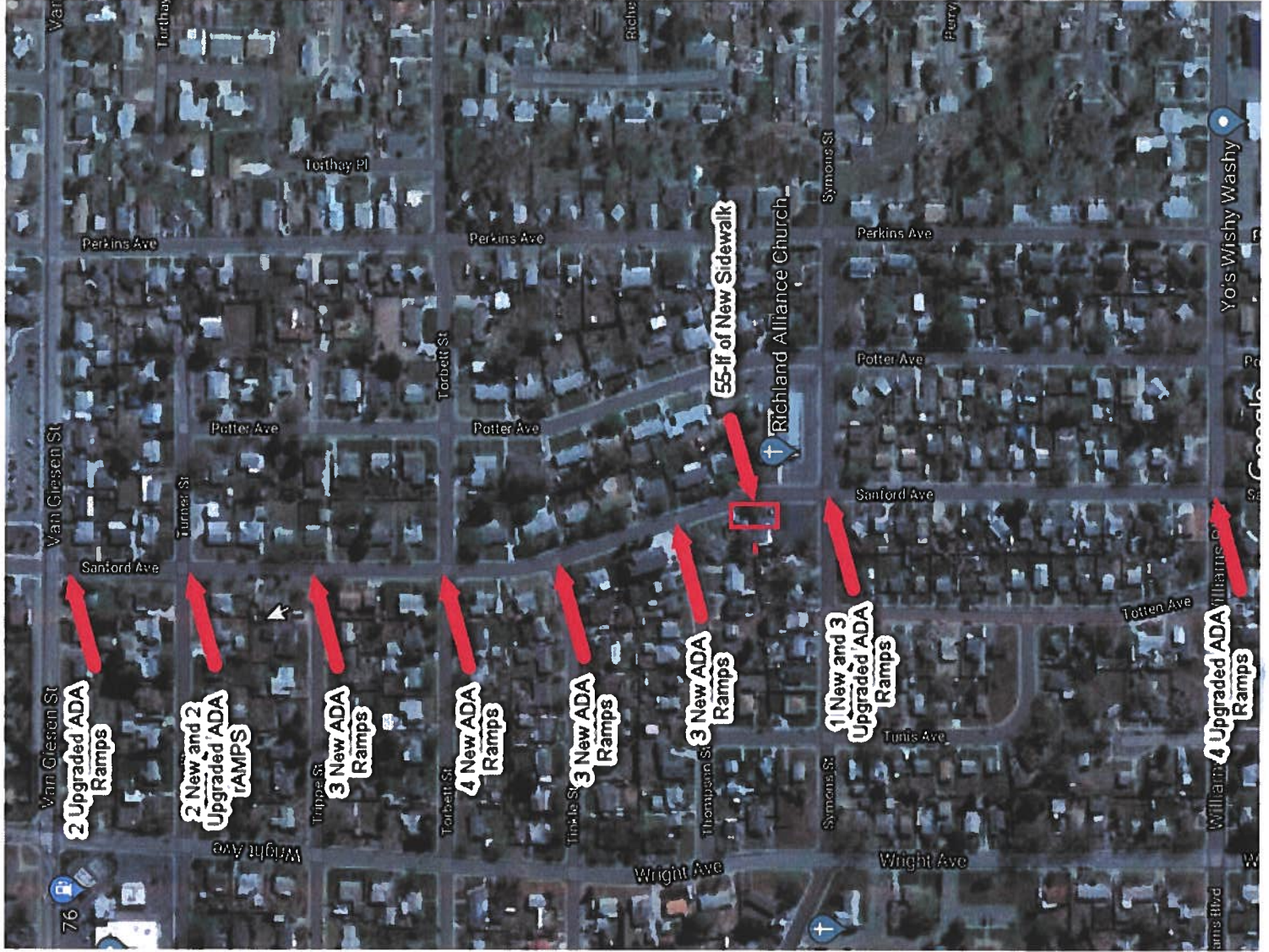
Project A: Sanford Ave Corridor

From Williams Blvd. to
Van Giesen St.

11 Upgraded ADA
Ramps

16 New ADA Ramps

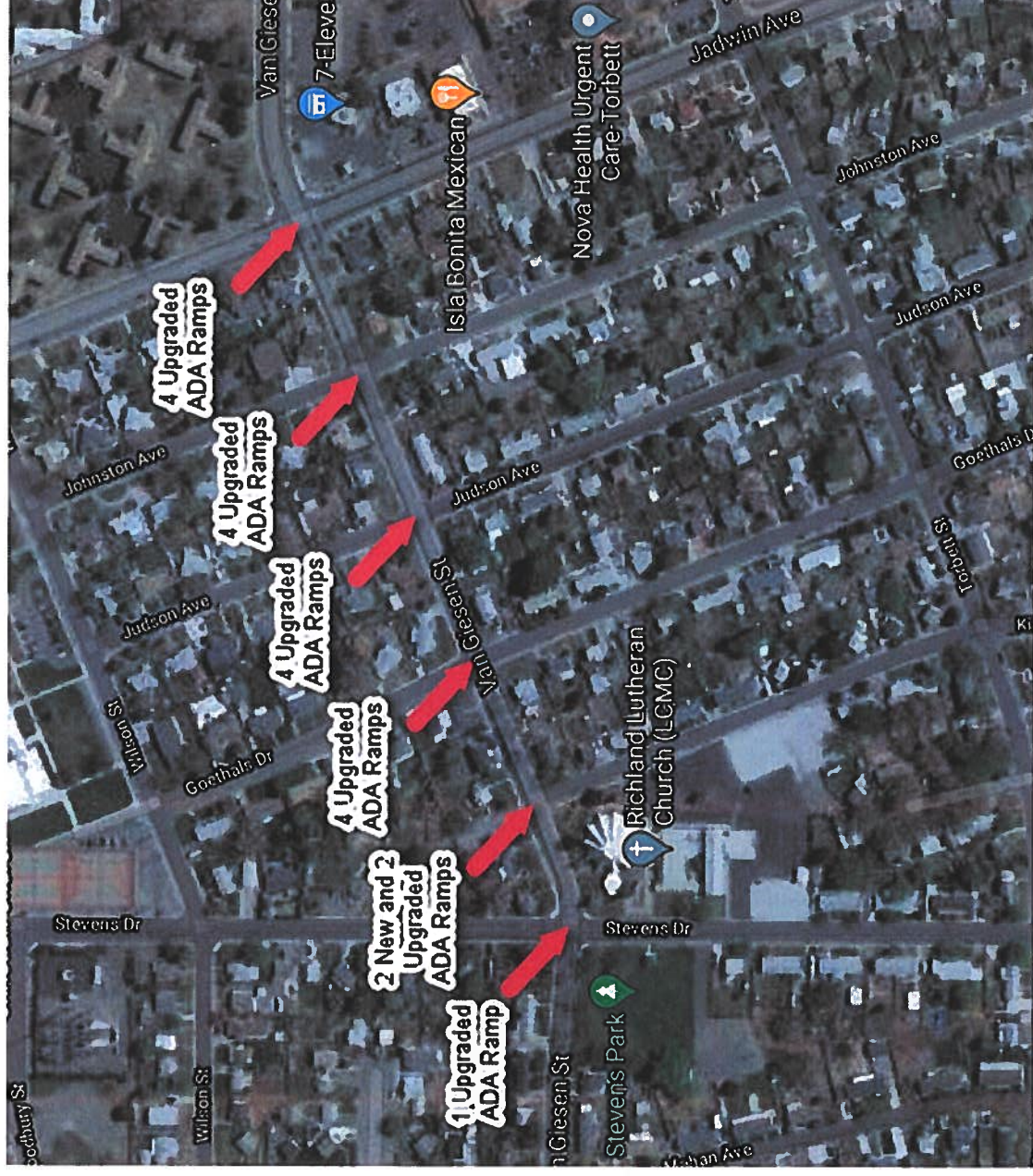
55-lf of New Sidewalk



Project B: Van Giesen St. Corridor From Stevens Dr. to Jadwin Ave.

19 Upgraded ADA
Ramps

2 New ADA
Ramps



Project C: Symons St. Corridor

From Farrell Ln.
to Judson Ave.

10 Upgraded ADA
Ramps

3 New ADA
Ramps



Community Development Block Grant Application 2022 Program Year

Applicant: Joe Schiessl

RECEIVED
August 31, 2021

Address: 625 Swift Blvd, Richland, WA 99352

Project Name: Public Parks ADA Improvements

Contact Person: Ruvim Tyutyunnik

Telephone: (509) 578-9337

Email: Rtyutyunnik@ci.richland.wa.us

Federal Tax ID #: 91-6015119

DUNS #:

Requested CDBG Funding Amount: \$34,000.00

Leverage of other funds:

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

- ☒ Public Facilities or Improvements
☐ Public Service – Complete **Attachment 1**

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

Project A: This project is located at Goethals Park. It will include the addition of an ADA ramp down to the playground, a new sidewalk path to a restroom, & level seating area near the playground & parking lot. The CDBG funds will fully fund this project. This project is estimated at \$7,000.

Project B: This project is located at the Wye Park on Columbia Park Trail. It will include the demolition of non-ADA asphalt pathways, new concrete sidewalk in its place, adding a concrete sidewalk to the basketball courts, and new ADA ramps down to the playground surface. This project is estimated \$9,500.

Project C: This project is located at Craighill Park. It will include the Demolition of existing non-compliant ADA ramps, the installation of new ADA ramp, adding a concrete sidewalk to the basketball courts & new covered ADA restroom. The CDBG funds will fully fund this project. This project is estimated at \$3,000.

Project D: This project is located at Frankfort Park on Hartford St. It will include the installation of an ADA parking space and ramp to enter the park, new sidewalk to the playground/basketball court, new ADA ramp to playground surface, & a new covered ADA restroom. The CDBG funds will fully fund this project. This project is estimated at \$7,000.

Project E: This project is located at Rod Block Park on Roberdeau St. It will include the demolition of non-ADA ramps, new concrete sidewalk to the playground and basketball court, new engineered

wood chip playground surface, and a new covered ADA restroom. The CDBG funds will fully fund this project. This project is estimated at \$7,500.

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

- These projects all have a common goal; to supply public parks/playgrounds that are ADA compliant to the public living in low to moderate income. Public parks are a major part of a neighborhood's development. These projects would be providing ADA access to the disabled & elderly that would like access to these parks & need to supervise any children or grandchildren they may have in an effective, safe manner. Each project has very similar tasks that are currently not existing in the parks including ADA ramps & paths for pedestrians to be able to travel through the park to each amenity. Each project will help make the park/playground a usable amenity for the disabled & elderly. Below are a few statistics outlining the demographic of each project location.
 - a) Project A: Goethals Park. Specific to this project, included within a 1 mile buffer or geographical barriers to this neighborhood park are census tract 103-2, 103-3, 104-2, 104-3, 106-1, 106-2, 106-3, 106-4, & 106-5. The average population of low to moderate income in these areas is 46.70%, and roughly 1724 disabled residents positively impacted.
 - b) Project B: Wye Park. Included within a 1-mile buffer or geographical barriers to this neighborhood park are census tracts 108.05-3 & 108.09-2 with an average of 58.29% low to moderate income & an estimated 358 disabled residents positively affected.
 - c) Project C: Craighill Park. Specific to this project, included within a 1-mile buffer or geographical barriers to this neighborhood park are census tracts 103-2, 103-3, 104-2, 104-3, 106-1, 106-2, 106-3, 106-4, & 106-5. The average low to moderate income in these areas is 46.70%, and an estimated 1724 disabled residents positively impacted.
 - d) Project D: Frankfort Park. Specific to this project, included within a 1-mile buffer or geographical barriers to this neighborhood park are census tracts 103-1, 103-2, 103-3, 104-1, 104-2, 104-3, 105-3, 106-1, 106-3, 106-4 with a weighted average of 45.93% low to moderate income with an estimated 1724 disabled residents positively impacted.
 - e) Project E: Rod Block Park. Included within a 1-mile buffer or geographical barriers to this neighborhood park are census tracts 102.01-2, 102.01-3, 102.02-5, 103-1, 103-2, 104-1, 104-2, 104-3, 105-3, 106-1, 106-4 with a weight average of 44.51% low to moderate income, and an estimated 3195 disabled residents positively impacted.

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

☒ High ☐ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

- The project outlines exactly what the high priority is outlined as in attachment 2. The projects herein are wanting to improve ADA compliance in the parks for the physically impaired, and all improve public facilities.

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

Goal #	Strategy #	Objective #	Outcome #
2	8	1	1

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

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

7. Provide program benchmarks you hope to achieve in 2022. 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	2965	People	\$2.36	\$7,000
3 rd Quarter	2540	People	\$3.74	\$9,500
4 th Quarter	4770	People	\$3.67	\$17,500
TOTAL	10275			\$34,000

8. Of the total “number served” listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2021 income table below:

Number of clients to be served:	
Below 30% area median income	700
Below 50% area median income	3950
Below 80% area median income	5625
Total Richland residents served	

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

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

Effective June 1, 2021

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

	2021	2020	2019	2018
Kennewick	N/A	N/A	N/A	N/A
Richland	0	0	\$75,000	\$145,523
Pasco	N/A	N/A	N/A	N/A

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

Success will be measured by the completion of these projects. From the City of Richland’s perspective, ADA Accessible parks & playgrounds being available to the public is the success. It is known knowledge that disabled people live in these areas, having these amenities as an option for them to use would be a win for the City of Richland, & the residents that live 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. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET

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

OR

B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION				
Engineering	n/a			
Materials	n/a			
Labor / Contracts	\$34,000			\$34,000
PROPERTY				
Purchase Price				
Closing Costs				
OTHER				
(Describe)				
TOTAL PROJECT COST	\$34,000			\$34,000
Number of low to moderate income individuals to be served directly (by the grant)				10275
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$3.31

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

N/A, no other funds are secured for these specific projects captured in this application.

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

We have five specific projects in this application, if we do not get all funds, we will have to drop projects or adjust scope at each location depending on amount received. If no funds are received, then our next steps would be to look for other available funding for these projects.

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.)

The existing full-time staff will be directed to perform this work as we move forward.

15. Description of Organization and Overall Capacity:

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

The City of Richland is a rapidly growing City located in Benton County at the confluence of 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 283,846). Richland is the Third Largest City with 56,609 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 Parks and Public Facilities Department at the City of Richland has managed the construction of many parks & facilities in the City of Richland as well as the maintenance of these parks & facilities. We have a team of experienced, qualified individuals that have constructed many similar like projects.

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

Ruvim Tyutyunnik, Project Manager (5% of his time)

Ruvim is a project manager that has worked on many larger K-12 projects prior to his transition to the City of Richland, all of which contained intricate ADA requirements. He is trained in project scheduling, procurement, estimating, & management.

Shawn Harper, Supervisor (5% of his time)

Shawn Harper has been the Parks & Facilities Supervisor since 2012 & has managed the maintenance of all City of Richland Parks & Facilities since. This includes the routine ADA improvement as they are identified.

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

Each separate construction project has a dedicated electronic file on our COR server. The filing locations are provided to each employee during their hiring trainings. For the record keeping of these projects our Contract Administrator is heavily involved in ensuring all required paperwork from subcontractors/contractors is received & filed away.

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

Not Applicable.

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

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

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

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

- 17.

Assessment Questions	Yes	No
Is the subrecipient new to the CDBG program?	☐	☒
Is this a new activity for the subrecipient?	☐	☐
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
Does the subrecipient have unresolved audit findings?	☐	☒

Is staff responsible for the CDBG project new or inexperienced?	☐	☒
Does your project displace or relocate any individual or business?	☐	☒
Does your project involve capital improvements, construction/renovation?	☒	☐
a. Do you own the property?	☒	☐
b. Does your organization have experience with:		
Davis-Bacon federal labor and wage requirements?	☒	☐
Section 3 requirements?	☒	☐

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

We have a comprehensive marketing team at the City of Richland. Our team would be able to post on our Social Media Accounts, Website, and post flyers to raise awareness that these projects are going on, and this would be how we reach our target population.

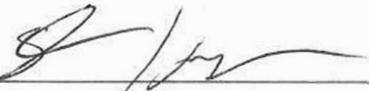
Certifications and Assurances

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

Shawn Harper Park & Facilities Supervisor
Printed Name & Title

8/31/21
Date

CONFLICT OF INTEREST STATEMENT

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

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

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

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

Name: _____

Title: _____

Signature: _____

Date: _____

B. I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Director's, nor officer of _____ (agency) is currently, or has been within one year of the date of this application, employed by the City of Richland, a member of the Planning Commission, nor a member of the Richland City Council.

I further attest that no staff member, member of the Board of Director's, or officer of the applicant agency, is a business partner or immediate family of a City employee, a member of the Planning Commission, or a member of the Richland City Council.

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

Name: Shawn Harper

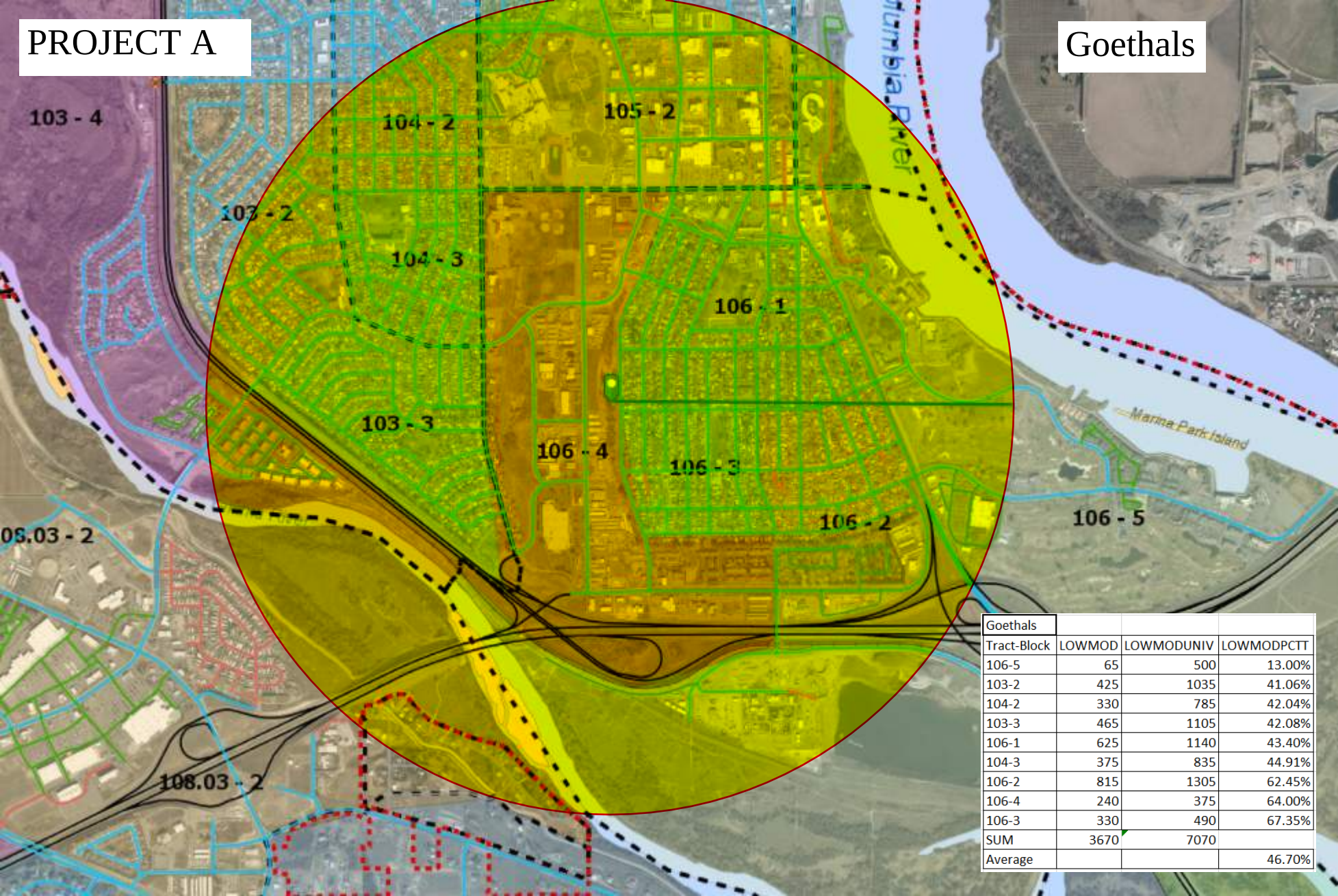
Title: Parks & Facilities Supervisor

Signature: [Signature]

Date: 8/31/21

PROJECT A

Goethals



Goethals			
Tract-Block	LOWMOD	LOWMODUNIV	LOWMODPCTT
106-5	65	500	13.00%
103-2	425	1035	41.06%
104-2	330	785	42.04%
103-3	465	1105	42.08%
106-1	625	1140	43.40%
104-3	375	835	44.91%
106-2	815	1305	62.45%
106-4	240	375	64.00%
106-3	330	490	67.35%
SUM	3670	7070	
Average			46.70%



Site Plan



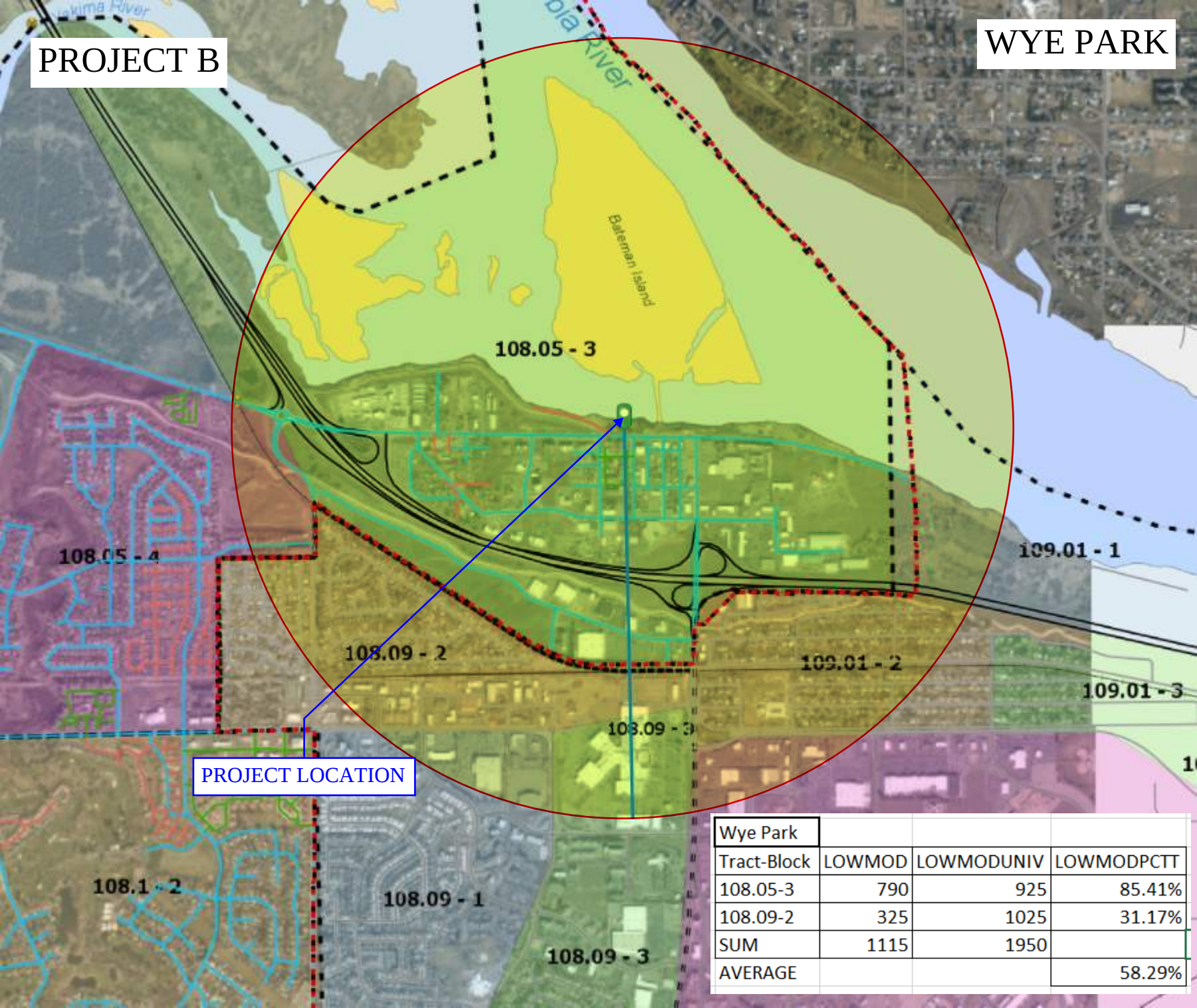
GOETHALS ADA

- Scope:
- Install ADA Ramps entering the play ground
 - Add ADA compliant path to restroom
 - Flat portion of concrete next to play ground for ADA seating

Gotheals	
ADA Ramps	\$ 1,500.00
New flat concrete pad	\$ 2,000.00
Concrete Sidewalk	\$ 3,500.00
Total	\$ 7,000.00

PROJECT B

WYE PARK



Wye Park			
Tract-Block	LOWMOD	LOWMODUNIV	LOWMODPCTT
108.05-3	790	925	85.41%
108.09-2	325	1025	31.17%
SUM	1115	1950	
AVERAGE			58.29%



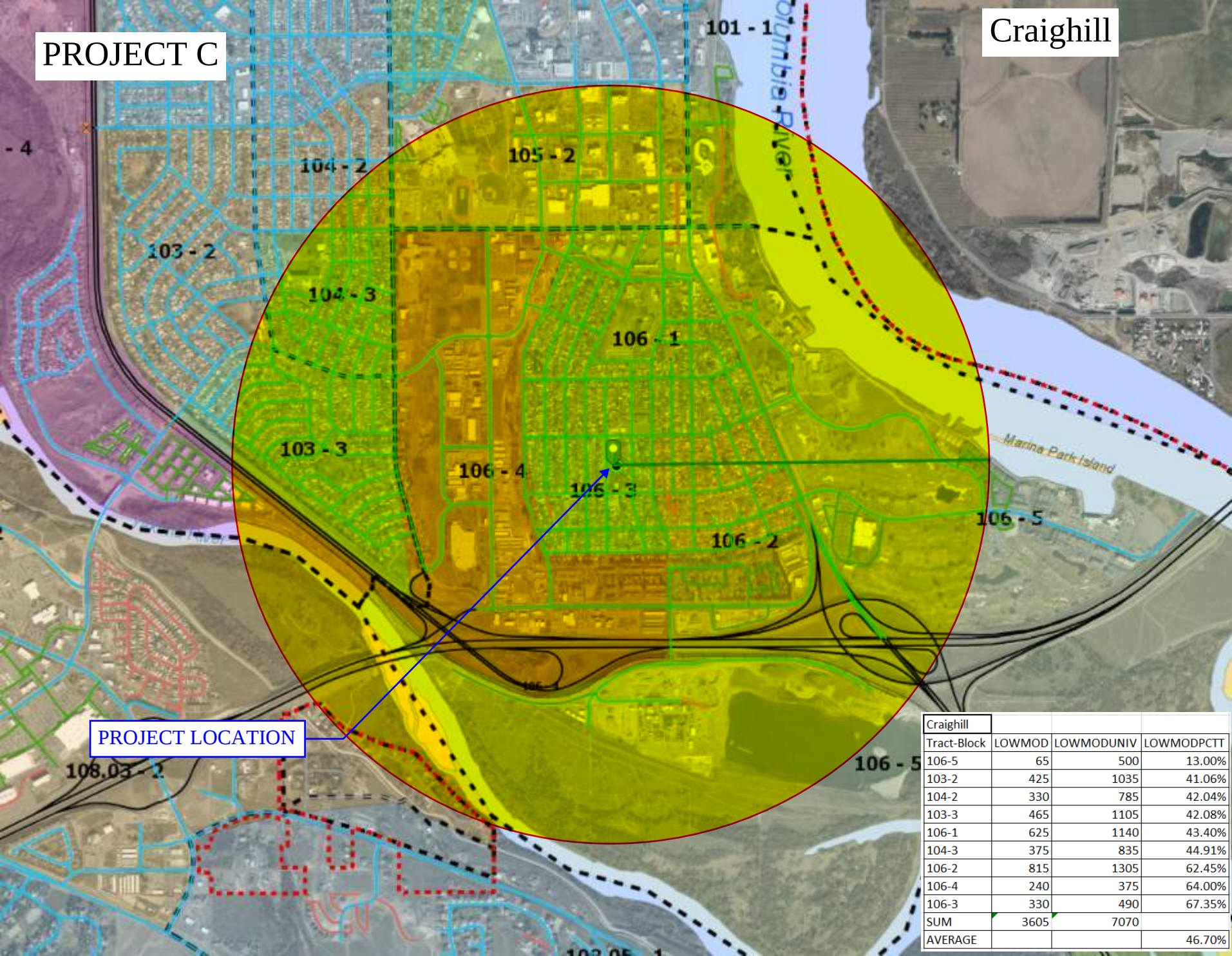
WYE PARK ADA

- Scope:
- Demolition of non-ADA asphalt walk ways
 - Install ADA compliant sidewalk in its place
 - New ADA ramps down to playground surface

Wye Park	
Demo Asphalt Walk	\$ 3,000.00
ADA Ramps	\$ 1,500.00
Concrete Sidewalk	\$ 5,000.00
Total	\$ 9,500.00

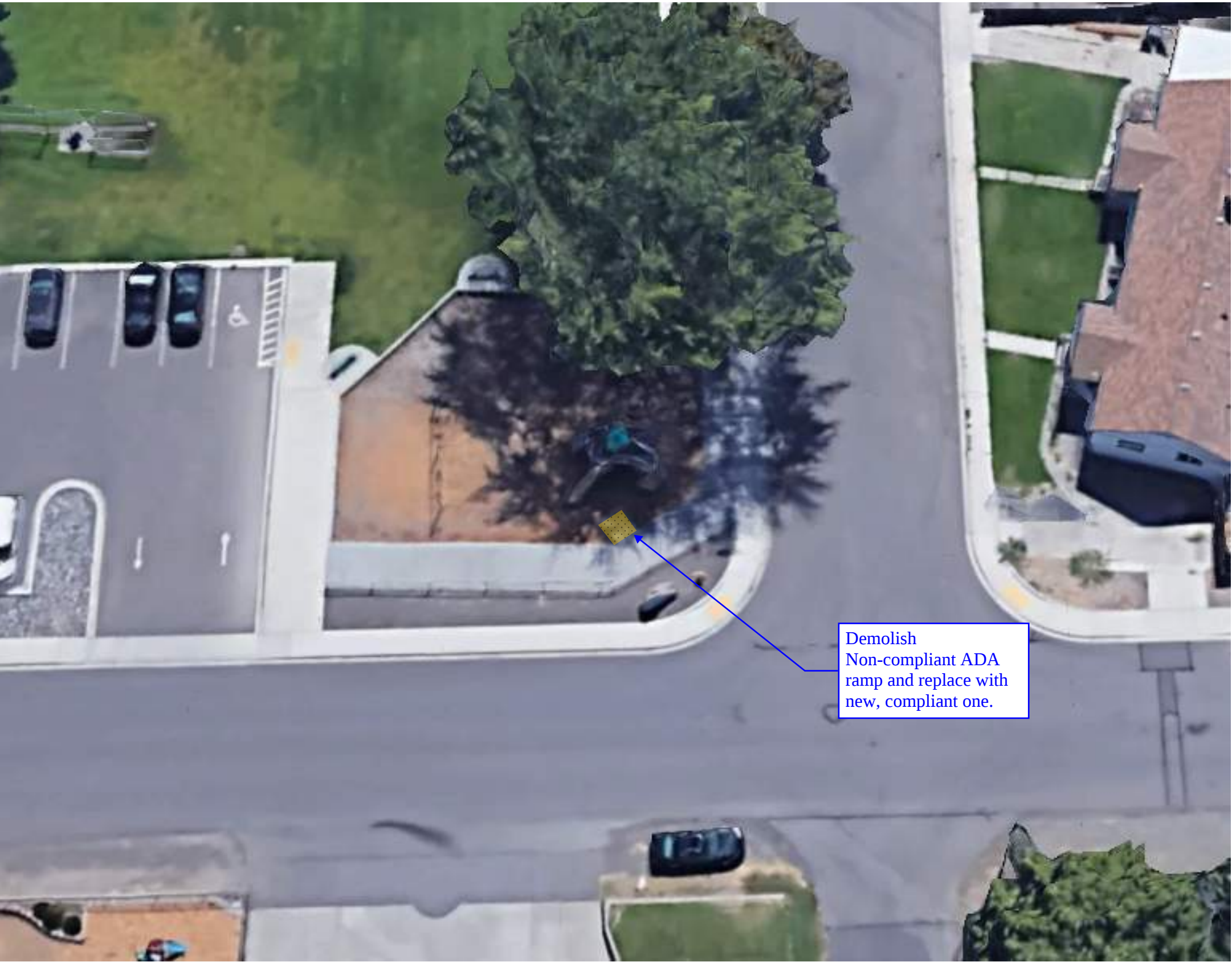
PROJECT C

Craighill



PROJECT LOCATION

Craighill			
Tract-Block	LOWMOD	LOWMODUNIV	LOWMODPCTT
106-5	65	500	13.00%
103-2	425	1035	41.06%
104-2	330	785	42.04%
103-3	465	1105	42.08%
106-1	625	1140	43.40%
104-3	375	835	44.91%
106-2	815	1305	62.45%
106-4	240	375	64.00%
106-3	330	490	67.35%
SUM	3605	7070	
AVERAGE			46.70%



Site Plan



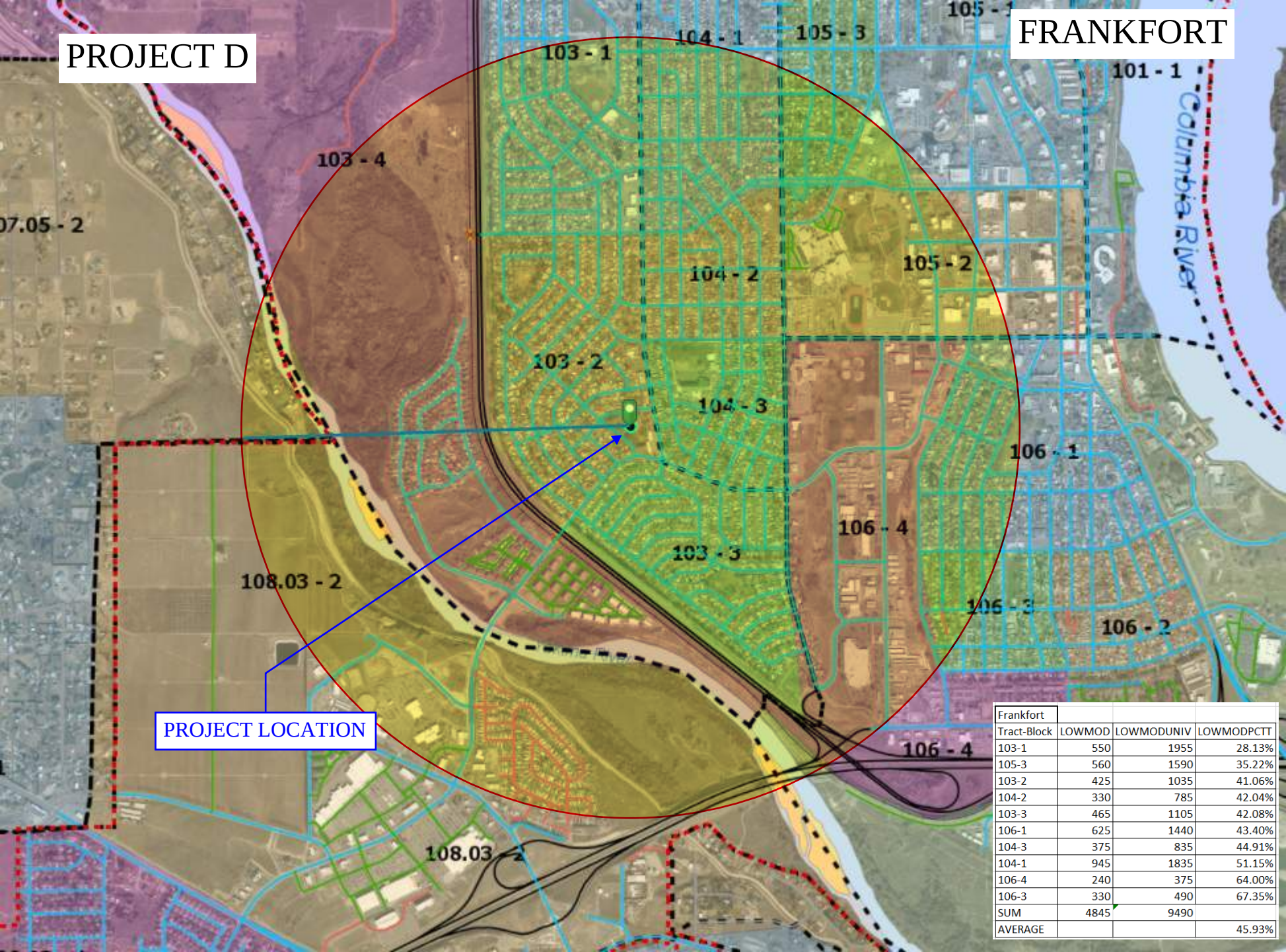
CRAIGHILL ADA

- Scope:
- Demolish Non-ADA ramp.
 - Replace with new ADA ramp down to playground surface.

Craighill Park	
Demo Old ADA Ramps	\$ 1,500.00
ADA Ramps	\$ 1,500.00
Total:	\$ 3,000.00

PROJECT D

FRANKFORT



PROJECT LOCATION

Frankfort			
Tract-Block	LOWMOD	LOWMODUNIV	LOWMODPCTT
103-1	550	1955	28.13%
105-3	560	1590	35.22%
103-2	425	1035	41.06%
104-2	330	785	42.04%
103-3	465	1105	42.08%
106-1	625	1440	43.40%
104-3	375	835	44.91%
104-1	945	1835	51.15%
106-4	240	375	64.00%
106-3	330	490	67.35%
SUM	4845	9490	
AVERAGE			45.93%



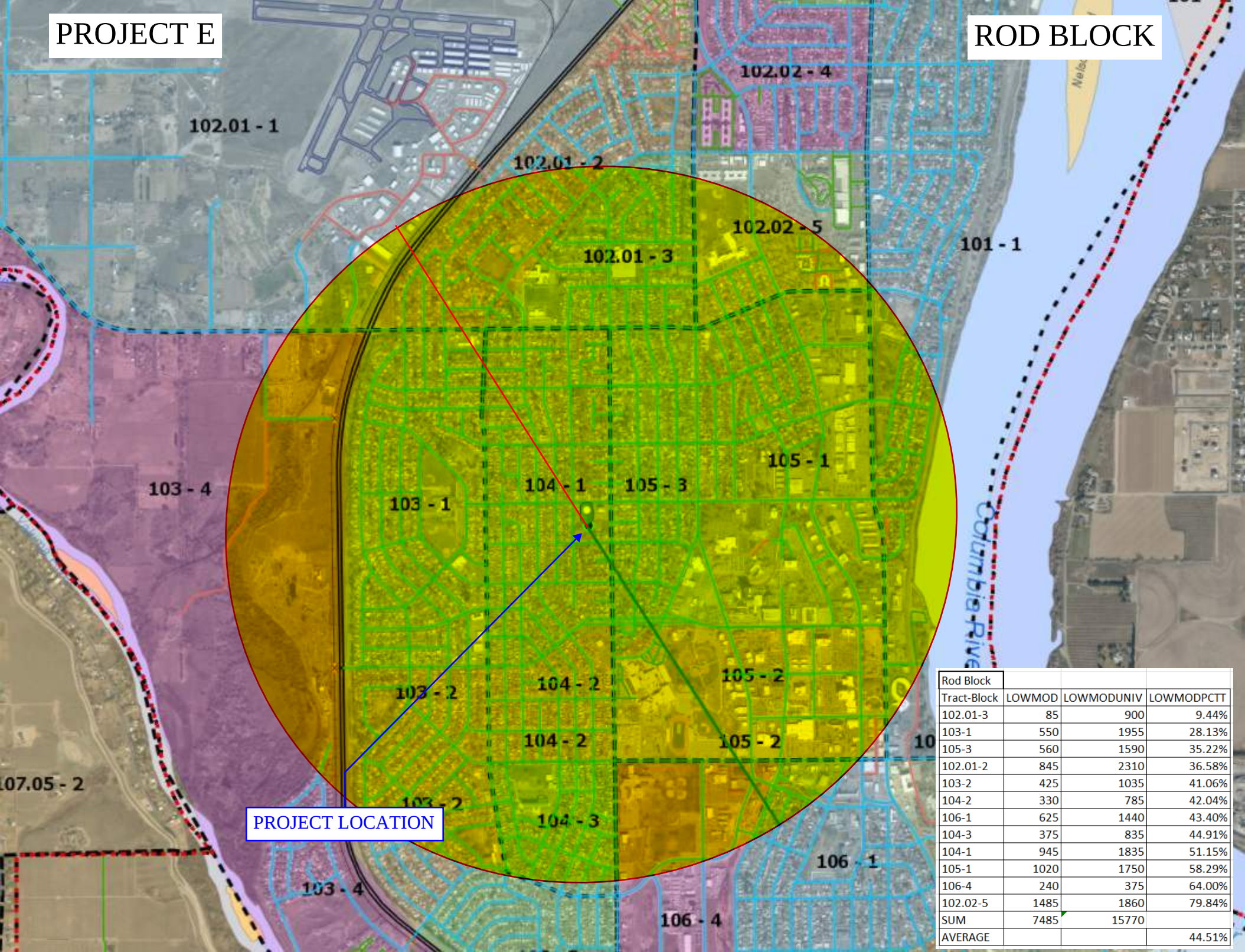
FRANKFORT

- Scope:
- Installation of ADA ramp from parking area & sidewalk to the playground area
 - ADA ramp down to play ground surface

Frankfort Park	
ADA Ramps	\$ 2,500.00
Concrete Sidewalk	\$ 4,500.00
Total:	\$ 7,000.00

PROJECT E

ROD BLOCK



Rod Block			
Tract-Block	LOWMOD	LOWMODUNIV	LOWMODPCTT
102.01-3	85	900	9.44%
103-1	550	1955	28.13%
105-3	560	1590	35.22%
102.01-2	845	2310	36.58%
103-2	425	1035	41.06%
104-2	330	785	42.04%
106-1	625	1440	43.40%
104-3	375	835	44.91%
104-1	945	1835	51.15%
105-1	1020	1750	58.29%
106-4	240	375	64.00%
102.02-5	1485	1860	79.84%
SUM	7485	15770	
AVERAGE			44.51%



Site Plan



ROD BLOCK

- Scope:
- Demolish two existing non-ADA ramps
 - Install new ADA ramps in their place
 - Install new sidewalk to basketball courts

Rod Block Park	
ADA Ramps	\$ 2,000.00
Concrete Sidewalk	\$ 3,500.00
Demo old ramps	\$ 2,000.00
Total:	\$ 7,500.00

2022 CDBG PRIORITY RANKING CHECKSHEET

Commission Member _____
Please Print Name

Name of Applicant/Project - Public Service	Amount Requested	Commission Member Priority Ranking Program Score
*Elijah Family Homes Transition to Success Program	\$ 15,000.00	
*Elijah Family Homes Transition to Success Youth Program	\$ 4,000.00	
*Senior Life Resources Meals on Wheels Program	\$ 10,000.00	
*Arc of Tri-Cities Therapeutic Recreation/Partners N Pals	\$ 11,960.00	
*Girl Scouts of E. WA & N. ID Outreach Troops/Pathfinders	\$ 12,000.00	
*Amount available for Public Service Projects is \$44,100	\$ 52,960.00	
Name of Applicant/Project - Public Facilities	Amount Requested	Commission Member Priority Ranking Program Score
Domestic Violence Services Shelter Improvements and Beautification	\$ 13,000.00	
City of Richland, Public Works Removal of Material & Architectural Barriers	\$ 199,176.00	
City of Richland, Parks & Facilities Removal of Material & Architectural Barriers w/in neighborhood parks	\$ 34,000.00	
Public Facility projects fully fundable	\$ 246,176.00	

Instructions: Please Rank Your Program
Priority by Entering (1-5)

5 will be your TOP Program Priority
1 will be your LEAST Program Priority

Instructions: Please Rank Your Program
Priority by Entering (1-3)

3 will be your TOP Program Priority
1 will be your LEAST Program Priority

* Denotes Public Service Project