



**CITY OF VANCOUVER**  
**Community Development Block Grant**  
**2010 Project Proposal Application**

**1. TITLE:** \_\_\_\_\_

**2. AGENCY:** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_

Phone/FAX \_\_\_\_\_

Numbers \_\_\_\_\_

Authorized Signature \_\_\_\_\_

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**SUMMARY OF PROBLEM:** (1-2 sentences)

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**SUMMARY OF PROJECT SOLUTION:** (1-2 sentences)

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**3. PROJECT COST No Assigned Points**

Vancouver CDBG dollars requested: \$\_\_\_\_\_ MAXIMUM (Projects \$250,000, Services \$50,000)  
*Enter the total amount of CDBG dollars requested, rounded to the nearest hundred dollars.*

Total Clark County CDBG: \$\_\_\_\_\_ (*if joint*)

Total value of other resources: \$\_\_\_\_\_

**TOTAL PROJECT COST:** \$\_\_\_\_\_

Service Area / Census Tract(s): \_\_\_\_\_

Project Location: (*street address*) \_\_\_\_\_



**4. HISTORIC SIGNIFICANCE (if applicable) No Assigned Points**

Year structure was constructed: \_\_\_\_\_  
 Original use of structure: \_\_\_\_\_  
 Is structure identified on the National, State or Local Register of Historic Places? \_\_\_\_\_

**5. PROJECT BENEFIT Total Points Possible: 15**

Fill out only A or B below. If you have any questions about the census data, please contact CDBG staff. Detailed census tract information is located on the web site at [www.cityofvancouver.us/cdbg](http://www.cityofvancouver.us/cdbg).

**A. Limited Clientele Benefit**

A low and moderate-income limited clientele activity is a project which provides benefit to a specific group of persons rather than to everyone in an area. It may benefit particular persons without regard to the area in which they reside, or it may be a project which provides benefit on an area basis but only to a specific group of persons who reside in the area. If project serves a limited clientele, complete A only. (HUD income limits can be found in the general application packet).

Number of Unduplicated People served: i.e. households or individuals \_\_\_\_\_

Income level of population served as percentage of Area Median Income:

0-30% \_\_\_\_\_ 31-60% \_\_\_\_\_ 61-80% \_\_\_\_\_ 80+ % \_\_\_\_\_

Cite the source(s) used to derive the figures: \_\_\_\_\_

\*Joint County/City projects: applicant needs to identify not only the project site, but the number of city residents separate from the county residents who will participate in each specific program area.

**B. Area Benefit**

An area benefit activity is an activity which is available to benefit all the residents of an area which is primarily residential. If project is located in a low and moderate-income service delivery area (census tract), complete B only. Detailed census tract information is located on the web site at [www.cityofvancouver.us/cdbg](http://www.cityofvancouver.us/cdbg).

**Total Number of Low and Moderate-Income Persons Served in Area**

Census Tract	Block Group	Total Population	Low/Mod Income Population	% Low/ Mod Income
<b>Total</b>				

<i>5. Project Benefit Scoring (Total Points Possible: 15)</i>	
<i>CDBG expenditure for each low/mod income persons served.</i>	
<i>Lowest third of applications</i>	<i>15 points</i>
<i>Medium third of applications</i>	<i>10 points</i>
<i>Highest third of applications</i>	<i>5 points</i>



## **6. OTHER INFORMATION No Assigned Points**

- A. CDBG funded projects/services must be in compliance with local land use plans and zoning. Explain how the proposed project/service conforms to local plans and zoning ordinances. If applicable, provide a copy of the page(s) of resource document(s), pertinent sections, and page(s).
- B. If the project is identified in a local capital improvements plan, provide a copy of the page(s) of resource document(s), pertinent sections, and page(s).
- C. If acquisition or rehabilitation is involved, provide the following information:
- the tax lot number
  - property description (as listed on the Assessor's Records)
  - the year the structure was built; and
  - a copy of a current building inspection report (if available)
  - a copy of a Phase I Environmental Site Assessment (if available).
  - Identify current zoning, flood plain information and any known barriers that need to be addressed prior to project implementation.

## **7. NEED STATEMENT Total Points Possible: 20**

- A. Describe the degree of need or the severity of a problem.
- Include cause, extent, location, frequency and duration that will be addressed by the project.
  - If the project will address and resolve a health and safety or accessibility concern, please identify the issue.
- B. Describe what past actions were taken to solve the problem.

## **8. SOLUTION STATEMENT Total Points Possible: 20**

- A. Describe the activities and how they will address needs identified in the need statement.
- Provide a list of objective measurable outcomes of the project (300 people served).
  - Describe how and why the proposed solution is the most effective and what other possible solutions have been considered.
  - How will the project reduce costs over time?
  - How will the solution help the neighborhood or clients?
- B. How will CDBG funds be used?
- Describe tasks and give estimates of quantities, size, and costs of project components and identify project milestones. Include staff salaries and description, administrative overhead, rent, travel.
- C. How is this project coordinated with other community or neighborhood activities?
- Did other agencies, potential clients, and other funders provide input regarding the proposed project?
  - Explain whether this project/service is part of a coordinated effort involving other projects, including CDBG, in the service delivery area.
- D. State how the proposed project/service is consistent with the goals and objectives in the Vancouver Consolidated Plan for Housing and Community Development and meets the identified community needs. The plan is available on the city website at [www.cityofvancouver.us/cdbg](http://www.cityofvancouver.us/cdbg).



**9. DISPLACEMENT/RELOCATION Total Points Possible: -30 to 0**

If acquisition or rehabilitation of a property that is occupied by residential tenants or businesses is anticipated, indicate the number of tenant households or businesses to be displaced. The estimate of displacement should be based upon the number of tenant households or businesses occupying the facility at the time of project application. Please contact CDBG staff for assistance with relocation.

*A minimum of five (5) points will be deducted for each household and ten (10) points for each business for a maximum deduction of thirty (30) points from the total score if economic displacement or relocation is involved.*

*No relocation = 0 points*

**10. AGENCY OPERATION Total Points Possible: 15**

Provide a description of your agency operation during the time you receive CDBG funding. Include the following information:

- A. A general statement of financial assets and resources at applicant's disposal.
- B. A brief description of general administrative and agency management staff as well as budgetary performance.
- C. Describe any problems the agency has encountered over the past two years.
- D. A description of past experiences in operating or administering a similar type of activity.
- E. A description of staffing arrangements and source of financing for the ongoing operation and maintenance of the program. Indicate whether the expertise is available in-house or must be acquired.

**11. PUBLIC OUTREACH No Assigned Points**

**Public Entities:**

- Required Public Meetings: Any public body must submit information documenting authorization of submittal of the application by the approval entity (i.e. minutes and/or resolution by City Council, School Board or Board of Commissioners).

**Nonprofit Agencies:**

- A. Submit information documenting authorization of submittal of the application by the Board of Directors.
- B. Nonprofit organizations must submit:
  - List of Board of Directors and an Organization Chart;
  - IRS documentation showing qualification as a nonprofit corporation under Section 501(c)(3);
  - Copy of their Articles of Incorporation; and
  - A copy of their Policies and Procedures with the proposal application;
  - Five year proforma
  - Current financial statements
  - Most recent audit



- C. Insurance Requirement: Any entity awarded funds will be required to carry general liability insurance. Any structure(s) acquired, rehabilitated or built with these funds must be covered by property insurance.

## 12. **BUDGET SUMMARY REVIEW** Total Points Possible: 30

The following is a general description of typical budget line items:

- Personnel Services: The salary and fringe benefits for employees charged to the project/program.
- Non-Personnel Services: The cost of material and supply charged to the program.
- Office Supplies: Items such as paper, pencils, ledgers, and similar items.
- Operating Supplies: Supplies that are used in the operation of a program: paint, hand tools, limited building supplies.
- Communications: Telephone and related charges for direct program administration only.
- Travel and Training: Cost of travel, training, private auto mileage and miscellaneous travel expense.
- Legal & Public Notices: Costs incurred for notices in newspapers and related media.
- Capital Outlay: Includes office, laboratory, or other authorized equipment.
- Administrative Costs: Costs associated with administration of this program.

### **Acquisition**

- Purchase Price: The fair market price paid for the land and any buildings.
- Closing & Recording Costs: The cost for recording, title insurance, and legal review of sale documents
- Boundary survey, appraisal, review appraisal and Phase I environmental cost.

### **Construction Cost**

- New Construction: The labor and material cost, typically based on the low bid, to construct a new facility. Note that any construction in an amount exceeding \$2,000 requires the payment of Davis Bacon Wage rates. These federally mandated wages are applied to construction trades and can be obtained from CDBG staff. Contact CDBG staff for current wage rates that can be used for estimating project construction cost.
- Rehabilitation: The labor and material cost (including sales tax), typically based on the low bid, to rehabilitate an existing structure.
- Infrastructure: The improvements to a site including grading, waterlines, sewer lines, streets, curbs, sidewalks and other activities in the public right of way or required to access the public right of way. Cost estimates must be provided by appropriate technically-skilled personnel, either a licensed professional architect or engineer. See Engineering estimate on page 14, for our example of detail required.
- Architect and/or Engineering: The cost of an architect and/or engineer for the preliminary design, final drawings and construction observation.

***NOTE: For construction projects, please provide DETAILED documentation prepared by a licensed architect or engineer relating to costs involved for the construction. Sales tax and contingency should be included in this estimate.***

### **Development Costs**

- Insurance: Required insurance during the construction period only.
- Relocation: Costs involved in moving individuals, families, businesses, farm operations and nonprofit organizations displaced as the result of Block Grant project or activity.



- **Project Management:** The costs of general management, all components of the project from beginning to completion.

**OTHER SOURCES OF FUNDS**

Applicants are asked to list **ALL** sources of funds. However, **committed sources of funds** will be given preferential treatment when matched against the block grant cost. Identified match funding must be accompanied by a letter of intent. The following are typical sources of matching funds:

- **Federal:** Other federal (non-CDBG) funds that are approved for this project.
- **State:** Any state funds allocated for this project.
- **Local:** Cash Pledges in-hand, money raised by applicant’s fund-raising events.
- **City:** List City CDBG funds here.
- **County:** List any County funds, CDBG or other.
- **In-Kind Service & Supply:** Provide detailed documentation of the value of the in-kind services and supplies i.e. volunteers, furniture, supplies, staff salaries, and other contributions to which a cash value can be attached.
- **Other** - Any other funding source not otherwise classified above, for example, private sources of funding. Identified match funding must be accompanied by a letter of intent. Match expenditures must be backed up with satisfactory documentation of costs (i.e. invoices, time cards, bills, etc.).

If anticipated, but not yet committed funds are projected in the Budget Summary, please explain the status of and specific source of other committed funds.

**BUDGET SCORING**

Scoring for the budget is based on the total supplementary funding (match) and the percentage of local match.

<i>12a. Supplementary Funding – Match (Total Points Possible: 25)</i>	
<i>Points for this segment are based upon the percentage of match contributed toward the total project costs:</i>	
0%	0 points
1 - 10%	3 points
11 - 20%	6 points
21 - 30%	9 points
31 - 40%	12 points
41 - 50%	15 points
51 - 60%	18 points
61 - 70%	21 points
>70%	25 points

*12b. Supplementary Funding - Local Match (Total Points Possible: 5)*  
*If 10% or more of the total project cost is paid for by local match, the applicant receives five points.*



BUDGET CATEGORIES	TOTAL PROJECT COST	VANCOUVER CDBG FUNDING	Funds Committed:	Funds Committed:	Funds Committed:	Funds Committed:	Funds Committed:
			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
			No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
			Federal	State	Local	County	Other
<b>TOTAL PROJECT COST</b>							

Please note:

- Match expenditures must be backed up with satisfactory documentation of costs (i.e invoices, timecards, bills, etc.)
- Expenditure of Match: The expenditure of funds from all other sources must be made in proportion to the expenditure of CDBG funds. The applicant will be required to document the expenditure of in-kind support prior to the final drawdown of CDBG funds.
- Match does not include maintenance, services, previous work or costs, or equipment.
- Match Definition: Project match is considered to be only costs and activities used to complete the activity for which CDBG funds are directly expended. For example, the acquisition and rehabilitation of a building to house a mental health agency, the match would be used in the actual purchase or rehabilitation, but not maintenance, services, or other work or costs in future years. Match does not include maintenance, services, previous work or costs, or equipment.



**13. TIMELINE No Assigned Points**

PROJECT TITLE		CONTRACT
SPONSOR		
ACTIVITIES	START DATE	END DATE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

INSTRUCTIONS:

1. Show date contract time starts
2. Fill in pertinent items for the contract

AGENCY \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_



**PROPOSAL SUBMITTAL**

The CDBG program must receive only one (1) original of the application. Please use binder clips, do not staple any of the pages or use dividers. For additional information contact the City of Vancouver CDBG program staff at (360) 487-7952 or 487-7953.

**FINAL APPLICATIONS MUST BE  
RECEIVED BY:  
CDBG PROGRAM  
COMMUNITY PLANNING  
MAILING or IN PERSON  
1610 "C" STREET, SUITE 203,  
VANCOUVER, WA 98663  
NO LATER THAN 5:00 PM  
TUESDAY, DECEMBER 1, 2009**