



Agenda
Planning Commission Meeting
Wednesday, September 14, 2022
Richland City Hall ~ Council Chambers
625 Swift Boulevard

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

Liaisons: Council Liaison: Mayor Alvarez
Council Liaison Alternate: Jones
Staff Liaison: Stevens

Regular Meeting - 6:00 p.m.

Welcome and Roll Call

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

2022.08.24 Planning Commission Meeting Minutes

2022.05.11 Planning Commission Workshop Minutes

Public Hearing Explanation:

Public Hearing : Please limit public hearing comments to 3 minutes. Comments must speak only to the item for which the hearing is convened. Records intended for the Planning Commission's consideration must be submitted to the Planning Manager by 4:00 p.m. the day of the meeting for distribution.

New Business - Public Hearing:

I. 2023 CDBG Application Presentation

-

Toni Lehman, CDBG / HOME Administrator

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

Communications:

Adjournment

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



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/14/2022

Agenda Category: Approval of Minutes

Prepared By:

Subject:

2022.08.24 Planning Commission Meeting Minutes

Request:

Recommended Motion:

Summary:

Attachments:

1. 2022.08.24 Planning Commission Meeting Minutes - Draft



**MINUTES
PLANNING COMMISSION MEETING
WEDNESDAY, AUGUST 24, 2022
VIA ZOOM MEETINGS AND IN PERSON
City Hall – 625 Swift Boulevard – Council Chamber
6:00 p.m.**

Call to Order:

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

Attendance:

Present: Chairperson Maier, Vice-Chair Mealer, Commissioners Eadie, Smith, Nicholson, and Richardson. Also present: Development Services Director Jensen, Planning Manager Stevens, Senior Planner Howie, Planner Hendricks, CDBG/Home Administrator Lehman, and Staff Assistant Damrell.

Absent: Commissioner Townsend was excused.

Approval of Agenda:

Chairperson Maier presented the meeting agenda for approval and asked for a motion to approve.

COMMISSIONER NICHOLSON MOVED AND COMMISSIONER RICHARDSON SECONDED THE MOTION TO APPROVE THE AUGUST 24, 2022 MEETING AGENDA. MOTION CARRIED 6-0.

Approval of Minutes:

Chairperson Maier presented the minutes from the July 27, 2022 meeting for approval.

COMMISSIONER RICHARDSON MOTIONED AND COMMISSIONER EADIE SECONDED THE MOTION TO APPROVE THE MINUTES OF THE JULY 27, 2022. THE MOTION PASSED 6-0.

Public Comments:

Chairperson Maier noted that nobody signed up for, or was in attendance, to provide any public comments.

Unfinished Business – Public Hearing

1. CA2021-108, Badger Mountain South Land Use Development Regulations (LUDR) Amendments – Continued from July 27, 2022

Chairperson Maier recognized Mike Stevens who indicated that the applicant requested a continuance as they were unable to get the draft of the LUDR fully completed. He suggested to accept a motion to continue to the next meeting on September 28, 2022.

AT 6:04 p.m., COMMISSIONER RICHARDSON MOVED AND COMMISSIONER EADIE SECONDED THE MOTION TO CONTINUE THE PUBLIC HEARING ON CA2021-108 TO THE NEXT REGULAR SCHEDULED PLANNING COMMISSION MEETING ON SEPTEMBER 28, 2022. MOTION PASSED 6-0.

New Business – Public Hearing:

1. Public Hearing to Accept Comments on the 2023 Community Development Block Grant Community and Housing Needs

Chairperson Maier recognized Toni Lehman who explained the 2023 Community Development Block Grant Community and Housing Needs program. The program was discussed with the Commission and Ms. Lehman took a suggestion from Commissioner Nicholson under advisement.

At 6:16 p.m., Chairperson Maier closed the public hearing.

Communications:

Planning Manager Mike Stevens introduced the new Senior Planner, Matthew Howie, and Planner Kyle Hendricks to the Commission. Each of them introduced themselves and told them a little bit of their background.

Adjournment:

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

PREPARED BY:

Kevin Damrell, Permit Technician

REVIEWED BY:

Mike Stevens, Planning Manager

APPROVED BY:

Francesca Maier, Chairperson

DRAFT



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/14/2022

Agenda Category: Approval of Minutes

Prepared By:

Subject:

2022.05.11 Planning Commission Workshop Minutes

Request:

Recommended Motion:

Summary:

Attachments:

1. 2022.05.11 Planning Commission Workshop Minutes DRAFT



**MINUTES
PLANNING COMMISSION WORKSHOP
RICHLAND CITY HALL 625 SWIFT BLVD AND VIA ZOOM
WEDNESDAY, MAY 11, 2022
6:00 P.M.**

Call to Order:

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

Attendance:

Present: Chairperson Maier, Vice Chair Mealer, Commissioners Townsend, Smith, Richardson, and Nicholson. Council Liaison Alvarez, Development Services Director Jensen, Public Works Director Rogalsky, Planning Manager Stevens, Transportation & Development Manager D'Alessandro, and Permit Technician Damrell were also present.

Absent: Commissioner Eadie was excused.

Agenda Item:

1. 2023-2028 Transportation Improvement Plan

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

2. Proposed Code Amendment CA2021-110 Related to Emergency Shelters and Housing as a result of ESSHB 1220.

Mr. Stevens provided an overview of the proposed amendments. Commissioners offered feedback and provided comments.

Adjournment:

Chairperson Maier adjourned the meeting at 7:15 p.m.

PREPARED BY:

Kevin Damrell, Permit Technician

REVIEWED BY:

Mike Stevens, Planning Manager

APPROVED BY:

Francesca Maier, Chairwoman



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 9/14/2022

Agenda Category: New Business - Public Hearing

Prepared By: Toni Lehman, CDBG / HOME Administrator

Subject:

2023 CDBG Application Presentation

Request:

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Recommend Council approves the 2023 project funding in the amounts and to the recipients as defined by the Commission's priority ranking.

Summary:

Each year the City of Richland receives Community Development Block Grant Funds to provide economic opportunities for low-and moderate-income persons in our community. For 2023, we will have approximately \$44,100.00 available for Public Services and \$249,100.00 available for Public Facilities.

As part of the City's Action Plan, applications for programs that benefit low-and moderate-income persons are solicited. 2023 applications were solicited from 08/08/2022 - 08/31/2022. Solicitation occurred via the City of Richland Facebook page, City of Richland's website, in the Tri-Cities Herald, inTu Decides, and via the radio (the Eagle).

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. Allocation Policy and Strategic Plan
2. application packet
3. Priority Ranking Checksheet
4. presentation schedule

Allocation Policy

Community Development Block Grant

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

I. Applications will be reviewed for eligibility:

A. National Criteria:

1. Project must be an eligible activity under CDBG regulations.
2. Project must address a national objective.

3. Local Criteria:

1. Applications must be complete and clearly state the scope of the project.
2. Project must address a specific priority objective as identified in the Strategic Plan (attached).
3. Project must demonstrate ability to be completed within the program year.
4. Applicant must demonstrate ability to deliver the project.
5. Project must serve City of Richland residents.

II. Eligible projects will be ranked according to the following:

A. High Priority

1. Bricks and mortar projects resulting in visual physical improvements (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost).
 - a. Projects to reduce barriers for physically impaired person
 - b. Acquisition, construction, or improvements to public facility
 - c. Neighborhood preservation and revitalization

B. Average Priority

1. Bricks and mortar projects resulting in creation or preservation of housing for elderly or special needs population (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost)
2. Social Service projects to address community needs
 - a. Projects to assist seniors, special needs, and at-risk population
 - b. Projects to assist disadvantaged youth
 - c. Projects to assist in the prevention of homelessness

C. Low Priority

3. Bricks and mortar projects resulting in preservation of affordable housing through rehabilitation or acquisition/rehabilitation (engineering and architectural design and inspection costs are allowed but limited to 15% of funded project cost)

D. No Priority

1. Projects with CDBG as the sole source of funding
2. Projects other than those described above

III. The Planning Commission will allocate funds and make a recommendation to the City Council based on the following:

- A. Priority rating of the project (allocation policy & strategic plan)
- B. The value of the project as judged from the application or presentation/interview (in the best interest of the City)
- C. Amount of available funds

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

STRATEGIC PLAN

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

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

GOALS

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

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

Goal II: Improve Community Infrastructure, Public Facilities and Local Economies

Strategy 1. Support businesses that create permanent jobs for lower-income residents.

Strategy 2. Support businesses that provide essential services to lower-income neighborhoods.

Strategy 3. Support activities that improve the quality of local workforces and prepare lower-income and special needs workers to access living wage jobs.

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

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

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

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

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

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

Goal III: Reduce Homelessness and Support Priority Public Services

Strategy 1. Support public services programs that address specific targeted needs that are a barrier to lower-income persons becoming self-sufficient.

Strategy 2. Focus on the basic living needs of lower-income households and individuals by addressing one or more priority populations and needs.

- Strategy 3. Support the development of a crisis response center to provide immediate stabilization and assessment services to persons in crisis, including homeless persons.
- Strategy 4. Support existing homeless facilities and increase housing resources that assist homeless persons toward housing stability and self-sufficiency.

OBJECTIVES – OUTCOMES – INDICATORS

HUD requires recipients of federal funding to assess the outcomes of the program in question, to better assess the effectiveness of the activity. A Performance Measurement System has been designed to establish and track measurable objectives and outcomes for the CDBG program. There are three key elements to the Performance Measurement System – Objectives, Outcomes, and Indicators. All approved applicants will be required to comply with the Performance Measurement System.

Determine which one of the three objectives best describes the purpose of the activity/project:

- Objective 1. Suitable Living Environment – This objective relates to activities designed to benefit communities, families, or individuals by addressing issues in their living environments.
- Objective 2. Decent Housing – This activity typically is designed to cover the wide range of housing possible under CDBG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.
- Objective 3. Create Economic Opportunity – This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Determine which Outcome best describes your proposed activity/project:

- Outcome 1. Improve availability/accessibility – This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.
- Outcome 2. Improve affordability – This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- Outcome 3. Improve sustainability – This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

These are the key Indicators HUD will use to assist in demonstrating benefits that result from the expenditure of CDBG funds. **These are for your information only – you do not have to choose an Indicator.**

• Public facility or infrastructure activities	• Public service activities
• Geographically targeted revitalization effort	• Jobs retained
• Commercial façade treatment / rehabs that are not target area based	• Number of homeless persons given overnight shelter
• Acres of brownfields remediated that are not target area based	• Number of beds created in overnight shelter or other emergency housing
• New rental units constructed that are affordable, 504 accessible, quality as Energy Star, are occupied by special needs populations etc.	• Number of new or existing businesses assisted and the DUNS number of the business
• Homeownership units constructed, acquired, and/or acquired with rehabilitation, number that are affordable, how many years affordable, 504 accessible, qualify as Energy Star, are occupied by special needs populations, etc.	• Jobs created for previously unemployed, number that now have access to employer sponsored health care, types of jobs created, training provided, etc.

Owner occupied units rehabilitated or improved that are brought from substandard to standard condition, qualify as energy efficient, are now compliant with lead safe housing rules, are accessible for persons with disabilities, are occupied by special needs populations, etc.	Number of households with short-term rental assistance, number of special needs households, number of homeless households, etc.
Assistance of down payment/closing costs to homebuyers to purchase a home, number of first-time homebuyers, number who receive housing counseling	Households that received emergency financial assistance to prevent homelessness, or received emergency legal assistance to prevent homelessness

**Community Development Block Grant Application
2023 Program Year**

RECEIVED

AUG 31 2022

Applicant: The Arc of Tri-Cities

Address: 1455 Fowler St. Richland, WA 99352

Project Name: Therapeutic Recreational Services

Contact Person: Donna Tracy

Telephone: 509-783-1131 X105

Email: donnat@ardofftricity.com

Federal Tax ID #: 91-6056360

DUNS #: 834925293

Requested CDBG Funding Amount: \$9,400

Leverage of other funds: \$ 30,500

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.

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

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

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

ailments).

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

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

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

Washington State Statics Include:

- Washington State 81% of individuals with developmental disabilities live with their families
- Over 1450 individuals in Benton County have registered with Developmental Disabilities Administration (DDA) services
- Only 129 adults with developmental disabilities receiving DDA services have a job- the average hours working per week is 10 hours.
- Current Parks and Recreational activities do not offer physical, cognitive, or care support. The Arc provides a bridge to community activities by recruiting volunteers and creating partnerships to support individuals with disabilities to participate in their community.

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

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

Serves severely disabled adults

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

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

6. How does your application meet the National Objective of benefiting low- and moderate-income persons? (Check only one 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 22 data for Richland, WA:
Census Tract #:
Block Group #:
- ☒ c. Your project serves only the following clientele: (check only one box)
☐ Elderly persons ☐ Homeless persons ☒ Severely disabled adults
☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
☐ Battered spouses ☐ Migrant farm workers
- ☐ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure to remove material or architectural barriers to the mobility of seniors or severely disabled adults.

7. Provide program benchmarks you hope to achieve in 2023. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.*

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

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

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter				
2 nd Quarter	10		470	4700
3 rd Quarter	10		470	4700
4 th Quarter				
TOTAL				9400

8. Of the total "number served" listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2022 income table below:

Number of clients to be served:	
Below 30% area median income	20
Below 50% area median income	
Below 80% area median income	
Total Richland residents served	20

The following are the area median income (AMI) limits, per household size, for 2022 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.

2022 Gross AMI Limited, Per Household Size								
30%	\$18,350	\$21,000	\$23,600	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
50%	\$30,600	\$34,950	\$39,300	\$43,650	\$47,150	\$50,650	\$54,150	\$57,650
80%	\$48,900	\$55,900	\$62,900	\$69,850	\$75,450	\$81,050	\$86,650	\$92,250

Effective June 1, 2022

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

	2022	2021	2020	2019
Kennewick	24000	24000	23000	22000
Richland	9600	9583	12880	11700
Pasco	5000	5000	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 daily care. 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 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)		29,000	Developmental Disabilities, School District and Private Pay	29,000
Material/Supplies		1,500	Private Pay and Fundraising	1,500
Other (providing a direct benefit to client)	9,400			9,400
Marketing/Outreach				
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but does not provide direct benefits to the client	CDBG Funds are not available for program administration			
TOTAL PROJECT COST				\$39,900
Number of low- to moderate- income individuals to be served directly (by the grant)				20
Cost Benefit Ratio (Total amount requested divided by number of persons served)				470

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 "Source of Other Funds" secured? Please describe:

Not at this time, will be applying for United Way in December – School

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

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

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

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

15. Description of Organization and Overall Capacity:

A. 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 20 years.
- Summer Camp for kids with Special Needs has been operating for almost 50 years, serving 200 kids a summer.
- Helped revive Special Olympics, and now they have a local office at The Arc
- The Arc has managed a contract with Ben Franklin Transit for over 28 years to support people with Intellectual Developmental Disabilities needing transportation to their day programs.
- The Arc of Tri-Cities has been running a Day Program for Adults with disabilities for over 43 years.

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

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

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

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.arcoftricity.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 past 3 years. This would include back taxes, bankruptcy, client issues, and violations of building, zoning, and environmental codes.

The Arc of Tri-Cities has no financial default.

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 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 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 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 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?

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 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

____ Donna Tracy – Program Manager _____
Printed Name & Title

____ August 31, 2022 _____
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: _____



Printed Name of Board President _____ Telephone Number _____

on agenda for
Board to sign at
the 9.15.22
Board meetings

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 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 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 no staff member, member of the Board of Directors, nor officer of The Arc of Tri-Cities (Agency) is currently, nor has been within one year of the date of this application, employed by the City of Richland or immediate family of a City employee, a member of the Planning Commission, nor a member of the Richland City Council.

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

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

Name: Donna Tracy

Title: Program Manager

Signature: 

Date: August 31, 2022

Public Service
Community Development Block Grant Application 2023 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 2022, please quantify the increase in service you will provide during 2023 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 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 ☒ No, Year began: 1965
10. If you receive funding for 2023, how will your program be funded in the future?

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

**Community Development Block Grant Application
2023 Program Year**

Applicant: Senior Life Resources

RECEIVED

Address: 1824 Fowler St

AUG 31 2022

Project Name: Mid-Columbia Meals on Wheels

Contact Person: Kristi Thien/Cara Hernandez

Telephone: 509.735.1911

Email: kthien@seniorliferesources.org
chernandez@seniorliferesources.org

Federal Tax ID #: 91-0909913

DUNS #: 942598632

Requested CDBG Funding Amount: \$10,000

Leverage of other funds: \$2,337,730

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.

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.

January through July 2022, we served over nearly 34,000 meals to 439 Richland residents. In addition, 285 low-income Richland seniors took advantage of our Senior Farmers Market voucher program that provides \$80 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. Although the impact of COVID-19 seems to have lessened, many seniors have self-limited their excursions to grocery stores and restaurants, so our deliveries are very important to that highly-vulnerable population.

Our senior dining centers re-opened in May of 2022. Seniors have been slow to return to the traditional senior/community center dining, but our Richland Café has thrived. In May/June/July, we served nearly 3,000 meals to about 200 seniors. For many of our seniors, our dining centers provide their most consistent opportunity for socialization. Many report that their dining mates, staff, and volunteers are like family to them.

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. When COVID first hit our community in 2020, demand for home delivery rose by about 16%. That demand has finally leveled, particularly since our dining centers have reopened. However, many of our seniors remain reluctant to go to public locations, so our home delivered service remains strong. Nearly 90% of seniors report that our volunteer drivers are the folks they see most consistently, and they provide a vital social link for our seniors.

We are also hearing from seniors about the impact that the increase in groceries has had on their budgets. At Meals on Wheels, our raw food costs have risen by more than over the last 9 months. Our seniors are hard hit by inflation. Our meals are provided to seniors free of charge, on an optional, donation-only basis.

4. Refer to **Attachment 2 - Allocation Policy**, what is your project's 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 delivered directly to the homes of homebound seniors or served at our 8 senior dining centers for mobile seniors. Homebound clients served by our home delivery program typically live with multiple serious disabilities. Our mission statement is "To preserve and enhance the quality of life at home, with dignity and care." We try to attend to the physical and mental health of our seniors through proper nutrition, socialization, and access to appropriate community referrals as needed.

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 22 data for Richland, WA:
Census Tract #:
Block Group #:
- ☒ c. Your project serves only the following clientele: (check only one box)
- | | | |
|---|---|---|
| ☒ Elderly persons | ☐ Homeless persons | ☐ Severely disabled adults |
| ☐ Illiterate persons | ☐ Abused children | ☐ Persons living with AIDS/HIV |
| ☐ Battered spouses | ☐ Migrant farm workers | |

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

7. Provide program benchmarks you hope to achieve in 2023. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.*

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

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

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter	280 seniors, 13,800 meals	1 meal	\$8.50	\$117,300
2 nd Quarter	60 new seniors, 13,900 meals	1 meal	\$8.50	\$118,150
3 rd Quarter	50 new seniors, 14,000 meals	1 meal	\$8.50	\$119,000
4 th Quarter	40 new seniors, 14,100 meals	1 meal	\$8.50	\$119,850
TOTAL	430 seniors, 55,800 meals			\$474,300

8. Of the total "number served" listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2022 income table below:

Number of clients to be served:	
Below 30% area median income	
Below 50% area median income	
Below 80% area median income	
Total Richland residents served	430

The following are the area median income (AMI) limits, per household size, for 2022 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.

2022 Gross AMI Limited, Per Household Size								
30%	\$18,350	\$21,000	\$23,600	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
50%	\$30,600	\$34,950	\$39,300	\$43,650	\$47,150	\$50,650	\$54,150	\$57,650
80%	\$48,900	\$55,900	\$62,900	\$69,850	\$75,450	\$81,050	\$86,650	\$92,250

Effective June 1, 2022

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

	2022	2021	2020	2019
Kennewick	\$25,000 + \$159,000 CV	\$24,000 + \$30,000 CARES	\$23,000 + \$16,000 CARES	\$19,000
Richland	\$10,000	\$9,184 + \$45,000 CARES	\$9,400 + \$24,000 CARES	\$8,800
Pasco	\$131,090 CV	0	0	0

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

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Direct Client Service				
Wages (of personnel providing direct client services)	0	Wages & Benefits \$1,363,383		\$1,363,383
Material/Supplies	\$10,000	\$839,200		\$849,200
Other (providing a direct benefit to client)		Meal delivery reimbursement \$18,000		\$18,000
Marketing/Outreach		\$23,640		\$23,640
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but does not provide direct benefits to the client	CDBG Funds are not available for program administration	\$93,507		\$93,507
TOTAL PROJECT COST		\$2,347,730		\$2,347,730
Number of low- to moderate- income individuals to be served directly (by the grant)				430
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$23.26

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 "Source of Other Funds" secured? Please describe:

Yes, 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 2021 included a successful implementation of drive-thru meal service at our Richland Café to help our seniors during the closure of our senior dining sites. Home delivery continued without interruption throughout the pandemic, although we limited our deliveries to weekly deliveries of a combination of hot and frozen meals. Home delivery has now resumed 4 days each week, and our 8 senior dining centers, including our 2 Richland sites, are open Monday through Friday.

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, 13 years, 5%
Cara Hernandez, Associate Director (to assume leadership 2/23), 2 months, 5%
Brian Kinner, Food Services Manager, 7 years, 5%
Natalie Huggins, Volunteer Manager, 2 years, 10%
Samantha Mason, Registered Dietitian, 18 months, 5 %
Amy Cole, Service Coordinator, 4 years, 15%
Sue Hays, Richland Site Manager, 1 year, 95%
Victoria Zavala, Cafe Site Manager, 6 years, 35%
Donna McClure, Kitchen Manager, 22 years, 15%
Connie Stredwick, Cook, 22 years, 20%
Jessica Clift, Cook, 4 years, 20%
Carrie Myers, Cook, 4 years, 20%
Larry Nunn, Transporter, 4 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 past 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 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 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 the five percent is included as part of the 25% threshold.

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17.

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

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

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

We attended many senior fairs, expos, etc., including the annual Senior Picnic.

We partner with Cherry Creek radio for public service announcements.

We frequently issue press releases with Meals on Wheels news.

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

We present regularly for various service clubs.

We publish about 1,500 monthly newsletters.

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

SUBMITTED BY:

Kristi Thien

Signature of Authorized Agency Official

Kristi Thien, Nutrition Services Director

Printed Name & Title

8/31/2022

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: MM Date: 8-31-2022

Printed Name of Board President DAVID S. FOLLO Telephone Number 509.308.6397

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 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 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 no staff member, member of the Board of Directors, nor officer of Senior Life Resources (Agency) is currently, nor has been within one year of the date of this application, employed by the City of Richland or immediate family of a City employee, a member of the Planning Commission, nor a member of the Richland City Council.

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

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

Name: Kristi Thien

Title: Nutrition Services Director

Signature: Kristi Thien

Date: 8/31/2022

Public Service

Community Development Block Grant Application 2023 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 2022, please quantify the increase in service you will provide during 2023 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 to do business:
All employees must hold current Health Department Food Worker cards, and we are required to employ a Registered Dietitian. In addition, all volunteers who work directly with food are required to have Food Worker cards.
7. To what other agencies have you applied for funding and what commitments have you obtained for this purpose?
At this time, we have no other funding secured for 2023. 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. We typically receive funding from local credit unions, Hanford companies, 3 Rivers Community Foundation, and others.
8. Will CDBG assist in leveraging or matching other funding? ☒ Yes ☐ No
9. Is this the first year of the project/activity/program? ☐ Yes ☒ No, Year began: 1974
10. If you receive funding for 2023, how will your program be funded in the future?
We continue to fund our services through a variety of sources. We receive our primary funding through Older Americans Act via Aging and Long Term Care. In addition, our seniors are invited to contribute toward the cost of their meals, 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: City of Richland – Public Works

RECEIVED

Address: 625 Swift Blvd., Richland, WA 99352

AUG 31 2022

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: \$199,690.50

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 (Gage Blvd & Leslie Road Intersection): This project includes the removal of architectural barriers with the installation of new and upgraded compliant ADA accessible ramps and relocation of ADA compliant pedestrian pushbuttons throughout the intersection of Gage Boulevard and Leslie Road. Four non-compliant ADA accessible ramps will be upgraded, and four new ADA compliant ramps will be installed where the ADA ramp is currently missing. ADA Compliant pedestrian pushbuttons will be upgraded and relocated. Utilities relocation as required. 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 108.03, 108.05 and 108.10 with approximately 557 disabled adults living within the proposed area.

Project B (Symons St and Keller Ave Intersection): This project includes the removal of architectural barriers with the installation of new and upgraded compliant ADA accessible ramps at the Symons St. and Keller Ave intersection. Two non-compliant ADA accessible ramps will be upgraded and four 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 105 with approximately 153 disabled adults living adjacent to proposed project.

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 at the intersection of Gage Boulevard / Leslie Road and Symons Street / Keller Avenue will remove multiple architectural barriers to improve safe crossing and greater mobility for the disabled and elderly.

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

☒ High ☐ Average ☐ Low ☐ None

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

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

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

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

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

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

7. Provide program benchmarks you hope to achieve in 2023. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.*

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

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

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

8. Of the total “number served” listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2022 income table below:

Number of clients to be served:	
Below 30% area median income	
Below 50% area median income	710
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?

	2022	2021	2020	2019
Kennewick				
Richland	\$199,176	\$199,000	\$194,743	\$235,000
Pasco				

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

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

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

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Direct Client Service				
Wages (of personnel providing direct client services)				
Material/Supplies				

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

OR

B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION Engineering Materials Labor / Contracts	\$ 188,590.50	0	N/A	\$ 188,590.50
PROPERTY Purchase Price Closing Costs	\$ 7,100.00	0	N/A	\$ 7,100.00
OTHER Deign and Plan Preparation	\$ 4,000.00	0	N/A	\$ 4,000.00
TOTAL PROJECT COST	\$ 199,690.50	0	N/A	\$ 199,690.50
Number of low to moderate income individuals to be served directly (by the grant)				710
Cost Benefit Ratio (Total amount requested divided by number of persons served)				281.25

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

Not Applicable

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

There are proposed project locations with the opportunity to eliminate one of the two locations depending on available funding. We could also consider reductions in the scope if necessary by reducing the number of ADA ramps that receive upgrades. Gage/Leslie intersection has a prioritization schedule defined by the Department of Justice and will be required to be funded by another source to complete the work in 2023 if CDBG funds are not awarded.

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

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

15. Description of Organization and Overall Capacity:

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

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

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

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

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

- C. Provide the names, titles, experience and training for all full and part-time employees who will work on this project, including the percentage of time spent on this project.
Sheldon Williamson, Civil Engineer II/Capital Projects Manager (5% of his time)

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

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

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

Jody Cornell, Technician III (5% of her time)

Jody 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

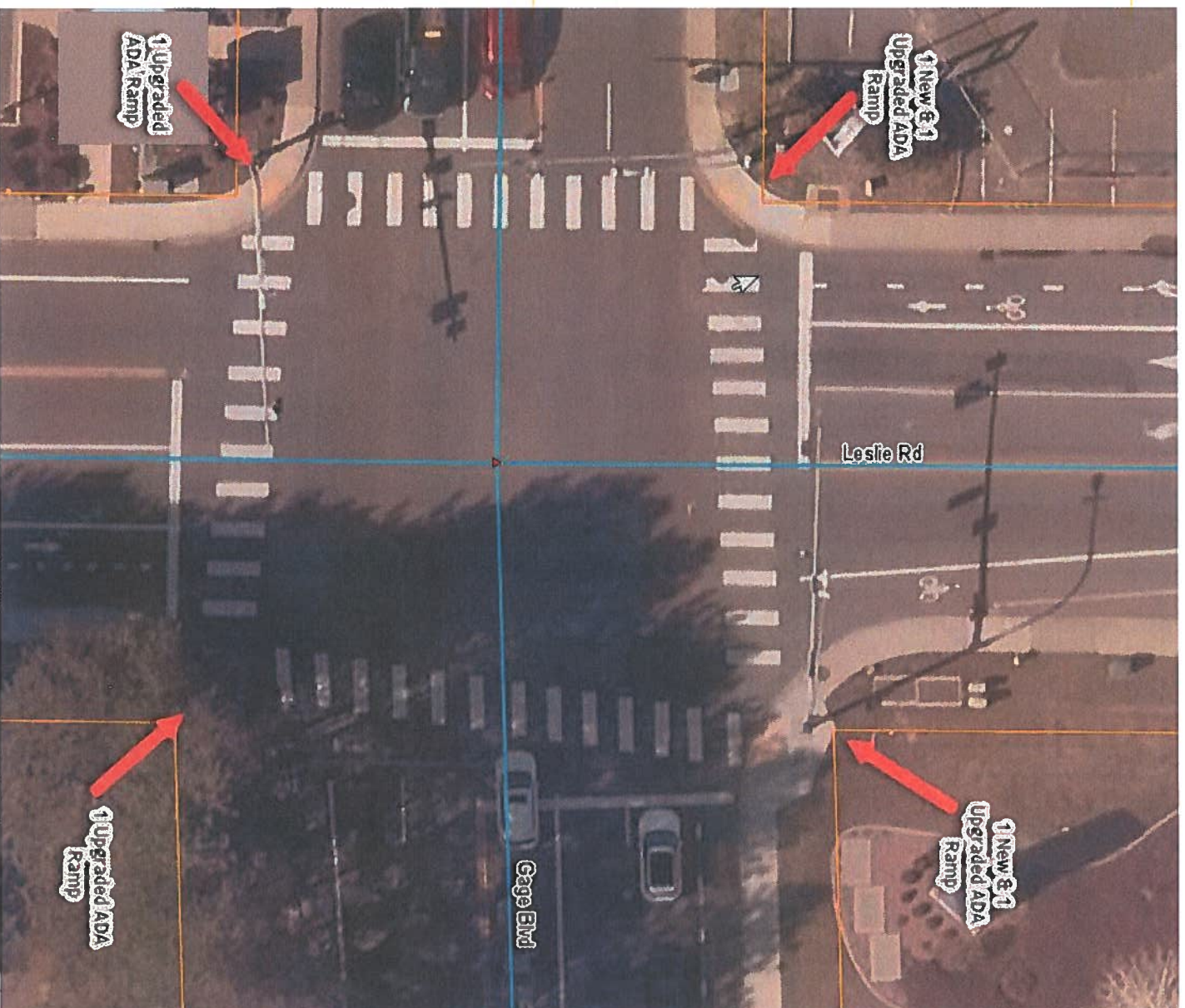
steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible.

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.

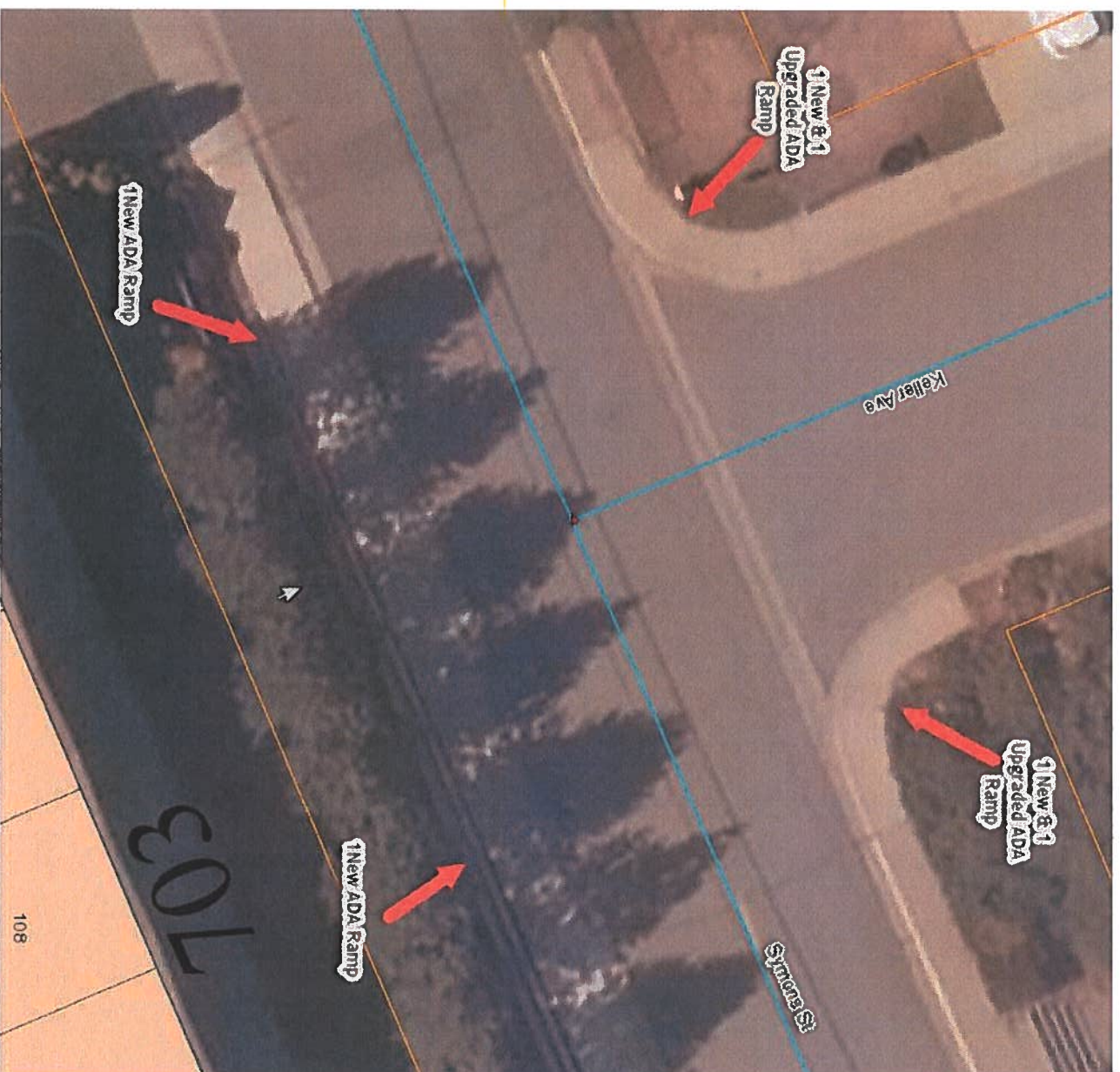


Project A: Intersection of Gage Blvd and Leslie Rd

4 Upgraded ADA
Ramps

2 New ADA Ramps

New Pushbuttons on
all 4 corners



Project B: Intersection of Symons St and Keller Ave

2 Upgraded ADA
Ramps

4 New ADA Ramps

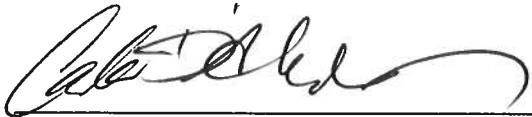
Certifications and Assurances

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

Carlo D'Alessandro - Acting Public Works Director

Printed Name & Title

9/2/2022

Date

**Community Development Block Grant Application
2023 Program Year**

RECEIVED

AUG 31 2022

Applicant: Elijah Family Homes

Address: 1721 W. Kennewick Ave, Kennewick, WA 99336

Project Name: Thayer Duplex Purchase and Renovation

Contact Person: Lisa Godwin

Telephone: 509-943-6610

Email: lgodwin@elijahfamilyhomes.org

Federal Tax ID #: 20-4058168

DUNS #: 829282651

Requested CDBG Funding Amount: \$120,000

Leverage of other funds: \$280,000

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.

Our project is the purchase and renovation of a Richland duplex on Thayer Avenue. Elijah Family Homes received an anonymous gift of \$280,000 from an individual in the community who supports the mission and vision of EFH. The CDBG funds that we are requesting would be used to reimburse Elijah Family Homes for the remaining \$90,000 of the purchase price as well as \$30,000 for renovation of said property.

The purchase and renovation of this home enables us to offer stable housing and supportive services for two additional families in recovery who are participants in our Transition To Success program. Basic qualifications to receive services with TTS include twelve months or more time in recovery from substance abuse, minor children living in the home, low income based off HUD guidelines and proof of housing insecurity for reasons other than income.

This project is needed in our community due to the almost 100% occupancy rate in Tri-Cities, our specific population's inability to acquire safe, stable housing for their children due to past actions during active addiction.

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

Elijah Family Homes was started in 2005 to address the unmet need of decent, affordable housing for Tri-Cities' families who cannot obtain housing through usual mediums. Our goal is to assist these families in breaking the cycle of intergenerational poverty and substance abuse.

In the "overview of trends in the continuum of housing for homeless & low-income residents of Benton & Franklin Counties" presentation to the Community Health Improvement Plan advisory committee dated May 18, 2022, states as of fall 2021, Tri-Cities rent increase by a CAGR of 8.7% from spring 2016 to fall 2021, while median household income rose by 2.9% (CAGR). The state of Washington average rent increased by a compound rate of 3.5% from spring 2016 to fall 2021, much less than Tri-Cities' experience.

There seem to be efforts being made to meet population demand by building multi-family units. As Tri-Cities continues to have a median price of homes over \$400,000 and rental households paying more than 50% on shelter costs we are seeing a shortage in low-income housing units for those seeking to get out of poverty. According to the report listed we are also seeing a low number of available homes for sale below the \$250,000 list price as well as a less than 2% vacancy rate for rentals.

The federally mandated homeless "point in time" count was administered by the Benton Franklin community action committee in 2021 and the results showed 190 persons identified themselves as homeless.

In a Seattle times article dated August 4, 2022, titled, "WA tenants need to work 72 hours a week at minimum wage to afford rent" it clearly lays out the gap between income and rent. It states in Benton/Franklin counties 45 hours of work a week are needed at minimum wage to avoid spending more than 30% of their actual income on rent for a one-bedroom apartment. If the families needed a two-bedroom apartment, 56 hours of work a week would be needed.

The article also quotes Rob Warnock, a researcher at the rental site Apartment List who states, "Renters flocked to the suburbs out of either desire or necessity early in the pandemic, driving prices up. Prices are going up quickly. Vacancy rates are still pretty low."

In the Tri-Cities we battle our homeless/poverty numbers with organizations such as Oxford House and Elijah Family Homes, but we are still lacking in secure, stable housing for those seeking addiction recovery specifically for their families.

The National Coalition for the Homeless has found that 38% of homeless people are alcohol dependent, and 26% are dependent on other harmful chemicals. Often times, addiction is a result of homelessness. Jul 18, 2018

4. According to the National Coalition for the Homeless, substance abuse is more prevalent in people who are homeless than in those who are not.¹ In many instances, substance abuse is the result of the stress

of homelessness, rather than the other way around. Many people begin using drugs or alcohol as a way of coping with the pressures of homelessness.¹

5. It can be more challenging for people who are homeless to stop using substances, because they may not have easy access to treatment, often have smaller social support networks, may have decreased motivation to quit drugs or alcohol, and may have other, higher priorities, such as finding housing or food.¹

The 2020 U.S. Department of Housing and Urban Development's Annual Homeless Assessment Report to Congress (AHAR) reports that on a single night in 2020, 580,000 people experienced homelessness in the U.S.³

It is evident that the issue of poverty/substance abuse disorder is not just a national issue but continues to be here in our own community.

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

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

It results in creation and preservation of housing for a special needs population (substance use disorder).

We assist special needs and at-risk populations.

We also assist disadvantaged youth that are living with their parents who are in recovery from substance use disorder.

Most importantly, we assist in the prevention of homelessness.

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

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

8. 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 22 data for Richland, WA:
Census Tract #:

Block Group #:

- ☐ c. Your project serves only the following clientele: (check only one box)
- | | | |
|---|---|---|
| ☐ Elderly persons | ☐ Homeless persons | ☐ Severely disabled adults |
| ☐ Illiterate persons | ☐ Abused children | ☐ Persons living with AIDS/HIV |
| ☐ Battered spouses | ☐ Migrant farm workers | |
- ☐ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure to remove material or architectural barriers to the mobility of seniors or severely disabled adults.

9. Provide program benchmarks you hope to achieve in 2023. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.*

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

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

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter	8	Housed family	60k	120k
2 nd Quarter				
3 rd Quarter				
4 th Quarter				
TOTAL	8	Housed family	60k	120k

8. Of the total "number served" listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2022 income table below:

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

The following are the area median income (AMI) limits, per household size, for 2022 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.

2022 Gross AMI Limited, Per Household Size								
30%	\$18,350	\$21,000	\$23,600	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
50%	\$30,600	\$34,950	\$39,300	\$43,650	\$47,150	\$50,650	\$54,150	\$57,650
80%	\$48,900	\$55,900	\$62,900	\$69,850	\$75,450	\$81,050	\$86,650	\$92,250

Effective June 1, 2022

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

	2022	2021	2020	2019
Kennewick		\$275		
Richland	\$18,500	\$27,166	\$27,930	\$28,857
Pasco				

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

By purchasing this duplex Elijah Family Homes can provide TTS services for 2 more families in the community. By continuing with housing and rental support as well as wrap around intensive case management services to our program participants EFH will continue to have a positive impact in our community. Over the years, EFH has learned and since concluded that the best way to address the issues of generational poverty and addiction is to place our attention on the families. By providing them with additional supports they can focus on becoming healthy, whole, and more self-sufficient.

During 2021, we provided 17 adults and 40 children with housing/ rental subsidies and other supportive services. We are currently serving 12 families with 25 children with our wrap around case management services and housing subsidies. The TTS program has already graduated 4 families to self-sufficiency in the first half of 2022.

According to local professionals and community members, when people feel hopeless, which is more apt to happen when they are homeless or in inadequate housing, they are inclined to revert to substance abuse. The specific population that we serve is one that is extremely underserved by housing authorities, private landlords, etc. due mainly to their actions in active addiction which they are no longer in.

Landlords, understandably, are fearful of renting to them. We are not. In addition, most of our tenants have low paying jobs and cannot afford market rents in our community.

Some of the measurements we use to determine success include:

Increase in the availability of rental units for our tenants, either owned by us or through relationships developed with other landlords.

Number of tenants who were able to live in housing and keep it clean and safe for children, as indicated by case manager home visits.

Number of tenants who maintained healthy drug and alcohol-free lifestyles, demonstrated through periodic, random urine analysis or hair follicle drug testing.

Number of tenants who participated in community services to aid in maintaining healthy lifestyles such as counseling, parenting classes or anger management classes, and attended at least one 12 step or comparable recovery meeting per week.

Number of adult family members with employment or on track to obtain employment.

Number of times tenants completed or updated a monthly budget and discussed finances with an advisor and/ or case manager. Amount of reduction of debt owned.

TTS program statistics and exit interviews done.

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

A. Public Service Proposals				
	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,	CDBG Funds are not available for			

management, grant administration) but does not provide direct benefits to the client	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	\$30,000			\$30,000
Engineering				
Materials				
Labor / Contracts				
PROPERTY	\$90,000	\$280,000	Anonymous Donor	\$370,000
Purchase Price				
Closing Costs				
OTHER				
(Describe)				
TOTAL PROJECT COST	\$90,000	\$280,000		\$400,000
Number of low- to moderate- income individuals to be served directly (by the grant)				8
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$15,000

12. Are the above "Source of Other Funds" secured? Please describe: Yes, the source of other funds was obtained by Elijah Family Homes within the last year from an anonymous donor who valued what the mission is.
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 are asking for reimbursement on the 90k amount that was not covered by a specific donation allocated to housing and \$30,000 for renovation. If we do not receive CDBG funds our project would still move forward and we would apply for other grants and funding opportunities.
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. Currently Elijah Family Homes has more capacity than any other point in time to administer HUD funds. We have more regular and re-occurring financial capacity to create systemic changes in our organization that provide stability and reproducibility in our organization. We have been able to increase wages, benefits, and have moved into an office space that promotes a functional and effective workspace. 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. 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 104 families: 110 adults and 213 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 9 families and has two client families on our waitlist receiving case management services.

Our PCAP case managers celebrate an average of 15 client successes every month in categories that include: Financial, Treatment/Sobriety, legal, housing, education, and employment. Since 1/1/2020, we have had 47 PCAP graduates.

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 achievement.

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.

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.

Lisa Godwin – Executive Director, Bachelor's in social work, 3 years case management, 5 years Development Director Experience, 2 years Executive Director experience, 3 years Women and Children's Director at homeless shelter, member of the Benton Franklin Recovery Coalition, trainings include: WSU

grant writing for non-profits, Member of class 20 Leadership Tri-Cities, Leadership and Management, 2017 WSU Women of Distinction. 10% of the work involved in this project will be completed by ~~la~~

Carissa Lieberman – TTS Program Director, Bachelors of Science in Human Services with Concentration in Addictions, 3 years case management experience, 15 years management experience, member of the Benton Franklin Recovery Coalition, personal experience in the lifestyles of our clients, and 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.

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 past 3 years. This would include back taxes, bankruptcy, client issues, and violations of building, zoning, and environmental codes.

N/A

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

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

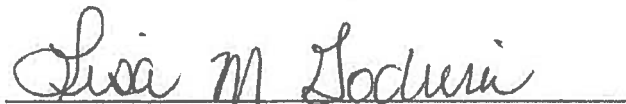
Certifications and Assurances

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 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

Lisa M. Godwin Executive Director

Printed Name & Title

8-30-22

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: 8/30/2022

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 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 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: Lisa M. Godwin Title: Executive Director
Signature: Lisa M. Godwin Date: 8-30-2022

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

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

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

Name: Lisa M. Godwin Title: Executive Director
Signature: Lisa M. Godwin Date: 8-30-2022

Community Development Block Grant Application 2023 Program Year

Applicant: Domestic Violence Services of Benton and Franklin Counties (DVSBF)

Address: 3311 W Clearwater Ave C140

Project Name: DVSBF Housing Program

Contact Person: Mary A Pacheco

Telephone: 509-735-1295

Email:

Federal Tax ID #:

DUNS #:

Requested CDBG Funding Amount: \$275,000 Leverage of other funds: \$122,000

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.

DVSBF Housing Program intends to purchase a home that will convert into a duplex with (2) two bedrooms that would be used to help homeless/DV families with affordable housing availability when coming out of shelter. This would allow us to help up to two families with up to 16 individuals. The intended address is 1018 Winslow, Richland WA

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

DVSBF services up to 3,000 Domestic Violence families per year. The shelter in Richland Services over a 1,000 homeless families needing affordable housing to move into within the TriCities. This would help up to four families a year with temporary/permanent housing.

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

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked: Projects to assist in the prevention of homelessness

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

Goal #	Strategy #	Objective #	Outcome #
2	4	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 22 data for Richland, WA:
Census Tract #:
Block Group #:
- ☒ c. Your project serves only the following clientele: (check only one box)
☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
☒ Battered spouses ☐ Migrant farm workers
- ☐ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure to remove material or architectural barriers to the mobility of seniors or severely disabled adults.

7. Provide program benchmarks you hope to achieve in 2023. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.*

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

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

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter	0			0
2 nd Quarter	0			0
3 rd Quarter	8	2	\$136,000	\$136,000
4 th Quarter	8	2	\$136,000	\$136,000
TOTAL	16	4	\$272,000	\$272,000

8. Of the total "number served" listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2022 income table below:

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

The following are the area median income (AMI) limits, per household size, for 2022 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.

2022 Gross AMI Limited, Per Household Size								
30%	\$18,350	\$21,000	\$23,600	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
50%	\$30,600	\$34,950	\$39,300	\$43,650	\$47,150	\$50,650	\$54,150	\$57,650
80%	\$48,900	\$55,900	\$62,900	\$69,850	\$75,450	\$81,050	\$86,650	\$92,250

Effective June 1, 2022

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

	2022	2021	2000	2019
Kennewick				
Richland				
Pasco	\$14,200			

10. What impact will your project have in the community? How will you measure your success?
The impact is to help homeless/DV clients that are residents of Richland to have affordable housing opportunities. The success will be measured by families having a housing lease.
11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Direct Client Service				
Wages (of personnel providing direct client services)	NA			
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 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				
PROPERTY Purchase Price Closing Costs	\$272,000	in process of application		\$272,000
OTHER (Describe)				
TOTAL PROJECT COST	\$272,000			\$272,000
Number of low- to moderate- income individuals to be served directly (by the grant)				16
Cost Benefit Ratio (Total amount requested divided by number of persons served)				\$17,000

12. Are the above "Source of Other Funds" secured? Please describe:
DVSBF is applying for funds from Commerce and Benton County
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 explore other housing funds for project
14. If your request includes recurring costs such as staff time, supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation or salaries of a non-profit organization.) **No recurring cost for**

15. Description of Organization and Overall Capacity:

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

The organization has started using HUD funds as of 2022. The ED has over 20 of experience working with HUD funding.

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

The agency has over 20 years of development experience working with state, federal and local funding.

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 Executive Director will be taking the lead on this project and has over 20 years of HUD housing Experience. 20% will be spent on this housing project.

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

DVSBF is a non profit that that employs 20 staff, An Executive Director that is governed by a board of directors. DVSBF is audited annually. Fiscal policies are approved by the b

E. Description of any financial default or involvement in legal actions during the past 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 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 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 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 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?

Clients will be on a waiting list from the shelter. Services are provided in cultural and language of the clients.

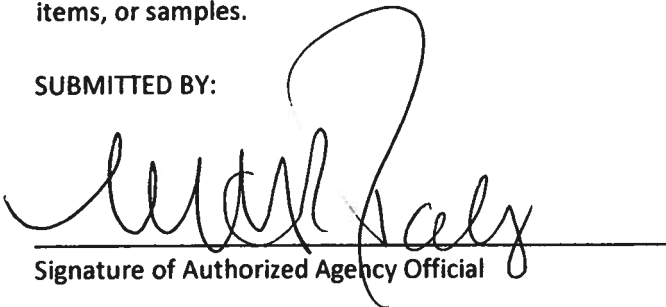
Certifications and Assurances

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

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

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

SUBMITTED BY:


Signature of Authorized Agency Official

Mary A Pacheco, Executive Director
Printed Name & Title

8/31/22
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 Date: 8/31/22

Printed Name of Board President Jeff Groce Telephone Number 509-492-0081

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 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: None

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

Name: Mary A Pacheco
Signature: [Signature]

Title: Executive Director
Date: 8/31/22

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

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

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

Name: Mary A Pacheco
Signature: [Signature]

Title: Executive Director
Date: 8/31/22

2023 CDBG PRIORITY RANKING CHECKSHEET

Commission Member _____

Please Print Name

Name of Applicant/Project - Public Service	Amount Requested	Commission Member Priority Ranking Program Score
*Arc of Tri-Cities Therapeutic Recreation/Partners N Pals	\$ 9,400.00	
*Senior Life Resources Meals on Wheels Program	\$ 10,000.00	
*Amount available for Public Service Projects is \$44,100	\$ 19,400.00	\$24,700.00
Name of Applicant/Project - Public Facilities	Amount Requested	Commission Member Priority
City of Richland, Public Works removal of material & architectural barriers	\$ 199,690.50	
Elijah Family Homes remaining cost to purchase a duplex	\$ 90,000.00	
Elijah Family Homes renovation of said property	\$ 30,000.00	
Domestic Violence Services Benton Franklin remaining cost to purchase a home to convert to a duplex	\$ 275,000.00	
Amount available for Public Facilities is \$273,800.00	\$ 594,690.50	(\$320,890.50)

Instructions: Please Rank Your Program Priority by entering (1-2)

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

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

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

* Denotes Public Service Project

2023 CDBG PRESENTATION SCHEDULE

September 14, 2022

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

TIME	APPLICANT NAME AND PROJECT	AMOUNT REQUESTED
PUBLIC SERVICE:		
6:10 P.M.	ARC of Tri-Cities Therapeutic Recreation/Partner N Pals	\$9,400.00
6:20 P.M.	Senior Life Meals on Wheels Program	\$10,000.00
AMOUNT REQUESTED FOR PUBLIC SERVICE		\$19,400.00
PUBLIC FACILITY IMPROVEMENTS:		
6:30 P.M.	City of Richland, Public Works removal of material & architectural barriers	\$199,690.50
6:40 P.M.	Elijah Family Homes remaining cost to purchase a duplex	\$90,000.00
6:50 P.M.	Elijah Family Homes renovation of said property	\$30,000.00
7:00 P.M.	Domestic Violence Services of Benton Franklin remaining cost to purchase a home to convert to a duplex	\$275,000.00
AMOUNT REQUESTED FOR PUBLIC FACILITY		\$594,690.50
TOTAL REQUESTS 2023 CDBG FUNDS		\$614,090.50