

City of Vancouver 2024 Funding Opportunity (CDBG/HOME/HOME ARP)

Question and Answers

Updated: November 22, 2023

Where can the Application Guidelines be found?

Application Guidelines can be found at www.cityofvancouver.us/cdbg.

What is included in the preapplication?

All preapplication questions are in Appendix D of the Application Guidelines. The preapplication is completed and submitted through [ZoomGrants](#).

The pre-application is due soon, and my organization isn't sure if we are going to apply for funding.

What should we do?

Preapplications are required to be submitted by the October 31 deadline to move to the next step for funding. We recommend filling out and completing the preapplication before the October 31 deadline. If your agency decides not to move forward with the application process after a preapplication has been submitted, your agency can email the City at cdbg@cityofvancouver.us.

Do new LLC businesses qualify as a public organization?

No. This funding is limited to nonprofits and government organizations.

Does a nonprofit organization need to have their 501(c)(3) established before applying for funding?

Yes, a 501(c)(3) needs to be established for a nonprofit organization before the preapplication is submitted.

Our organization has not received the Unique Entity ID (UEI) from SAM.gov. Can we still apply for funding?

We can accept applications knowing the UEI is pending. If funds are awarded, the City will need to have the UEI in place before executing a contract.

Where can I find Area Median Income (AMI) to answer question 3 on the preapplication?

AMI can be found on the City's website at: [Income Limits Summary \(cityofvancouver.us\)](http://Income Limits Summary (cityofvancouver.us)) or in Appendix A of the Application Guidelines.

Can my program use SNAP benefits instead of AMI for income eligibility.

Unfortunately, households that qualify for SNAP benefits, may be over the AMI limit for CDBG programs. Therefore, this would not be an appropriate tool for income eligibility.

What would qualify as a presumed benefit group?

To qualify under this subcategory, a program must exclusively benefit a clientele who are generally presumed by HUD to be principally low/mod income persons. The following groups are currently presumed by HUD to be made up principally of low/mod income persons: abused children, elderly persons, battered spouses, homeless persons, adults meeting Bureau of Census' definition of severely disabled persons, illiterate adults, persons living with AIDS, and migrant farm workers.

Can we complete separate applications for multiple programs?

Yes. Each program an agency applies for must have a separate application.

If we are applying for two different funding sources/projects, do we need to submit two separate applications or just one?

Each program an agency applies for must have a separate application.

Can we submit separate applications for funds from 2 different funding categories?

Yes, but if funding is being requested for the same project only one application is needed.

Can an agency combine different programs that serve the same population into one application, or combine an application for funding to buy (or remodel) a building with a request for staff and operations funding for services in the building?

No. Each application should be separate, so required environmental reviews can be completed and each program or project will have its own budget, contract, monitoring requirements and reporting to HUD.

Does HUD's definition of homelessness include people who are doubled-up?

Please see the full definition at [24 CFR 91.5](#). Additional guidance can be found at: [HUD Exchange](#)

We submitted our preapplication. Now what?

The City will be reviewing all preapplications after the October 31 deadline. Once reviewing is completed, City staff will follow up with applicants if there are any questions or to provide feedback on items that should be addressed in the full application. If preapplication doesn't require follow up, it will be approved by mid-November.

Can funding be requested to cover an 18-month period, or is funding limited to a 12-month period that can occur between July 1, 2024 and Dec. 31, 2025.

Since the City awards funding annually, organizations would have a gap in services if they went through December 2025 – the next funding would then be available July 2026. Organizations should request funding for a 12-month period, with the knowledge that the City is willing to extend contracts and be flexible with the funding when possible. Public Service contracts are required to end on June 30, 2024.

How can we determine if expenses are eligible or not?

Refer to the Application Guidelines or request technical assistance from City staff by emailing cdbg@cityofvancouver.us.

For projects that serve both Clark County and City of Vancouver residents, how much funding can the City award?

The applicant should review their previous projects or service history to predict the proportion of residents that will be served from each jurisdiction. For example, if 25% of people served have customarily lived within City limits, the City would award up to 25% of the total requested funding with the County possibly awarding up to 75% of the project funding. Final funding recommendations may be adjusted between the two jurisdictions when awards are made based on funding availability and the proportionate share of people served.

If awarded, are budgets finalized amongst the provider and the City or do budget requests in the proposal have to be exact, or else they do not get an award (i.e. is there flexibility in what is requested vs. what the committee may approve/award)?

There is some flexibility, but we try to make sure that we honor what the grant review committee reviewed. They may have scored differently if they reviewed a budget or program that varied significantly from what we end up contracting.

Is there a required match for microenterprise CDBG grant funds?

It is not required, but there is scoring associated with the amount of match provided.

Does Clark County CDBG funding count towards the match?

It won't be counted as matched funding unless it is already committed, but you can show it in the budget for planning purposes.

Regarding match, if an agency is applying for 50K and is bringing 50K in match, is that 100% match or 50% match?

It would be 100% match.

Should we include anticipated funding on the budget portion of the application, or should we only enter booked revenue?

You can include anticipated funding in the budget and note when you expect to receive the funding in the budget narrative section. It won't be counted as matched funding unless it is already committed, but you can show it in the budget for planning purposes.

If we are applying for ARPA funds through City and County, can we still apply for one of these grants?

Applicants can apply for ARPA funds from both HOME-ARP and another ARPA funding source as long as funds do not support duplicate program costs.

Can we request a specific funding source?

Yes. City staff will award in a way that most maximizes the funds available, but you can indicate a funding source preference in your application.

Is site control required for new construction?

Site control is not required to apply, but it is required prior to the distribution of any funds.

For construction loans, can the deed be recorded against a different property than where the project will take place?

No, a deed and a covenant will only be recorded on the parcel where funding is invested.

For facilities projects are we allowed to apply for funding even if we do not own the building?

We would need a commitment from the building owner stating that they would be renting to your agency for the life of the loan. We would also need the building owner to agree and sign a deed and promissory note on their property.

Is affordable homeownership an eligible use of HOME ARP funding?

No, it is not.

Would a renovation proposal meet the requirements of “public service?” The project would not be increasing services, but instead renovating the building that is providing these services to low-income families.

A renovation project would not be considered public services, but instead public facilities. There are more requirements when applying for public facilities that can be found in the Application Guidelines.

Can you talk more about the half grant/half loan for capital costs? I’ve never seen this on a CDBG application before. How strongly do you uphold this? In what cases do you give a waiver?

CDBG and HOME funding for acquisition, construction or rehab activities will generally be awarded as half grant, half loan with repayment at 0%-1% interest over a 10–20-year term. The loan shall be secured by a Promissory Note and Deed of Trust. Projects may also have a restrictive Covenant placed on the land to ensure that the project continues to comply with eligibility requirements. A waiver may be applied for in consultation with the Program Manager, but it is not guaranteed.