

City of Vancouver
2010
CDBG/HOME
Application

GENERAL INFORMATION





CITY OF VANCOUVER
Community Development Block Grant (CDBG) &
HOME Investment Partnership Programs

CITY COUNCIL

Mayor: Royce E. Pollard

Council Members:

Pat Jollota
Jeanne Harris
Jeanne Stewart
Tim Leavitt
Larry Smith
Pat Campbell

CDBG/HOME Staff:

Peggy Sheehan, Community Development Manager
(360) 487-7952
peggy.sheehan@ci.vancouver.wa.us

Martin Greenlee, Program Coordinator
(360) 487-7953
martin.greenlee@ci.vancouver.wa.us

Matthew Mattia, Program Coordinator
(360) 487-7951
matthew.mattia@ci.vancouver.wa.us



The City of Vancouver Community Development Block Grant (CDBG) program is now accepting applications for the 2010 funding cycle. The City expects to have approximately \$1.2 million in CDBG funds and \$750,000 in HOME funds available for grants this year. Please review the materials enclosed in this application packet. The application is also available on CD or on our website at www.cityofvancouver.us/cdbg. City of Vancouver staff will be glad to answer any questions or provide one-on-one technical assistance to discuss a particular funding proposal or how to complete an application. Feel free to contact Peggy Sheehan at 487-7952, Martin Greenlee at 487-7953, or Matthew Mattia at 487-7951 if you have questions.

FUNDING OBJECTIVES

CDBG Funding:

- Projects and services that benefit low income people and neighborhoods and promote job creation.

HOME Funding:

- Provide decent affordable housing to owner-income households
- Expand the capacity of nonprofit housing providers
- Leverage private-sector participation

FUNDS AVAILABLE/ GRANT AMOUNTS

Within the CDBG program, there is approximately \$500,000 available for projects and programs and approximately \$200,000 available for public services. The minimum grant amount will be \$5,000. The maximum grant amount will be \$250,000 for projects and \$50,000 for services. Considerations may be made on a case by case basis for additional grant amounts requests. The City of Vancouver has set aside \$300,000 for use through the transportation program.

Within the HOME program, there is approximately \$750,000 available for grants this year, of which \$130,000 must be used on a project that is owned or operated by a community housing development organization (CHDO). The City will utilize the allowed five percent for CHDO operations, which is estimated at \$40,000.

FUNDING PERIOD

CDBG grants can be used to fund activities that occur during the period of October 1, 2010 through December 31, 2011. Funding should be available by September 1, 2010.

HOME funds will be available and can be used to fund activities that start sometime next fall. Funding should be available by September 1, 2010.



USE OF FUNDS

The CDBG program provides annual grants to develop viable urban communities by providing decent housing, suitable living environments, and by expanding economic opportunities, principally for low- and moderate-income persons. CDBG funds may be used for activities which include, but are not limited to:

- Acquisition of real property;
- Relocation and demolition;
- Rehabilitation of residential and non-residential structures;
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- Public services, within certain limits;
- Activities relating to energy conservation and renewable energy resources;
- Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities;
- Salaries, wages, and other employee compensation and benefits for new or existing staff;
- Contracting for services, i.e. bookkeeping, organizational development consultants, etc;
- General operating costs, such as rent, utilities, purchase of equipment, supplies, etc.

HOME funds are available as loans and grants to develop viable urban communities by providing decent, affordable housing. HOME funds may be used for activities which include, but are not limited to:

- New construction
- Rehabilitation
- Acquisition of housing to support people who are low income and people with special needs
- Rental housing
- Transitional housing
- Permanent housing

For a list of past funded projects please visit www.cityofvancouver.us/cdbg

INELIGIBLE ACTIVITIES

Generally, the following types of activities are ineligible for CDBG funding:

- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Political activities;
- Certain income payments;
- Construction of new housing by units of general local government.

Generally, the following types of activities are ineligible for HOME funding:

- Refinancing of existing debt



- Financing of non-residential properties or project components
- Privately-owned special needs housing
- Projects in which housing is not the primary focus, such as alcohol and chemical dependency treatment facilities, correction facilities, medical treatment facilities, nursing homes, student housing and private foster care housing.

SELECTION PROCESS

Funding priority will be given to projects that:

- Impact a significant number and/or percentage of low- and moderate-income persons;
- Meet the Strategic Plan Objectives;
- Have adequate community support, and support an identified community need;
- Maximize the use of outside funds, match and services which are coordinated with other public and private efforts;
- Established means for program evaluation and accomplishment tracking;
- Are clearly defined as to scope, location, need, budget, goals;
- Demonstrate the capacity of the applicant, and the capability to be carried out successfully;
- Are able to begin immediately and finish within the contracted time.

GRANT REVIEW COMMITTEE

Deciding who should receive funding is a difficult and time-consuming process. To guide this effort, a group of city employees and community representatives review applications and complete the scoring and ranking process.

REVIEW PROCESS

Once the Grant Review Committee prioritized the projects, City staff will present recommendations to City Council for approval. A public hearing is held prior to final approval by City Council. Applicants and citizens are able to make public comments at this time about projects or funding. A letter will be mailed to all applicants after council approval letting them know the funding status of their project proposal.

JOINT CITY/COUNTY APPLICATIONS

Projects that will serve people in the City of Vancouver and Clark County may apply for a jointly funded project. The maximum amount awarded to a joint project is \$400,000, divided between the two entities. The allocation is divided by the proportion of the specific population serviced that lives in Vancouver and outside Vancouver.



FUNDING TERMS

CDBG funds awarded to nonprofit agencies for construction or acquisition will be contracted as ½ loan ½ grant with loan repayment at 0% interest over a period of 15 years (excluding planning activities). The loan shall be secured by a Promissory Note and/or Deed of Trust. Loan terms for CDBG funded projects that also have HOME funds shall be the same as the HOME terms. A waiver may be applied for in consultation with the CDBG Program Manager, but it is not guaranteed.

HOME funds shall generally be loaned at 1 to 3 percent interest amortized up to 50 years depending on other sources of funding.

PROPOSAL SUBMISSION

Please submit one (1) original application. Please use binder clips, do not staple any of the pages or use dividers, use a 10-12 point font, number all pages, and use one inch margins. It is unnecessary to include the application instructions. For additional information, contact the City of Vancouver CDBG program staff at (360) 487-7952 or 487-7953.

DEADLINES FOR APPLICATIONS

The deadline for submitting CDBG and HOME pre-applications is October 30, 2009. The final CDBG application deadline is December 1, 2009 at 5 pm and the final HOME application deadline is December 15, 2009 at 5pm in the City of Vancouver's CDBG/HOME office located at:

Community Planning
1610 "C" Street Suite 203
Vancouver, WA, 98663

PRE-APPLICATION WORKSHOP

A Pre-Application Workshop for interested applicants will be held on October 15, 2009 from 2:00 PM to 3:00 PM for CDBG applications and from 3:00 PM to 4:00 PM for HOME applications at the Vancouver Marshall Community Center, Oak Room, 1009 E. McLoughlin Blvd Vancouver, WA 98668. If you have questions call the City of Vancouver staff.



PROJECT RANKING CRITERIA

CDBG Grant program awards will be subject to the following guidelines:

- There is a maximum of 100 points available.

All organizations must demonstrate the need for the requested grant amount, as threshold criteria.

CDBG APPLICATION- TOTAL 100 POINTS

1-3: Project Application Coversheet	No assigned points
4: Historic Significance	No assigned points
5: Project Benefit	Total Points Possible: 15
6: Other Information	No assigned points
7: Need Statement	Total Points Possible: 20
8: Solution Statement	Total Points Possible: 20
9: Displacement/Relocations	Total Points Possible: -30 to 0
10: Agency Operation	Total Points Possible: 15
11: Public Outreach	No assigned points
12: Budget Summary Review	Total Points Possible: 30
13: Timeline	No assigned points

HOME Grant program awards will be subject to the following guidelines:

- There is a maximum of 100 points available.

All organizations must demonstrate the need for the requested grant amount, as threshold criteria.

HOME PROJECT/PROGRAM APPLICATION- TOTAL 100 POINTS

1-3: Project Application Coversheet	No assigned points
4: Target Population	No assigned points
5: Cost	No assigned points
6: Description	Total Points Possible: 30
7: Proposed Funding	Total Points Possible: 25
8: Management Ability	Total Points Possible: 20
9: Plans/Policies that support application	Total Points Possible: 5
10: Outcomes	Total Points Possible: 5
11: Work Plan	Total Points Possible: 5
12: Committed and Conditional Funds	No assigned points
13: Economic Characteristics	No assigned points
14: Associated Services	Total Points Possible: 10
15: Acquisition/Displacement	Total Points Possible: -30 to 0
16: Financial Criteria	No assigned points
17: Use of Finances	No assigned points
18: Additional Information	No assigned points
19: Conditions of Commitment	No assigned points



CITY OF VANCOUVER

Important CDBG and HOME Dates

- **Week of October 1, 2009** - Applications Available
- **October 15, 2009** - Application Workshop
- **October 30, 2009** - Pre-Application Due
- **December 1, 2009** – CDBG Final Applications Due
- **December 15, 2009** – HOME Final Applications Due
- **Week of January 11, 2010** - Application Workshop with Grant Review Committee (*tentative*)
- **Week of January 18, 2010** - Applicant Presentations (*tentative*)
- **Week of January 25, 2010** – Grant Review Committee Recommendations (*tentative*)
- **February 22, 2010** - Council Workshop Recommendations (*tentative*)
- **March 15, 2010** - City Council Meeting Public Comment (*tentative*)



PRIORITY NEEDS - 2009-2014 CONSOLIDATED PLAN

Priority Need	Priority Need Level
Acquisition of Real Property	Low
Disposition	Low
Clearance and Demolition	Low
Clearance of Contaminated Sites	Low
Code Enforcement	Low
Public Facility (General)	
Senior Centers	Med
Handicapped Centers	Med
Homeless Facilities	High
Youth Centers	High
Neighborhood Facilities	High
Child Care Centers	Med
Health Facilities	Low
Mental Health Facilities	High
Parks and/or Recreation Facilities	High
Parking Facilities	Low
Tree Planting	Low
Fire Stations/Equipment	Low
Abused/Neglected Children Facilities	Med
Asbestos Removal	Low
Non-Residential Historic Preservation	Low
Other Public Facility Needs	Low
Infrastructure (General)	
Water/Sewer Improvements	Med
Street Improvements	High
Sidewalks	High
Solid Waste Disposal Improvements	Low
Flood Drainage Improvements	Low
Other Infrastructure	Low
Public Services (General)	
Senior Services	Med
Handicapped Services	High
Legal Services	Low
Youth Services	High
Child Care Services	Low/Med
Transportation Services	Med
Substance Abuse Services	Med
Employment/Training Services	Med
Health Services	Med
Lead Hazard Screening	Low
Crime Awareness	Low
Fair Housing Activities	Med
Tenant Landlord Counseling	Med
Other Services	Low
Economic Development (General)	
C/I Land Acquisition/Disposition	Med
C/I Infrastructure Development	Med
C/I Building Acq/Const/Rehab	Med
Other C/I	Low
ED Assistance to For-Profit	High
ED Technical Assistance	Med
Micro-enterprise Assistance	High
Other	



**CITY OF VANCOUVER CONSOLIDATED FIVE-YEAR HOUSING AND
COMMUNITY DEVELOPMENT PLAN STRATEGIC GOALS**

OBJECTIVE ONE: Establish and Maintain a Suitable Living Environment and Economic Opportunities		
	Activity	5 Year Goal
Strategy 1: Support acquisition of, and improvements to, facilities that provide services to low-income families, elderly or people with special needs.	CD-1.1: Support acquisition of, and improvements to, community facilities to enhance service delivery to low-income persons (consistent with neighborhood/community plans). Facilities should consider sustainability goals.	5 organizations
Strategy 2: Create and maintain revitalization efforts in low-income neighborhoods by improving their physical and social character.	CD-2.1: Improve publicly owned facilities (streets, sidewalks, storm drainage, water, parks and sewer) in eligible neighborhoods (consistent with neighborhood and/or community plans). Improvements will remove material and architectural barriers to increase accessibility and should consider sustainability goals.	20 neighborhoods
	CD-2.2: Acquire new park land properties or other facilities for public use and/or improve parks and recreation facilities to enhance the livability of low- and moderate-income neighborhoods (consistent with neighborhood/community plans). Facilities should consider sustainability goals.	20 neighborhoods
	CD-2.3: Support activities improving Neighborhood Revitalization Strategy Areas and establish new areas where appropriate.	3 areas
Strategy 3: Support community vitality through activities that promote a diverse economic base and family wage jobs while providing opportunities for low-income people to become financially independent.	CD-3.1: Support activities that retain or create jobs for low/moderate-income persons.	5 projects
	CD-3.2: Support business and community development through the Section 108 Loan Fund.	2 loans
Strategy 4: Enhance quality of life for families and individuals by supporting public services which predominantly serve people who are low-/moderate-income.	CD-4.1: Maintain and support the capacity of local non-profit agencies that provide community services.	20 agencies
	CD-4.2: Collaborate with the Clark County staff and local service providers to assess the community needs, develop plans for service design and funding allocations.	2 long-range plans



OBJECTIVE TWO: Ensure Decent Affordable Housing		
	Activity	5 Year Goal
<p>Strategy 1: Increase the supply of housing that is affordable to renter households, earning 60 percent or less of AMI. Projects should serve households within a range of incomes, provide a range of unit sizes and meet recognized sustainability standards.</p>	<p>AH-1.1: Support the construction of or conversion to, new and affordable rental housing projects.</p>	30 HH's 0-30% AMI5 projects
		30 HH's 30-50% AMI
		40 HH's 50-80% AMI
		Total HH's: 100
	<p>AH-1.2: Support acquisition and/or rehabilitation of rental housing to increase affordable housing stock.</p>	10 HH's 0-30% AMI1 loans
		20 HH's 30-50% AMI
		20 HH's 50-80% AMI
		Total HH's: 50
	<p>AH-1.3: Support creation or retention of housing for low-income elderly.</p>	10 HH's 0-30% AMI
		20 HH's 30-50% AMI
		20 HH's 50-80% AMI
		Total HH's: 50
	<p>AH-1.4: Support creation or retention of housing for disabled and special needs populations.</p>	10 HH's 0-30% AMI20 agencies
20 HH's 30-50% AMI		
20 HH's 50-80% AMI		
Total HH's: 50		
<p>Strategy 2: Preserve existing affordable housing threatened with loss due to condition, location, expiring federal contracts, redevelopment efforts, lead-based paint, or other similar situations.</p>	<p>AH-2.1: Support preservation/rehabilitation of existing low-income single-family owner occupied housing.</p>	10 HH's 0-30% AMI
		20 HH's 30-50% AMI
		20 HH's 50-80% AMI
	Total HH's: 30	
	<p>AH-2.2: Support preservation/rehabilitation of existing low-income rental housing.</p>	5 HH's 0-30% AMI
		10 HH's 30-50% AMI
15 HH's 50-80% AMI		
Total HH's: 30		
<p>Strategy 3: Promote homeownership opportunities for low- and moderate-income households, including persons with disabilities and first-time homebuyers.</p>	<p>AH-3.1: Support homeowner assistance for first-time or low-income homebuyers and encourage participation in pre- and post-purchase housing education.</p>	1 HH's 0-30% AMI
		10 HH's 30-50% AMI
		14 HH's 50-80% AMI
		Total HH's: 25



OBJECTIVE THREE: Provide Services to End Homelessness		
	Activity	5 Year Goal
Strategy 1: Prevention/diversion/discharge planning: Support programs aimed at keeping at-risk people in housing and approaches to divert people from jail into housing and treatment services.	HS-1.1: Increase housing stability for those at risk of homelessness by supporting and expanding programs that help households maintain housing.	40 households maintain housing stability through the receipt of financial assistance; 50 households avoid eviction.
	HS-1.2: Increase coordination among programs that provide services to low-income people in order to assess and respond to housing needs to prevent homelessness. Work to ensure that public institutions discharge people into housing.	100 families will not become homeless as a result of accessing the specific assistance.
Strategy 2: Housing plus supportive services: Support services designed to expand the affordable housing available and services to assist homeless people to reach self-sufficiency.	HS-2.1: Preserve and expand the supply of permanent housing and permanent supportive housing affordable to households with very low incomes.	50 housing units for households below 30% AMI preserved or developed, including families participating in the Bridges to Housing program
	HS-2.2: Preserve and expand the supply of transitional supportive housing for individuals and families.	Support current transitional housing programs.
	HS-2.3: Increase access to educational and employment programs to increase earning potential for individuals who are homeless, or at risk of homelessness.	20 chronically homeless people receive supported employment
		30 people who are unemployed and at-risk or temporarily homeless will have jobs
		75 people complete credit building and financial planning training
Strategy 3: Short-term emergency response: Support programs that identify people who are homeless, assess their needs, and move them into appropriate housing and supporting services.	HS-3.1: Maintain an effective outreach program that links homeless people to mainstream resources.	25 homeless people receive detox, mental health and medical services
		75 homeless people treated at the free clinic
		Funding and location identified for a Resource Center.
	HS-3.2: Ensure availability and access to clearinghouse, emergency shelter and services in the existing shelter system.	Continue to fund and increase access to the current shelter and outreach programs.
Strategy 4: System-wide Improvement: Support and improve the overall performance, efficiency, and accountability of the homeless system.	HS-4.1: Plan and coordinate system-wide to efficiently manage limited resources for ending homelessness.	Report on progress toward meeting goals, and updates to 10-Year plan every 2-3 years.
	HS-4.2: Build on successful implementation and expansion of HMIS System in Clark County.	Analyze HMIS data to determine where additional exploration is needed to understand homelessness in Clark County
		Incrementally expand the agencies participating in the HMIS and collecting performance outcome measurements



City Council Operating Guidelines

Operating guidelines for CDBG projects were established by the Vancouver City Council on October 7, 2002.

1. Any housing development activity funded through the CDBG program will carry a minimum 15-year covenant ***on the land*** to assure that it will remain available as affordable housing for that period.
2. Projects, which have been identified in a community plan, will receive higher consideration by Council, (plans may include, but is not limited to the Strategic Housing Plan, Neighborhood Action Plans, etc.).
3. CDBG funds awarded to nonprofit agencies for construction or acquisition will be contracted as ½ loan ½ grant with loan repayment at 0% interest over a period of 15 years (excluding planning activities). The loan shall be secured by a Promissory Note and/or Deed of Trust. Loan terms for CDBG funded projects that also have HOME funds shall be the same as the HOME terms. A waiver may be applied for in consultation with the CDBG Program Manager, but it is not guaranteed.
4. Unspent funds at the end of a project (as presented in the proposal for funding to City Council) will be put in a “reprogrammable funds” account for use in the next funding cycle. Projects that need less than a 20% adjustment may be allocated at the discretion of the City Manager. Program income generated from any project activity will also be programmed in the subsequent funding cycle through the “reprogrammable funds” account or utilized to complete a current project.
5. There is no restriction on the number of applications that may be submitted by applicants in a funding allocation cycle. If submitting more than one project, applicant should indicate the priority for funding on the applications before submittal.
6. There is a \$250,000 maximum limit per application.
7. There is a minimum funding request limit of \$20,000 per project for a City CDBG application.
8. Projects prepared to begin immediately (summer) will be given additional consideration by the grant review committee.
9. Project matches are encouraged and will be used to determine the ranking of the top projects in the final analysis of project selection. Match does not need to be cash in hand but should be in the form of a written commitment of funds from other funding sources or be a demonstrated link of how the match activity assists in the development of the proposed project.
10. The City of Vancouver does not obligate additional funds past the timeframe of which the project is funded. (No phasing of projects). It does, however, encourage creative ways to address project limitations regarding funding and timeliness of completion issues. (i.e. apply for design of a project to use as a match for other funding sources to complete construction.)
11. Projects that require operating costs for on-going programs, such as salaries, rent and equipment maintenance will not be considered for funding. (Per project implementation costs are allowed). In addition, to utilize CDBG funds for indirect program costs, an approved cost allocation plan must be submitted. *These costs must not exceed 30% of the funds requested.*
12. As part of the application process, Vancouver and Clark County will attempt to coordinate the timing of CDBG applications and selection process. Project proposal submission period shall run from approximately October 1, to December 1, of the year prior to actual funding allocation. The award of funds will occur in March of the allocation year. Funds are not available for expenditure until HUD approves the annual Action Plan, and a contract is signed between the applicant and the City of Vancouver, usually in late summer or early fall.
13. The CDBG Program has designated funding categories. Applications compete against other applications in the same group. Funding for these categories will be based on City of Vancouver priorities established by City Council.



Comparison of CDBG and HOME Housing Activities

Activity	CDBG	HOME	Comments
1. New housing construction	No	Yes	Single or multifamily
2. Housing rehabilitation	Yes	Yes	Single or multifamily
3. Emergency shelters	Yes	No	Includes group homes for special populations and halfway houses
4. Transitional housing	Yes	Yes	
5. Acquisition of sites	Yes	Yes	Requires appraisal and possibly relocation
6. Specifications for new housing	No	Yes	
7. Clearance of sites	Yes	Yes	
8. Certain soft costs	No	Yes	Architect, engineer, appraiser, and fees
9. Utilities in public right of way	Yes	No	
10. Tenant-based rental assistance	No	Yes	2 years maximum, tenants may move if they like
11. Conversion of buildings to housing	Yes	Yes	Requires appraisal
12. Acquisition of housing for rehabilitation	Yes	Yes	Requires appraisal and possibly relocation
13. 25% non-Federal match	No	Yes	
14. Client services	No	No	
15. Fair housing activities	Yes	Yes	

Notes:

1. CDBG funds can be used for new housing construction by Neighborhood-based nonprofit organizations, Section 301(c) Small Business Investment Companies, and local development cooperations as part of a neighborhood revitalization, community economic development, or energy conservation project.
2. Fair housing activities are eligible as a CDBG administrative expense



FY 2009 Income Limits Summary

FY 2009 Income Limit Area	Median Income	FY 2009 Income Limit Category	Number in Household							
			1	2	3	4	5	6	7	8
Clark County	\$70,000	Very Low (50%) Income Limits	\$24,500	\$28,000	\$31,500	\$35,000	\$37,800	\$40,600	\$43,400	\$46,200
		Extremely Low (30%) Income Limits	\$14,700	\$16,800	\$18,900	\$21,000	\$22,700	\$24,350	\$26,050	\$27,700
		Low (80%) Income Limits	\$39,200	\$44,800	\$50,400	\$56,000	\$60,500	\$64,950	\$69,450	\$73,900

NOTE: Clark County is part of the **Portland-Vancouver-Beaverton, OR-WA MSA**. The **Portland-Vancouver-Beaverton, OR-WA MSA** contains the following areas: Clackamas County, OR; Columbia County, OR ; Multnomah County, OR ; Washington County, OR ; Yamhill County, OR ; Clark County, WA ; and Skamania County, WA .Income Limit areas are based on FY 2009 Fair Market Rent (FMR) areas. Source: U.S. Department of Housing and Urban Development, effective March 10, 2009

2009 HUD HOME Program Rent Limits for Clark County

Rent (Monthly)	Number of Bedrooms						
	Studio	1	2	3	4	5	6
Fair Market Rent (FMR)	\$604	656	809	1,178	1,415	1,627	1,840
High HOME Rent	604	700	809	1,149	1,263	1,374	1,487
Low HOME Rent	604	636	787	910	1,015	1,120	\$1 ,225

Source: U.S. Department of Housing and Urban Development, effective April 27, 2009.HOME Rents: One - four HOME assisted units is the lesser of the Fair Market Rent or High HOME Rent. Five or more HOME assisted units, 20% of the assisted units rent cannot exceed the Low HOME Rent and 80% cannot exceed the lesser of the Fair Market Rent or High HOME Rent. Rents include utilities. Rents must be reduced for tenant paid utilities.